

KMSL Constitution, Bylaws, Procedures, Rules and Regulations. Revised January 2011  
**KELOWNA MENS SOCCER LEAGUE**

**CONSTITUTION AND BYLAWS**

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**SUPPLEMENT** (Future)

**Comment [VC1]:** I'll make appropriate changes to this page once the document is complete and approved

**CONSTITUTION  
OF  
THE KELOWNA MENS SOCCER LEAGUE**

**Article 1. NAME:**

The name of the League is: KELOWNA MENS SOCCER LEAGUE.

**Article 2. THE PURPOSES OF THE LEAGUE ARE:**

1. To foster and promote the welfare and enjoyment of its members in the district in which the League is authorized to operate. By way of promoting, conducting, cultivating, advancing, encouraging, and fostering an interest in the game of Soccer for which facilities are provided.
2. To promote and assist in the promotion of provincial, national and international games, demonstrations or other events in conjunction with soccer.
3. Commitment to encourage an excellence in coaching and officiating at all levels. The ongoing education of coaches and officials is furthered by attending clinics, workshops and seminars.
4. At the board's discretion, to affiliate with the B.C. Soccer Association subject to the rules and regulations of that body.
5. At the board's discretion, to become a member of, or co-operate with, any other society, club, association or person for the purpose of furthering the objectives of the League.
6. To operate, manage, lease, rent, allow the use of, improve or otherwise deal with the property of the league or any part thereof. (Subject to the terms of the by-laws) and upon such terms or in such a matter as the League may direct from time to time.

**Article 3. NON PROFIT:**

No part of the league income shall be payable to or otherwise available for the personal benefit of any member unless authorized by the Board for the specific purpose of administering the league and its business.

**Article 4. DISSOLUTION:**

In the event of the dissolution or winding-up of the League and after the payments or satisfaction of its debts, liabilities and obligations, the remaining property and assets of the League, including any unexpended income, shall be transferred to or donated to the Central Okanagan Youth Soccer Association. (C.O.Y.S.A.)

# THE KELOWNA MENS SOCCER LEAGUE

## **Part 1 - INTERPRETATION**

- 1.1 In these by-laws unless the context otherwise requires:
  - a. "League" means the Kelowna Mens Soccer League.
  - b. "Club" means any bona fide Club or Organization within the jurisdiction of the League consisting of 12 or more registered players.
  - c. "Directors" means the officer, or any member of an executive committee for the time being.
  - d. "Member" means any person registered with the League eligible to partake as an Amateur under the rules of the British Columbia Soccer Association and who has not ceased to be a member.
  - e. "Club Representative" is designated by a Club to be that Club's representative as provide in these by-laws.
  - f. "Registered address" of a member means his address as recorded in the registrar of members.
- 1.2 The definitions in the Society Act of the Province of British Columbia on the date that these by-laws become effective apply to these by-laws and all amendments to it.
- 1.3 Words importing the singular include the plural and visa versa and that words importing a male person include a female person and a corporation.

## **Part 2 - MEMBERSHIP**

2.1 The members of the League are those who become members in any of one of the three categories described herein, in accordance with these by-laws and who have not ceased to be members.

2.2 There shall be three (3) categories of membership in the association:

- 1) Member Club.
- 2) Member.
- 3) Honorary Members.
  - a. "Member Club" shall be all those clubs admitted to the League who comply with all the requirements for being an active member as shall be determined from time to time by the directors. Active Member Clubs shall be entitled to vote at all general or special meetings of the League.
  - b. "Member" being any person who has applied for and been granted the Recreational Senior Amateur player status for the current season
  - c. Honorary membership shall include any persons or corporations that the directors from time to time decide to honour with honorary membership in the League. Honorary members shall not be entitled to vote at any general or special meeting of the League although they may attend and participate. Honorary members shall be entitled to all privileges extended to them as the directors may from time to time determine.

2.3 Membership in the League is not transferable.

2.4 To be eligible for membership a Club must:

- a. Show reasonable proof of financial responsibility.
- b. Show adequate and responsible club management, upon investigation by the league Executive.
- c. Own at least one set of complete uniforms and other equipment essential to the proper functioning of the game 30 days prior to the seasons start.
- d. Submit its choice of playing colours to the Executive for approval.

- 2.5 Any Application for club membership on behalf of a new or existing club(s) in accordance with the provisions herein shall be submitted to the secretary in **writing** via the league registration form at the annual General meeting.
- 2.6 Upon approval by the board of directors, the applicant shall be a Member Club of the League.
- 2.7 Every member shall uphold the constitution and comply with these bylaws.
- 2.8 A register of membership shall be maintained by the League.
- 2.9 Each affiliated club shall furnish this League with a list of names, addresses and telephone numbers and email addresses **of its** officers thirty (30) days prior to the commencement of the playing season in each and every year.
- 2.10 All Clubs are in good standing except:  
 A Club who has failed to pay or in part played his current annual membership fee or any other subscription or debt due and owing by him to the League before the set deadlines and he is not in good standing so long as the debt remains unpaid to the League except by discretion of the board.
- 2.11 A Club shall cease to be a member of the League:  
 a. By dissolution,  
 b. On being expelled; or  
 c. On having been a member not in good standing for twelve (12) consecutive months.
- 2.12a. The Directors shall have the power by a vote of three-quarters (3/4) of those present at a duly convened meeting to expel or suspend any member whose conduct shall have been determined by the directors to be improper, unbecoming, or in conflict with the interest or reputation of the League or who willfully commits a breach of the constitution, by-laws, or rules and regulations of the League.  
 i. No member shall be expelled or suspended as aforesaid without being notified of the charge or complaint against him or without having first been given an opportunity to be heard by the directors at a meeting of the said directors called \_\_\_\_\_ for \_\_\_\_\_ that \_\_\_\_\_ purpose.

**Comment [i2]:** Via the league registration form at the annual General Meeting.

**Comment [i3]:** And email addresses

- b. Notice of intention to expel or suspend a member, setting forth the reason or reasons for such proposed expulsion and fixing the time and place for the meeting at which the resolution to expel shall be heard by the directors shall be send to the last known address or email address of such member not less than seven (7) days prior to the meeting.
- c. Notice of the directors meeting shall be conclusively deemed to have been properly given if sent by registered mail or email to the last knows address of such member at least seven (7) days prior to the day of the meeting.
- d. A suspended or expelled member may appeal his suspension to a general meeting of the membership if the following condition is met:
  - i. A written notice of intention to appeal and a \$100.00 Cheque (Appeal Cost) are received by the secretary of the League setting out in such notice the grounds for his appeal.  
Upon receipt the secretary shall give notice to the subject member, the member clubs and the directors fixing a date for the appeal hearing not more than thirty (30) days after receipt of such notice by the expelled or suspended member.
- e. Any member who resigns, withdraws, is suspended or expelled from the League shall forfeit all rights, claims, and interest arising from or associated with membership in the League.

**Comment [i4]:** Or email address

**Comment [i5]:** Or email

### **Part 3 - MEETINGS OF MEMBERS**

- 3.1 Annual general meetings of the League shall be held at the conclusion of the playing season but before the commencement of the following season each and every year at a time and place, in accordance with these by-laws, to be designated by the directors, for the purpose of concluding the years business and designating officers of the League for the next season of play.
- 3.2 Every general meeting, other than an annual general meeting, is an extraordinary general meeting.
- 3.3 The directors may, when they think fit, convene an extra ordinary meeting.
- 3.4a. Notice of general meeting shall be mailed, posted or otherwise communicated to the members and public at least fourteen (14) days prior to the meeting date, and notice of a special meeting shall be given at least ten (10) days prior to the meeting date to all executive members and member clubs in good standing and shall specify the place, the day and the hour of the meeting, and the general nature of the business to be conducted thereat and were such business is to amend or repeal a by-law of the League, then such notice shall contain the proposed amended or repeal by-law.
  - b. Only the business set out in the requisition calling a general meeting shall be dealt with at the meeting except with the unanimous consent of the president and those present.
  - c. The accidental omission to give notice of a meeting to, or the non-receipt of a notice by, any of the members entitled to receive notice does not invalidate proceedings at that meeting.
- 3.5 Extraordinary general meetings shall be called by the president:
  - a. At the request of a two-thirds majority of the directors.
  - b. Within ten (10) days of the receipt by the secretary, of a written request by two thirds (2/3) of member clubs in good standing represented by all affiliated Divisions.  
Provided that such request:
    - i. States the purpose of the general meeting.
    - ii. Is signed by those members or clubs requesting the meeting.
- 3.6 Special executive meetings shall be called by the president upon a petition presented by a two thirds (2/3) majority of the directors. Provided that such request:
  - a. States the purpose of the meeting.
  - b. Is signed by those directors requesting the meeting.
- 3.7 All special executive meetings require at least ten (10) days advance notice prior to the meeting date to all executive members and shall specify the place, the day and the hour of the meeting, and the general nature of the business to be conducted thereat

#### **Part 4 - PROCEEDINGS AT GENERAL MEETINGS**

- 4.1 Special resolutions are required in respect of:
- a. All business at an extraordinary general meeting except the adoption of the rules of order.
  - b. All business that is transacted at an annual general meeting, except;
    - i. The adoption of the rules of order
    - ii. The consideration of the financial statements,
    - iii. The report of the directors
    - iv. The report of the auditor, if any
    - v. The appointment of the auditor, if required; and
    - vi. The other business that, under these bylaws, ought to be transacted at an annual general meeting, or business which is brought under consideration by the report of directors issued with the notice convening the meeting.
- 4.2a. No business, other than the election of a chairman and the adjournment or termination of the meeting, shall be conducted at a general meeting at a time when a quorum is not present;
- b. If at any time during a general meeting there ceases to be a quorum present, business then in progress shall be suspended until there is a quorum present or until the meeting is adjourned or terminated.
  - c. At a general meeting a majority (50%) or more of the member clubs in good standing must be represented to constitute a quorum.
- 4.3 If within thirty (30) minutes from the time appointed for a general meeting a quorum is not present, the meeting, if convened on the requisition of members, shall be terminated; but in any other case, it shall stand adjourned to the same day in the next week, at the same time and place, and if, at the adjournment meeting, a quorum is not present within thirty (30) minutes from the time appointed for the meeting, the members present constitute a quorum.
- 4.4 Subject to bylaw 4.5, the president of the League, the vice president or in absence of both, one of the other directors present, shall preside as chairman of a general meeting.

- 4.5 If at a general meeting:
- a. there is no president, vice president or other directors present within fifteen (15) minutes after the time appointed for holding the meeting; or
  - b. the president and all the other directors present are unwilling to act as chairman, the members present shall choose one of their number to be chairman.
- 4.6a. A general meeting may be adjourned from time to time and from place to place, but no business shall be transacted at an adjourned meeting other than the business left un-finished at the meeting from which the adjournment took place.
- b. When a meeting is adjourned for ten (10) days or more, notice of the adjourned meeting shall be given as in the case of the original meeting.
  - c. Except as provided in this bylaw, it is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned general meeting.
- 4.7 All resolutions proposed at a meeting need to be seconded and the chairman of a meeting may not move or propose a resolution.
- 4.8 In case of an equality of votes the proposed resolution shall not pass.
- 4.9a. Each member in good standing shall be entitled to attend and speak at all general meetings of the League but only those members appointed as Club delegates pursuant to by-law 4.10 hereof shall be entitled to vote on any question at a general meeting of the league.
- b. Each director shall be entitled to attend all general meetings of the League and shall have a voice but no vote on any question of the general meeting.
  - c. At all meetings of the members of the League, every question shall be determined by a majority of votes unless otherwise specifically provided by these by-laws.
  - d. At the discretion of the chair, voting may be by a show of hands or secret ballot.
  - e. All delegates to a special or the annual general meeting must be appointed by the Club which they represent.

4.10 Each Member Club shall appoint two (2) members of the League in good standing, as a delegate to vote on behalf of such member club at any general meeting of The League. Any Member Club or person appointing a delegate may change its delegate at any time by notifying the secretary of the League.

4.11 The order of business at the general meeting shall be:

- a. Roll call;
- b. Reading/adoption of the minutes;
- c. Adoption of the minutes;
- d. Presidents report/welcome;
- e. Secretary's report;
- f. Treasurers report;
- g. Directors report;
- h. Reports of committees;
- i. Considerations of amendments to the constitution;
- j. Elections shall fill 1 or more of the following;

Officers:

- 1) President (Odd Year)
- 2) Vice-President (Even Year)
- 3) Secretary (Even Year)
- 4) Treasurer (Odd Year)

The directors will fill one of the following positions:

- 1) Schedule/Fields/Royal Cup/Playoff Chair (Even Year)
- 2) Entertainment Chair (Odd Year)
- 3) Discipline Chair (Even Year)
- 4) Registrar (Even Year)
- 5) Publicity/Statistics/Website Chair (Odd Year)
- 6) Liaison to Soccer Community (Even Year)
- 7) Division Representative - one per division (Annually)

k. General Business; (resolutions)

l. Adjournment.

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## **Part 5 - DIRECTORS AND OFFICERS**

- 5.1a. The business of the League shall be carried on by the board of directors who shall interpret this constitution and the by-laws, and may exercise all such powers and do all such acts and things as the League may exercise to do, and which are not by these by-laws or by statute otherwise lawfully directed or required to be exercised or done by the League in general meeting, but subject nevertheless to:
- i. all laws affecting the League;
  - ii. these by-laws.
  - iii. rules, not being inconsistent with these by-laws and the rules set out by the BC Soccer association which are made from time to time by this League in general meeting.
- b. The power of the directors shall include the power to make such rules and regulations as they deem necessary in their absolute discretion to facilitate the function of the league, subject to the approval of the members at the next following general meeting, and such rules and regulations are binding on the members and those participating in the leagues program.
- c. No rule made by the League in general meeting invalidates a prior act of the directors that would have been valid if that rule had not been made.
- 5.2a. The president, vice president, secretary and treasurer shall be directors of the society.
- b. The number of directors shall be at least six (6) and not more than thirteen (13), a majority of whom shall constitute a quorum.
  - c. At all general meetings except as provided in clause 5.2d, election of directors shall be for a two (2) year term, except for division representatives who are elected annually.
  - d. At the first annual general meeting subsequent to the enactment of this clause at least five (5) and no more than six (6) directors shall be elected for a one (1) year term. Such one (1) year elected positions shall include the Vice-President and the Secretary of the League. Two (2) year elected positions shall include the president and the treasurer of the League.
- 5.3a. The elected directors shall retire from office at the end of their terms at the annual general meeting of that year, (unless re-elected) when their successors shall be elected.
- b. Separate elections shall be held for each office to be filled.
  - c. An election may be by acclamation; otherwise it shall be by secret ballot.
  - d. If no successor is elected the person previously selected or appointed continues to hold office.

- 5.4a. The directors may at any time and from time to time appoint a member as director to fill a vacancy in the directors.
  - b. The appointment of directors to specific functions, responsibilities and/or committees shall be by majority vote of the directors.
  - c. A director so appointed holds office only until the conclusion of the next annual general meeting of the League, but is eligible for re-election at that meeting.
  - d. If a director resigns his office or otherwise ceases to hold office, the remaining directors shall appoint a member to take the place of the former director.
  - e. No act or preceding decision of the directors is invalid only by reason of their being less than the prescribed number of directors in office.
- 5.5 A director shall cease to hold office in the event of:
- a. The director resigns from office by delivering a written resignation to the secretary of the League.
  - b. Absenting himself without cause from three (3) successive meetings of the executive.
  - c. Willfully neglecting his duties.
  - d. If at a special general meeting of the members a resolution is passed by three-quarters (3/4) of the members represented at the meeting that he is removed from office, at which time a successor to complete the term of office may be selected.
- 5.6 A director may be remunerated at the discretion of the Board. A director shall be reimbursed for all expenses necessarily and reasonably incurred by him while engaged in the affairs of the League.

## **Part 6 - PROCEEDINGS OF DIRECTORS AND OFFICERS**

- 6.1a. The directors may meet together at the places they think fit to dispatch business, adjourn and otherwise regulate their meetings and proceedings.
- b. At all meetings of the executive a quorum for the purpose of transacting business is a majority of the directors as per by-law 5.2b.
- c. The president shall be the chairperson of all meetings of the directors, but if at a meeting the president is not present within thirty (30) minutes after the time appointed for holding the meeting, the vice president shall act as chairperson, but if neither is present the directors present may choose one of their number to be chairman.
- d. A Director may at any time request a meeting of the board, and the secretary, upon receipt in writing of such request, shall convene a meeting of the directors within ten (10) days of the received request.
- 6.2a. The directors may delegate any, but not all of their powers to committees consisting of a director or directors and members of this League as they think fit.
- b. A committee so formed in the exercise of the powers so delegated shall conform to any rules imposed on it by the directors, and shall report every act or thing done in exercise of those powers to the earliest meeting of the directors to be held next after it has been done.
- 6.3 A committee shall elect a chairperson of its meeting; but if no chairperson is elected, or if at a meeting the chairperson is not present within thirty (30) minutes after the time appointed for holding the meeting, the directors present who are members of the committee shall choose one of their number to be chairperson of the meeting.
- 6.4 The members of the committee may meet and adjourn as they think proper.
- 6.5 For a first meeting of directors held immediately following the appointment or election of a director or directors at a annual or other general meeting of members, or for a meeting of the directors at which the director is appointed to fill a vacancy in the directors, it is not necessary to give notice of the meeting to the newly elected or appointed director or directors for the meeting to be constituted, if a quorum of the directors is present.
- 6.6a. Question arising at any meeting of the directors, the executive or a committee established by the directors shall be decided by a majority vote;
- b. In case of an equality of votes the chairperson does not have a second vote and the motion is defeated.
- 6.7a. All resolution proposed at a meeting of directors, executive, or committee established by the directors need be seconded and the chairperson of the meeting may not move or propose a resolution.
- b. A resolution in writing, signed by all the directors and placed with the minutes of the directors is as valid and effective as if regularly passed at a meeting of directors.

## **Part 7 - DUTIES OF OFFICERS AND EXECUTIVE**

### 7.1 The board of directors:

- a. The board of directors is responsible for interpreting the League's Constitution and By-laws and facilitating the functioning of the league by defining its term of reference, establishing its policies, rules, and regulations and will administer the operation of the League accordingly. It carries out its functions through the actions and recommendations of its committees and as a body which is primarily concerned with ensuring the recommendations and actions of its committees are legal, consistent, in harmony with each other, and in the long term best interest of the League.
- b. The Directors are required to act in a fiduciary capacity for the benefit of the League as a whole. They should not act out of any parochial interest or for personal gain.
- c. The board shall if possible consist of neither non-playing members, nor referees except by general agreement by the league.
- d. Each director has one (1) vote. If a director assumes one or more director's positions he / she will continue to have only one (1) vote.

### 7.2 The President shall:

- a. Preside at all meetings of the League and of the directors.
- b. The president is the chief executive officer of the League and shall supervise the other officers in execution of their duties.
- c. He shall be a member ex-officio of all committees.
- d. He shall sign all official documents.
- e. Represent the League in an official capacity to the public.
- f. Shall prepare agenda
- g. Is responsible for the general management of the League according to its constitution, by-laws, term of reference, and rules and regulations.
- h. Is responsible for ensuring the officers of the League perform their duties in accordance with the League constitutions, by-laws, terms of reference, defined policies, and rules and regulations
- i. Be a signing officer of the League.

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- 7.3 The immediate past president shall be an ex-officio member of the Board and shall assist the president and the vice president in their duties and shall provide advice and counsel to the League and the board of directors as required by the board.
- 7.4 The vice president shall:
- a. The Vice-President shall carry out the duties of the president during his absence.
  - b. Shall assist the president in carrying out his duties and responsibilities.
  - c. Be one of the signing officers of the League.
- 7.5 The Secretary shall:
- a. Keep records of all the activities of the League.
  - b. Keep the minutes of all the meetings of the League and the directors.
  - c. Deal with correspondence and perform other such duties necessary to carrying out the constitution and the By-laws as the directors shall direct.
  - d. Prepare and present reports on the activities of the directors at the annual general meeting.
  - e. File the annual report, financial statement, and the auditors report provided by the league treasurer as required under these by-laws.
  - f. Be one of the signing officers of the League.
- 7.6 There shall be prepared by the secretary of the League or, in his absence, by such person acting on his behalf as a chairperson of the meeting shall direct, the minutes of proceedings of meetings of the league and these minutes shall be kept in custody of the secretary who shall insure the same are kept in a safe and secure depository.

7.7 The treasurer shall:

- a. Have the custody of the League funds and securities and shall keep a full and accurate account of receipt and disbursements in books of account belonging to the League and shall deposit all monies and other valuable effects in the name and to the credit of the League in such depositories as may be designated by the board of directors from time to time.
  - b. Disburse the funds of the League as may be ordered by the board, taking proper vouchers for such disbursements, and shall render to the president and the directors at regular meetings of the board or whenever they may require it, an account of all his transactions as treasurer.
  - c. Also perform such other duties as may from time to time to be determined by the board.
  - d. Be the chairperson of the audit committee or otherwise coordinate the dealings of the League with the auditor(s).
  - e. Be one of the signing officers of the League.
  - f. Keep the books of account of the League and shall be responsible for their custody and safekeeping including all vouchers, receipts, cheques, and other records dealing with financial matters.
  - g. At the end of the fiscal year and if required by a government body or the Board, present an audited financial statement, ending on the last day in December in each year to the directors. Such financial statement shall consist of at least a balance sheet and a statement of revenue and expenditures for the fiscal period and shall be in form commonly accepted within the accounting profession.
  - h. Not issue, publish or circulate a financial statement of the League other than to a director or officer unless it is first approved by the directors and the approval is evident by the signatures of two (2) directors on such statement.
  - i. Be responsible for the preparation of the League's annual budget.
  - j. At the annual general meeting of the League circulate or make available a copy of the annual financial statement to all the delegates of the member clubs.
- 7.8 The remuneration paid to officers, agents, or employees shall be determined by the board.
- 7.9 All books of the League may be inspected by any member at any reasonable time at the place at which such books and records shall be normally kept upon written request by that member.
- 7.10 If required by a governing body or the Board, the Treasurer shall have the league's books audited; the books and accounts of the League shall be available for audit once yearly, the financial year for this purpose ending on the last day of December in each year.
- 7.11 Be permitted to authorize the League Administrator to perform any of the functions listed in section 7.7 except 7.7E if instructed to by the Board of Directors.

**Comment [i6]:** Be permitted to authorize the league administrator to perform any of the functions listed in section 7.7 except 7.7E if instructed to by the Board of Directors.

- 7.11 The Chief Referee / Referee coordinator
- a. Shall fall under the jurisdiction of the League and their bylaws, rules and regulations only if:
    - i. A sanctioned B.C. Soccer Referee association does not exist in the district in which the League is authorized to operate.
    - ii. The local Referee association fails to carry out its mandate as set out by the provincial body.
    - iii. The local Referee association fails to conform with article 2-3 and 2-4 of the Leagues constitution.
- 7.12 Subject to 7.11a.i,ii,iii the following shall apply:
- a. The Chief Referee shall:
    - i. Be appointed by the League officials in good standing.
    - ii. Assist the referee coordinator with the scheduling of all officials for the League scheduled matches.
    - iii. Prepare a report for the annual general meeting.
    - iv. Organize and conduct the necessary programs to recruit, train and update officials.
    - v. Maintain a list of the Leagues officials showing their:
      - (1) Given names
      - (2) Mailing address and phone numbers
      - (3) Membership status with the B.C. Soccer association
      - (4) Grade to date
  - b. The Referee Coordinator shall:
    - i. Be appointed by the League officials in good standing.
    - ii. Have regular scheduled meetings with all officials associated with the League during the playing season.
      - iii. Act as a Liaison between the official committee and the board.
      - iv. Schedule all referees and linesmen for the League scheduled games.
    - v. Submit to the treasurer on the first day of every month during the Leagues playing season a detailed account of all officiating cost incurred.
- 7.13 The registrar shall:
- a. Manage all team and player registrations, transfers and permits.
  - b. Collect, account and hand over all funds associated with registrations, transfers, and permits to the treasurer.
  - c. Maintain an up to date record of all members and member clubs.
  - d. Check all team lists received from the Referees:
  - e. Enclose with a players record all disciplinary decisions if any, received from the disciplinary committee.
- 7.14 A Division Representative shall:
- a. Attend all league meetings.
  - b. Act as a liaison between the executive and the teams in the division they represent.
  - c. Distribute and/or otherwise convey the decisions and general information pertaining to the league from the executive to the teams in the division they represent.

**Part 8 - NOTICES TO MEMBERS**

- 8.1 A notice may be given to a member, either personally, by e-mail or by mail to him at his registered address.
- 8.2 A notice sent by mail shall be deemed to have been given on the second (2nd) day following that on which the notice is posted, and in proving that notice has been given it is sufficient to prove that the notice was properly addressed and put in a Canadian post office receptacle.
- 8.3a. Notice of a general meeting shall be given to every member club in good standing through their, manager(s), and head coach(es) shown on the register of member clubs on the day notice is given and such notice shall be given to every director and officer of the League.
- b. No other person is entitled to receive notice of a general meeting except as provided in these by-laws.

## **Part 9 - BY-LAWS**

- 9.1 On being admitted to membership, a member is entitled to and the League shall provide, on the request and without charge, a copy of the constitution and by-laws and the rules and regulations of the League currently in force.
- 9.2 These by-laws shall not be altered except by special resolution, which will take place at the AGM.
- 9.3 Member clubs in good standing with the League and members of the executive may propose changes or amendments to the constitution and by-laws of the League.
- 9.4 A copy of the proposed change or amendment shall be forwarded to the secretary of the League in the form a special resolution at least fourteen days prior to the annual general meeting. The secretary of this League shall forward a copy of this resolution to each member club and all executive members at least fourteen (14) days prior to the general meeting.
- 9.5 Any amendment to the constitution and by-laws shall be passed as defined in the Society Act of British Columbia.

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**PART 10 - MISCELLANEOUS**

10.1 A "Special resolution" means:

- a. a resolution passed at a general meeting by a majority of not less than 75% of the votes cast of those members of the League who, being entitled to do so, vote in person or where proxies are allowed, by proxy
  - i. of which the notice that the bylaws provide are not being less than 14 days notice specifying the intention to propose the resolution has been given or
  - ii. if every member entitled to attend and vote at the meeting so agrees, at a meeting of which less than 14 days notice has been given.
- b. where the League has adopted a system of indirect delegate voting by mail, a resolution passed at least 75% of the votes cast in respect of the resolution.

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## **TERMS OF REFERENCE AND RESPONSIBILITIES**

### **Section 1 - COMMITTEES**

- 1.1 According to the Leagues By-laws 5.1 and 6.2 the business of the League shall be carried on by the board of directors who may do so through committees, which it has the power to create. The members of these committees may be selected from the membership at large at the discretion of the board and they are responsible to the board of directors. Each committee shall have a liaison director who shall co-ordinate the functioning of the committee and on behalf of the committee report back to the board for information, ratification, or decision. These committees shall conform to any rules that may from time to time be imposed on them by the board.
- 1.2 The directors shall appoint, as they deem necessary, an independent discipline committee. This committee will consist of three (3) to five (5) responsible people who shall conduct their business under the guidelines set out in Section 6 of these by-laws.
- 1.3 More specifically:
  - a. The members of the committees shall be selected annually or as required by the board
  - b. Each committee shall have a chairman. The chairman shall be appointed by the board of directors for one year in consultation with the members of the respective committees. The chairman shall be responsible to the Board of directors for the on-going operation of the committee.
  - c. Minutes of each Committee meeting or a verbal report to the board shall be given to update the board on the progress of the committee and for it's considering and ratification of the proposed policies, programs, and action plans.
  - d. The Committees may make recommendations to the board of directors but shall not usurp the function or approval required by the board of directors.

## **Section 2 - AWARDS COMMITTEE**

2.1 The awards committee shall:

- a. Plan an annual award budget, purchase the awards, and co-ordinate the distribution of the awards to the recipients;
- b. Be responsible for the permanent awards being presented annually by the League;
- c. Prepare the committee report for the annual general meeting.

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**Section 3 - PUBLIC RELATION COMMITTEE**

3.1 The Public relation committee shall:

- a. Be responsible for the gathering and dissemination of League/Soccer information to the media;
- b. Be responsible for the definition and promotion of the League's image to its members and the public;
- c. Collect all news paper clippings, related articles or publicity about the league and keep on file.
- d. Prepare an annual plan and budget.
- e. Prepare a committee report for the annual meeting.
  
- f. Maintain and update league website on a regular basis.

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**Section 4 - THE RECORD AND STATISTICS COMMITTEE**

4.1 The record and statistics committee shall if requested by the Board:

- a. Publish and record the League's Division standings, win/loss ratios, and all other information pertaining to the team standings or personal performances;
- b. Prepare an annual record, best performance(es) and statistics report for the publication by the publicity committee;
- c. Prepare a committee report for the annual general meeting.

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**Section 5 - THE LEAGUE SCHEDULING COMMITTEE**

- 5.1 Prepare, publish and or post on the League website a League schedule of all league games, Royal Cup games, and play-offs.
- 5.2 Book all the playing field required within KMSL jurisdiction.

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## **Section 6 - THE DISCIPLINE COMMITTEE**

6.1 This independent committee of responsible people will conduct its business as per the B.C. Soccer Associations and this Leagues discipline, rules and regulations.

6.2 The discipline committee shall:

- a. Receive all claims of infringement of the games, hold hearings to determine the worthiness of the claims, decide upon what actions by the League are appropriate, and forward to the board its findings and decisions.
- b. As a result of reviewing any referees report, team list, or other appeal or protest, levy fines against a member(s) or member clubs as set out in these by-laws. (R-4.8)
- c. Submit to the registrar a copy of all disciplinary decisions made

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## **Section 7 - REFEREES**

7.1 The following rules are subject to Part #7.11a.i,ii,iii Page 21 under the By-laws.

A If deemed necessary by the board, all referees shall be under the control and jurisdiction of the BC Soccer Association and/or the B.C. Referee Assoc. and shall abide by the rules of the Association(s).

b. If deemed necessary by the board, the referees officiating under the jurisdiction of the League shall consist of registered referees in good standing with the association.

c. A Chief referee shall be appointed by the League officials subject to Art. 7.11a.i,ii,iii

d. All referees are required within 24 hours of the conclusion of the match at which they officiate, to forward to a designated league official or appointee.

i. A copy of the games report.

ii. The team list(s).

iii. The names of players charged with misconduct.

Failure to do so may result in non-payment for the game officiated.

e. The board shall have the power to remove the appointed chief referee from office if he willingly violates the rules of the League and/or the association.

f. Referees officiating in non-sanctioned matches by the League may be reported to the association.

g. Referees not conforming to the rules of a governing association may be reported to the Association.

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h. If required by the board all new referees joining the league shall be examined as to their proficiency in their knowledge of the game, and were required be submitted to a fitness test as per B.C. Referee Association guidelines.

i. If required by the board Referees officiating in the Kelowna Mens Soccer League on a regular basis shall be examined by the B.C. Referees Association once every two years, such examinations shall include oral, written and field test.

j. If required by the board all referees that hold a BCSA Class 3 license and above must participate in one of the three (3) fitness tests and the referees' refresher clinic as scheduled by the Chief Referee by May 15 in each season. Failure to participate will result in said referee being removed until such time.

## **Section 8 - OTHER**

8.1(Future use)

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## **OPERATING POLICIES, PROCEDURES, RULES AND REGULATIONS.**

### **INTERPRETATION**

R-1.1 a. The operating policies, procedures, rules and regulations may be amended, altered, and repealed in whole or in part at any meeting of the board of directors.

b. A copy of every change or alteration in compliance with the bylaws shall be forwarded to the member clubs.

R-1.2 Appeals or protest of any kind must be delivered in writing to the League secretary accompanied by a One Hundred dollar (\$100.00) cheque, postmarked within 48 hours of the decision or the game in question. The one hundred dollar (\$100.00) dollar fee is refundable only if the appeal is upheld.

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**LEAGUE STRUCTURE**

- R-2.1 The League shall consist of any number of Divisions as deemed necessary by the Board.
- R-2.2 Each Division shall be determined by the board in a manner consistent with these rules and as permitted by efficiency.
- R-2.3 If required by the Board Promotion/Relegation shall be implemented with the following rules:
  - a. Movement shall be based on the teams' standing within each division at the end of the regular season.
  - b. The first and second place team of each division will be promoted to the next higher division.
  - c. The last and second last place team of each division will be relegated to the next lower division.
- R-2.4 Team standings will be kept according to the following format:
  - a. Team win is three (3) points.
  - b. Tie Game is one (1) point.
  - c. Team loss is zero (0) points.
- R-2.5 Teams may move a maximum of three (3) players from a lower Division Team to a higher Division during regular scheduled League play.

Comment [i7]: And

## **GAME REQUIREMENTS AND PLAYER SUBSTITUTIONS**

- R-3.1 The referee shall receive the following from each team before the commencement of the scheduled game.
- a. A team list on the form provided on the league web site, showing each player's name and number as on the uniform.
  - b. Valid ID cards issued by the League for each player that will be playing in the game.
- R-3.2 No more than eighteen (18) players per Team shall be dressed or used before or during a regular scheduled League game, Cup game or Play-off game.
- R-3.3 A team shall have at least seven players dressed and ready to play within fifteen (15) minutes of the scheduled kick off time, failing to do so will result in:
- a. Defaulting the game and is subject to by-law R-4.8b.
  - b. The opposing team being awarded the game.
- R-3.4 Each team must have installed one (1) goal net, and two (2) approved corner flags, prior to the scheduled kick off time.
- R-3.5 The Home team shall supply the ball for the game in addition each team must have an extra ball on hand for use in case of emergency.
- R-3.6 Where the colours of competing teams are similar, the Home team must change. Goalkeepers must wear colours that distinguish them from other players and officials.
- R-3.7 The Winning team (or both teams in the event of a tie) is responsible to provide the following information to the Web Master no later than 9:00a.m. the morning following the game:
- a. the game score.
  - b. all goal scorers names and jersey numbers
  - c. highlights of the game
  - d. any other noteworthy events pertaining to the game.
- R-3.8 The duration of all scheduled League games shall be ninety (90) minutes unless deemed inappropriate by the referee at game time due to weather, darkness or other related issues.
- R-3.9 The duration of all Play-off and Cup games shall be ninety (90) minutes. If both teams are tied after regular play, the game shall be decided by 2 ten minute halves with NO golden goal in effect. If the game is tied after the additional halves the game will be decided by penalty kicks.
- R-3.10 If a game is abandoned for any reason, at least sixty (60) minutes of the game must be played to constitute a complete game and the score at the end of such a game shall stand as the final score.
- R-3.11 Each Team is allowed to make unlimited substitutions during regular scheduled League games. No substitution(s) are allowed for player(s) ordered off the field by the referee. A referee can order a player off the field for a red card(in which case there is no substitution) but can also order a player off if bleeding or if the player does not have the required shin guards.

## **FEES**

- R-4.1 The amount of first annual Club membership dues shall be determined by the Directors and after that according to the division applied for, or the division played in, and shall be determined at the annual general meeting of the League.
- R-4.2 A. The Club membership fees shall be determined annually by the board and will be due and payable under the guidelines set out by the Board.
- B. Each additional player registration to a maximum of 25 players per team shall be charged twenty five dollars (\$25.00) per player payable to the League's Registrar 48 hours prior to his first scheduled game.
- R-4.3 The League shall pay all registered referees and linesmen officiating in the league's regular scheduled games such fees as are approved of by the board of Directors.
- R-4.4 A Four hundred dollar (\$400.00) performance bond shall be posted by all teams to serve as a guarantee that all engagements and standards will be met. This bond will be forfeited by a member club withdrawing from the League during the playing season.
- R-4.5 If a team's bond account reaches Two hundred dollars (\$200.00) or less, the team involved must replenish the bond back to Four hundred dollars (\$400.00) and if required by the Board appear before a judicial board before it is permitted to participate further in scheduled League or other games under the league's jurisdiction.
- R-4.6 Each team must bring its performance bond account up to (Four) hundred dollars (\$400.00) on or before the date of the next scheduled annual general meeting.
- R-4.7 Each team playing an exhibition, or any non scheduled league game sanctioned by the League will be responsible for paying one half of the officials fees and field fees prior to the commencement of the game and at the rate set out by the Board of Directors.

**Comment [i8]:** Twenty five

**Comment [i9]:** Two Hundred dollars

**Comment [i10]:** Four Hundred

**Comment [i11]:** And field fees

## **FINES AND DISCIPLINE**

R-4.8 The disciplinary committee as a result of reviewing any referees report, team list, or other appeal or protest, shall levy the following fines against member clubs.

- a. The following infractions will be fined an amount to be set by the league executive prior to the commencement of the season:
  - i. Failure to provide game ball, net or corner post (R-3.4)
  - ii. Failure to provide a proper team list and player ID cards before the commencement of the game (R-3.1)
  - iii. Failure to wear the proper team uniform
  - iv. Failure to file a game report (R-3.7)
- b. Any team defaulting a game will be fined the officiating costs of the game plus field costs which must be paid within 15 days.
- c. Any team defaulting a second game will be fined the officiating costs of the game plus field usage costs and be suspended from further participation in the Kelowna Mens Soccer League, subject only to appeal at a special general meeting.
- d. Teams may be fined up to one hundred dollars (\$100.00) for other misconducts.
- e. Any Team proven to have played an ineligible player shall forfeit the points to the other team.  
A second offence will result in:
  - i. A 15 Point loss.
  - ii. If required by the Board the Team representative to be summoned to appear before the discipline committee within 48 hours of the offence.
- f. Any team that accumulates five dissent cards throughout the season and playoffs shall receive a fine of \$50. The seventh card will result in a fine of \$75. Each additional card received by the team will result in a fine that increases the previous fine by \$25. There is no maximum.

R-4.9 Any such fine will be deducted from the team's performance bond, in which case the offending team will be notified by the League administrator, and if notified that the security bond has been reduced due to fines, then the team is required to top up the bond within 14 days.

R-4.10 In all cases the member(s) or member club(s) subject to disciplinary action shall have the right to appear and offer a full answer or defence to any charges against him when the case is heard and is subject to R-1.2 except:

- a. Players receiving a third caution (Yellow card) in the current season will be automatically suspended for at least one (1) game.
- b. Players or officials reported for violent misconduct or for assault on Referees or game officials shall stand suspended from all soccer activities until their case has been dealt with by the League within ten (10) days of the date of the incident.

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**Comment [i12]:** \$50

**Comment [i13]:** Seventh

**Comment [i14]:** Seventy five (\$75)

**Comment [i15]:** The previous fine

**Comment [i16]:** Administrator

R-4.11 Where the control of the discipline committee has been delegated to any other governing body in all cases of players ordered off the field of play, as well as players and officials reported for misconduct, shall stand suspended from all soccer activities until their case has been dealt with by the governing body.

R-4.12 Any player receiving a red card or 3rd yellow card in the last game of the team's season shall be assessed a fine to be determined by the discipline committee. All fines and suspensions carry over to the following year.

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## **REGISTRATIONS TRANSFERS AND PERMITS**

- a. R-5.1 a. No player shall be transferred to any other club in the League after the end of the transfer date as set by the board.
- b. After registering with a club, a player must play in at least three (3) scheduled League games in order to be eligible for League playoffs.
- c. The executive prior to the start of each season will determine the registration deadline.
- d. A player is permitted to play up one division from the division the player is registered in. A player is not permitted to play down a division.

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