

Kindersley Minor Soccer Association Inc.

A. Name

1. This non-profit organization shall be known as the Kindersley Minor Soccer Association Inc.
2. Kindersley Minor Soccer Association Inc is hereinafter referred to as "KMSA"

B. Affiliation

KMSA shall be affiliated with the Saskatchewan Soccer Association, and the Canadian Soccer Association.

C. Territorial Limits

The territory over which KMSA has jurisdiction shall be in the Town of Kindersley and an area within 80 kilometers of the city boundaries.

D. Objectives

The objectives of the KMSA are to promote, govern and improve organized soccer in Kindersley and the surrounding areas.

1. To foster among its Members, supporters and teams a general soccer community spirit.
2. To maintain and increase the interest in the game of soccer.
3. To have and exercise a general care, supervision and direction over the playing interests of mini and youth teams and players.
4. To foster the development of qualified soccer coaches to serve the sport.

E. Membership

- 1) The Association shall consist of:
 - a. Honorary Life Members.
 - b. Executive - elected and appointed.
 - c. All soccer parents or guardians having paid membership.
 - d. Coaches, Managers and Trainers of the Teams
 - e. A quorum for the executive shall consist of 50% of its Members.
- 2) Membership
 - a. Honorary Life Membership is the highest honor that can be bestowed by this Association, and is awarded only for very distinctive service to the Association. This Membership may be granted by KMSA upon the nomination of the Board of Directors and confirmation at the next Annual General Meeting of the KMSA. Such person shall have a voice but not vote at Board Meetings of the KMSA.
- 3) Membership Fees shall be set by the board

F. Executive and Board Members.

- 1) The Executive shall consist of the Immediate past President, President, Vice President, Secretary, Treasurer and appointed Members.
- 2) The Executive to be elected shall be elected at the Annual meeting and serve a designated time.

Those to be elected

- a) President (2 Year Term to be elected on odd-numbered years)
- b) Vice President (2 Year Term to be elected on even-numbered years)
- c) Secretary (2 Year Term to be elected on even numbered years)
- d) Treasurer (2 Year Term to be elected on odd Numbered years)
- e) Board Members (2 Year Term to be elected on odd Numbered Years)
- f) Board Members (2 Year Term to be elected on even Numbered Years)
- g) Board Members (1 Year Term to be elected on odd Numbered Years)
- h) Board Members (1 Year Term to be elected on odd Numbered Years)
- i) Board Members (1 Year Term to be elected on even Numbered Years)
- j) Board Members (1 Year Term to be elected on even Numbered Years)

Those to be appointed

- a) District Representative
 - b) Referee-in-chief
 - c) Executive Director
 - d) Directors
 - e) Equipment Manager
 - f) Statistician
 - g) Fundraising Chairperson
 - h) Field Maintenance Supervisor
- 3) Nominations: each Member shall have the privilege of nominating a representative for each office of the Association subject to the following provisions:
 - a) Persons nominated for President shall have served at least a designated term of Two [2] Years on the Executive or have verified knowledge of soccer along with Accreditation from a soccer Governing body.
 - b) A nomination shall be accepted on paper or from the floor at the meeting.
 - c) If the Presidents position becomes vacant prior to the end of the term and the Vice Presidents term is up for election that same year then the Vice Presidents term will be extended automatically for a 3 year term if the current Vice President wishes to continue to occupy the position

G. Role of Executive

- 1) The Executive shall have control of the affairs of the Association and shall have the power to fill any vacancy, which may occur in its number.
- 2) The Executive shall have the power to suspend or discipline with a discipline hearing any coach, manager, trainer, referee, player or anyone connected with the Association.
- 3) Meetings of the Executive shall be at the call of the President (minimum of 1 meeting every 2 months), except as outlined in item (4) below.
- 4) At the request in writing, of the three Executive Members, the President shall call a special meeting. No subject shall be discussed or considered at any special meeting, except that specified in the notice.
- 5) The Executive shall recommend all Honorary Life Members.

H. Description of Roles and Duties of Executive Directors and Appointments

1. President
 - a) May sign as a signing officer of KMSA.
 - b) Preside at all meetings.
 - c) Exercise the power of the Executive in case of an emergency.
 - d) Suspend clubs/teams, players or referees, subject to ratification at the next following meeting of the Executive.
 - e) Sit on all Committees as an ex-office-voting member.
 - f) The President within the jurisdiction of the Association shall have all the powers of the office and without limiting the generality of the foregoing, shall have all of powers of the roles of the Executive Directors and Appointments.
2. Vice-President
 - a) Vice-President, in the absence of the President or in the event of his inability to act, the Vice-President shall have and exercise all the powers of the President.
 - b) May sign as a signing officer of KMSA
 - c) Shall perform such duties as shall be necessary for the good and welfare of the Association
3. Secretary
 - a) Shall keep an accurate record of the proceedings of the Association.
 - b) Notify Executives of the time and place of meetings.
 - c) Publish the notice of the annual meeting at least 3 weeks before the meeting and notify each Executive member and the SSA in writing.
 - d) May sign as a signing officer of the Association.
 - e) Shall perform such duties as shall be necessary for the good and welfare of the Association
4. Past President
 - a) Act as an advising officer to the KMSA board
 - b) Shall perform such duties as shall be necessary for the good and welfare of the Association
5. Referee-in-Chief
 - a) Shall appoint referees for all games.
 - b) Shall appoint the assistant referees for full soccer games when needed.
 - c) Shall appoint a referee other than on the list only when the services of the listed referees cannot be secured.
 - d) When a referee does not put in appearance it shall be reported by the coach or manager, the Referee-in-Chief shall have disciplinary powers.
 - e) Shall, through the aid of clinics, train and supply sufficient referees to satisfy the

- f) demands of the Association.
Shall have the authority to recommend for dismissal a referee deemed incompetent.
 - g) Shall perform such duties as shall be necessary for the good and welfare of the Association
6. Equipment Manager
- a) Shall serve on all committees dealing with equipment.
 - b) Shall submit a list of equipment requirements from the directors of each division.
 - c) Shall recommend the equipment needed, considering the quality and safety factor.
 - d) Shall arrange for the handling and storage, repairing, cleaning and inventory of equipment.
 - e) Shall perform such duties as shall be necessary for the good and welfare of the Association
7. Statistician (each age division)
- a) To keep and record game results.
 - b) To notify local media.
 - c) To keep accurate league standings.
 - d) Shall perform such duties as shall be necessary for the good and welfare of the Association
8. Directors
- a) To organize and assemble teams.
 - b) To appoint coaches to teams.
 - c) To notify team officials of changes and deletions to team lists and schedules.
 - d) Shall perform other duties as shall be necessary for the good and welfare of the Association.
9. Bookkeeper-Treasurer
- a) Shall keep a record of all monies received and disbursed.
 - b) Shall present at each Annual Meeting, a report of the year's operations duly examined.
 - c) Shall serve on committees dealing with finances.
 - d) Shall perform such duties as shall be necessary for the good and welfare of the Association.
 - e) May sign as a signing officer of KMSA
11. Fundraising Chairperson
- a) Co-ordinate fundraising outside of Bingo's/Nevada's.
 - b) Shall perform such duties as shall be necessary for the good and welfare of the Association
12. Field Maintenance Supervisor
- a) Care and Maintenance of all pitches under the control of KMSA
 - b) Ensuring that the Pitches are marked out and playable
 - c) Shall perform such duties as shall be necessary for the good and welfare of the Association
13. Volunteer Coordinator
- a) Coordinates individuals who volunteer to assist the Association
 - b) Secure and retain volunteers
 - c) Liaise between the volunteers and the board
 - d) Provide feedback and guidance to the volunteers

I. Annual General Meetings.

- 1) The Annual General Meeting [AGM] shall be held during the month of April. Notice of the time and place of the meeting shall be sent not less than 21 days or more than 50 days of the meeting to each board member.
- 2) The Annual General Meeting shall be open to all interested persons. Those possessing voting rights as outlined in Article J. This meeting shall be advertised no less than 3 weeks prior to AGM meeting.
- 3) The order of business for the AGM shall normally be:
 - a) Minutes of previous AGM.
 - b) Presidents Report
 - c) Treasurers Report
 - d) Auditors Report and Financial Statement
 - e) Budget Presentation
 - f) Committee Reports
 - g) Old Business
 - h) Consideration of Amendments
 - i) General Business
 - j) Election of Board Members

However may be amended to meet the needs of the Association
- 4) Special meetings - in addition to the Annual General Meeting, Special General Membership meetings may be convened at the call of the board, with 15 days advertised to the members
- 5) The Board will, at their discretion, conduct meetings to carry on the affairs of KMSA. They will prepare Proposals and recommendations for presentation at meeting of the Membership.

J. Voting

1. The following shall be eligible to vote at the AGM
 - a) Honorary Life members
 - b) Immediate Past President
 - c) Executive - elected and appointed members.
 - d) Coaches and Managers, Trainers of each team (one vote each)
 - e) All soccer parents or guardians having paid membership in good standing shall be entitled to one vote for one year from payment of such fees.
2. There shall be no proxy votes.
3. Where there is only one nomination for a board position and after calling for nominations twice from the Members present at the AGM , the sole nominee shall be elected to the position
4. Where there is more than one nomination for a position on the board, a public voting shall take place for that position involving those present at the AGM. The nominees shall leave the room and voting shall take place, once a decision has been made the nominees shall be brought in and the results shall be announced.

K. Programs

1. KMSA shall operate and administer:
 - a) Mini soccer and Youth Soccer (as defined by SSA and CSA) leagues for male and female.
 - b) Tournaments.
 - c) Any programs which foster the growth and development of KMSA and SSA.
 - d) Provide administrative and Financial support to those programs

L. Registration

1. All players must be registered in accordance with the regulations of KMSA and SSA.

M. General Rules and Regulations

1. The rules and regulations of KMSA will govern the Association and the Membership at large. These rules and regulations may be changed at KMSA board meetings or at the AGM.

N. Fees and Finance

1. The fiscal year shall run from January 1 to December 31. A copy of an audited report shall be filed with the appropriate governmental agency. (Non Profit Corporations Act.)
2. The board shall cause the financial statements of KMSA to be audited if at the AGM the majority of the Membership votes that a Audited Financial Report be filed. If the majority of the Membership votes that a unaudited Financial Report be filed a unaudited Financial Report will then be filed. The auditor shall be appointed by the board.
3. The Financial statement of KMSA shall be presented to the annual membership meeting. If the annual meeting is held after the required time for the audit, the audited statement shall be presented. The treasurer of the board shall be present at such meetings to answer any questions the members may have pertaining to the operations and policies of KMSA.
4. A budget for the forthcoming years shall be presented to the membership at the AGM.
5. Membership Fees shall be set by the board of Directors
6. A player Registration Fee shall be required for each Member playing on a team during either the indoor or outdoor season. A separate Registration will be required for each season to be determined by the Board of Directors. Registration fees shall be payable to KMSA.. Refunds shall be given if special circumstances exist at the discretion of the Board of Directors.
7. If a Player is unable to play on a team during the indoor or outdoor season but wishes to play on the District Rep Team then that player shall pay the applicable Saskatchewan Soccer fees to the District and be registered to the District
8. Contracts, documents or any instruments in writing requiring the signature of the Association shall be the President and the Vice President and all contracts, documents, instruments in writing so signed shall be binding upon the Association without any further authorization or formality, provided these documents have been seen and agreed to by a quorum of the Executive
9. The executive or Committee Members shall not receive any stated remuneration for their services, but shall be entitled to transportation/travel allowances out of the funds of the association as the executive decides to be reasonable , provided the funds of the association may permit
10. The board shall have the authority to pay Honorariums up to the amount of \$500

O. Bylaw

1. The Bylaw of the Association shall not be altered except at an Annual Meeting, and Notice of the proposed alterations shall be given to the Secretary in writing at least two weeks before the day of the meeting, and the Secretary shall forthwith notify the Executive of proposed changes. An amendment to the Constitution shall be made only at an Annual meeting and by two-thirds majority of the members voting.

P. Disputes and Liabilities

1. In the event of any disputes as to the meaning of any article of this constitution or resolution or bylaw passed, the interpretation of the Board of Directors shall be final and binding.
2. No board Member of KMSA shall be held personally liable for any debts, liabilities, or legal action brought against KMSA, and KMSA shall reimburse such person if such persons have been acting in good faith.

Q. Bylaws

1. The Executive and Board Members may make any Bylaws that will assist in the operation of the Association

R. Protests

- 1 All protests must be filed with the Secretary in writing within 48 hrs after the game. The protested club team will be notified in writing by the Secretary and they will have 48 hours to file their defense in writing. On the advice of the President a meeting of the Protest Board shall be called, notifying all interested parties of the time and place of meeting.
- 2 The President shall appoint the Protest Board comprised of three persons not actively connected with the teams involved and designate the chairperson.
- 3 The decision of the Protest Board shall be final and recorded with the secretary

T. Board Expenses

- 1 The executive will appoint individuals to attend and report to the SSA committee and SSA Annual General meetings at designated times and all expenses for such duties shall be born by the Association
2. All expenses shall be at the current Federal Government rate

(President)

(Date)

(Vice President)

(Date)