

# **LISA ADMINISTRATIVE HANDBOOK**

**Constitution  
And  
Bylaws**





## **LOWER ISLAND SOCCER ASSOCIATION (LISA)**

### **CONSTITUTION**

1. The name of the society is the Lower Island Soccer Association (LISA).
2. The purpose of the society is to foster, develop and govern youth soccer on behalf of the Membership.
3. The operations of the society are to be carried on within the territorial limits of Southern Vancouver Island, as defined by the British Columbia Soccer Association. This provision is unalterable.
4. Upon dissolution of the society, the assets which remain after payment of all charges and expenses which are properly incurred in winding up shall be assigned and distributed to such organizations as may be involved in the game of soccer, or to such charitable organization or organizations as may be determined by the full members of the society at the time of dissolution. This provision is unalterable.

### **BYLAWS**

#### Article 1 – Affiliation

The Lower Island Soccer Association (LISA).shall be affiliated with the British Columbia Soccer Association and subject to the bylaws, rules and regulations of that body.

#### Article 2 – Definitions

In these bylaws, unless the context otherwise requires:

- (a) “Association” shall mean the Lower Island Soccer Association (LISA).
- (b) “Board” shall mean the board of directors of the Association;
- (c) “Club” shall mean a “Full Member” of the Association;
- (d) “Directors” shall mean the directors of the Association;
- (e) “Member” shall mean one of the following:
  - i) Full member: this is the only membership category that has voting privileges. The full members of Lower Island Soccer Association (LISA) shall be:
    - Bays United Football Club
    - Cordova Bay Soccer Club
    - Cowichan Valley Soccer Association
    - Gorge Soccer Association
    - Gordon Head Soccer Association
    - Juan de Fuca Soccer Association
    - Lakehill Soccer Association
    - Peninsula Soccer Association
    - Prospect Lake Soccer Club
    - Salt Spring Island Soccer Association



- Sooke Soccer Club
  - ii) Associate member: this is any organization that the Association is associated with. An associate member is entitled to send representatives to general meetings; they can speak at the meetings but have no vote.
  - iii) Honourary member: this is any person who has rendered valuable service to the association and whom the association has chosen to honour. An honorary member is entitled to attend and speak at general meetings but has no vote.
- (f) “Player” shall mean a person whose application for registration has been accepted by the registrar of the BC Soccer Association for the current playing season;
- (g) “Team” shall mean a soccer team whose application for registration has been accepted by the registrar of the BC Soccer Association for the current playing season;
- (h) “Voting Representative” shall mean the person who is the one authorized by a club to be present and vote at general meetings of the association.

### Article 3 – Members

- 3.1 Every member shall uphold the constitution and comply with these bylaws.
- 3.2 The members of the society are the applicants for incorporation of the society, and those organizations who subsequently become members, in accordance with these bylaws and, in either case, have not ceased to be members.
- 3.3 In order for a new member to be added:
- (a) except in the case of an honorary member, the prospective member must give written notice of the willingness to join the association, and
  - (b) a special resolution is required at a general meeting of the association.
- 3.4 An organization or individual shall cease to be a member of the association:
- (a) by giving written notice of resignation to the association, or
  - (b) in the case of an organization, by its dissolution or cessation of operations, or
  - (c) on being expelled, as outlined in section 3.5 or
  - (d) as otherwise set out in these bylaws.
- 3.5 A member can be expelled by a special resolution passed at a general meeting provided that
- (a) the written notice of special resolution was accompanied by a brief statement of the reason for the proposed expulsion, and
  - (b) the subject of the proposed resolution for expulsion was given an opportunity to be heard at the general meeting before the vote.
- 3.6 A club with outstanding debts to the association is deemed to be “not in good standing”. This includes, but is not limited to, clubs who have not paid eighty percent (80%) of their previous year’s player fees by September 15, or the balance of the current year’s player fees within sixty (60) days of the bill having been sent.



- 3.7 Associate and Honorary members do not pay membership fees. They may be given an opportunity for membership as outlined in Section 3.3. They may cease to be a member as outlined in Section 3.4 or 3.5.

## Article 4 – Meetings of Members

### 4.1 Annual General Meeting

The annual general meeting shall be called by the association board, and must be held by the thirty-first (31st) day of May. At any annual general meeting the following must be transacted:

- i) Presentation of credentials
- ii) Roll call
- iii) Minutes from the last AGM
- iv) Business arising from these minutes
- v) President's report
- vi) Treasurer's report, including the Balance Sheet and the Statement of Revenue & Expenses for the past year
- vii) Auditors' report
- viii) Remaining directors' reports
- ix) Presentation of provisional budget for the coming year
- x) Election of directors
- xi) Appointment of auditors
- xii) New Business
- xiii) Such other business as 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

### 4.2 Extraordinary General Meetings

- (a) Every general meeting, other than an annual general meeting, is an extraordinary general meeting.
- (b) An extraordinary general meeting may be called by the board of directors or, in accordance with the Society Act, or by any two clubs.

### 4.3 Notice of General Meeting

- (a) The following are entitled to receive written notice of a general meeting:
  - i) the clubs,
  - ii) the board members,
  - iii) the auditors of the association, and
  - iv) all honorary members and associate members.
- (b) Notice of a general meeting shall be given not less than forty-five (45) days before the meeting. The notice shall specify the place, date, time and purpose of the meeting.
- (c) If a special resolution is to be presented at the general meeting then the intention to present it must be included in that notice.



#### 4.4 Voting

- (a) Each club in good standing shall be entitled to one vote.
- (b) Voting shall be by show of hands or, if voting representatives so determine, by secret ballot.
- (c) Voting by proxy is not permitted.

#### 4.5 Quorum

- (a) A quorum at any general meeting shall be eight (8) voting representatives from clubs in good standing.
- (b) No business other than the election of a chair and the adjournment or termination of the meeting shall be conducted at a general meeting at a time when there is not a quorum.
- (c) If within thirty (30) minutes from the time appointed for the meeting a quorum is not reached, the meeting shall be terminated.
- (d) If at any time during the meeting there ceases to be a quorum, business then in progress shall be suspended and the meeting shall be terminated.

#### 4.6 Rules of Order

“Parliamentary Procedure at a Glance” by O. Garfield Jones shall govern the proceedings of all meetings, except where it conflicts with the constitution or bylaws of the association.

- 4.7 The president, a vice-president, or in their absence a director, shall preside as chair of a meeting. If none is present or able to act as chair, the voting representatives present shall choose one of their number to be chair.

### Article 5 – Board of Directors

#### 5.1 Number of Directors

A board consisting of no more than twelve (12) and not less than eight (8) directors shall conduct the business of the association.

#### 5.2 Authority of Directors

- (a) The directors may exercise all the powers and do all acts and things that the association may exercise and do, and which are not by these bylaws or by statute or otherwise lawfully directed or required to be exercised or done by the association in a general meeting.
- (b) No new bylaw or rule made by the association in a general meeting invalidates a prior act of the directors that was valid before the bylaw or rule was made.



### 5.3 Nominations for the Board of Directors

- (a) Nominations may be made by the nominating committee or by any club at any time up to and including the annual general meeting.
- (b) Nominees whose names have been submitted at least ten (10) days prior to the annual general meeting shall have their names and a brief biographical description circulated to all members.

### 5.4 Election of Directors

- (a) At each annual general meeting, an election shall be held for those seats vacant on the board of directors as follows;
  - i) In even years six (6) directors shall be elected to a two (2) year term
  - ii) In odd years six (6) directors shall be elected to a two (2) year term
  - iii) In the event that there are more than six (6) vacancies, the remainder of the directors shall be elected to a one (1) year term.
- (b) The election shall be by single ballot, with each voting representative having one vote for each vacant seat.
- (c) In the event of an equality of votes for the final position, the winner will be decided by drawing straws.

### 5.5 Term of Office

The term of office of a director elected at an annual general meeting shall begin at the first board meeting after the annual general meeting and will expire at the corresponding board meeting one or two years later.

### 5.6 Vacancy

- (a) If a vacancy occurs among the directors during their term in office, or if a director resigns or is expelled, the remaining directors shall be at liberty to appoint someone to fill the vacancy.
- (b) The term of office of a director so appointed will expire at the first board meeting after the next annual general meeting.

### 5.7 Removal of a director from office

A director may be removed for cause, by a resolution passed by not less than three quarters (3/4) of the directors.

Being absent from three consecutive directors meetings without a reasonable excuse is cause for removal from office.



## 5.8 Advisory Directors

The directors may, at their discretion and unanimous consent, appoint a person as an advisory director of the association. This person shall assume all the rights, privileges and obligations of an elected director.

The term of office of an advisory director will expire at the first board meeting after the next annual general meeting.

A maximum of two advisory directors may sit on the board at any one time.

## 5.9 Employees or Members of Club Boards

No director or advisory director of the association shall hold an office or be an employee of a club board. The director or advisory director must relinquish such a position within sixty (60) days of being elected or appointed to the association board.

## Article 6 – Officers and Directors

### 6.1 General

The association shall have the following officers:

- i) President
- ii) Vice-President
- iii) Secretary
- iv) Treasurer

These officers shall be elected annually from and by the directors within thirty (30) days following the annual general meeting, until such time the previous officers (if still on the board ) will continue to preside .

### 6.2 President

The President shall supervise all activities of the association, the work of the Executive Board, the Board of Directors, and shall chair the meetings. The responsibilities of the President shall include oversight duties for, but not be limited to, the following:

- (a) Be the general spokesman of the Association in all matters, particularly as regards public relations, which responsibility may be delegated;
- (b) Manage the process of long range planning;
- (c) In consultation with the Executive Committee appoints standing committee chairpersons;
- (d) Appoints all ad hoc committee chairpersons;
- (e) Keeps the Board organized and moving making sure the board disciplines itself by managing the board decision making process;
- (f) Providing the membership with an Annual Report on the activities of the Association and the most current annual financial statements;
- (g) Staffing the Board (Nominations);
- (h) Other duties as may be periodically defined in the Board Standing Orders and the Terms of Reference for the President.



### 6.3 Vice-President

The Vice-President shall assist the President in all business of the Association. . The responsibilities of the Vice-President shall include oversight duties for, but not be limited to, the following:

- (a) Conduct ongoing assessments to ensure players, at all levels of play, in all programs directly administered by the association receive fair and equitable treatment, and a fair allocation of district resources;
- (b) Participate on the Executive Committee which includes appointment of standing committee chairpersons;
- (c) Will chair standing or ad hoc committees as appointed by the President;
- (d) Other duties as duties as may be periodically defined in the Board Standing Orders and the Terms of Reference for the Vice-President

### 6.4 Secretary

The secretary shall assist the President in all business of the Association. The responsibilities of the Secretary shall include oversight duties for, but not be limited to, the following:

- (a) Custodian of all correspondence and minutes;
- (b) Keeper of records and any historical data related to the operations of the district;
- (c) Compile and publish the Association Directory, Administrative Manual, Coaches Handbook, Annual Report and other reports as may be periodically required;
- (d) With the assistance of the Board Recording Secretary, record, publish and distribute minutes in a timely fashion for all meetings of the Board and other committees as required;
- (e) Provide notice of meetings, agendas and distribute information to Board members;
- (f) Preparation for General Meetings of the Association;
- (g) Other duties as may be periodically defined in the Board Standing Orders and the Terms of Reference for the Secretary.

### 6.5 Treasurer

The Treasurer shall assist the President in all business of the Association. The responsibilities of the Treasurer shall include oversight duties for, but not be limited to, the following:

- (a) Keeping such financial records, including books of accounts, as are necessary to comply with the Society Act of the Province of British Columbia;
- (b) Rendering financial statements to the directors, clubs, and others when required;
- (c) The collection of fees and other monies owed to the association;
- (d) Preparing a balance sheet and a statement of revenue and expenditure annually and at any other time when required by the directors;
- (e) Prepare a proposed budget for each fiscal year with input from other officers. The proposed budget shall be available and circulated 21 days before the Annual General Meeting;
- (f) With the assistance of a Certified Public Accountant and/or other qualified professional help, as needed, assist the Board in defining specific financial policies;
- (g) Be the custodian of all office assets of the Association;
- (h) Other duties as may be periodically defined in the Board Standing Orders and the Terms of Reference for the Treasurer.

### 6.6 Remaining Directors

The remaining directors, during their term of office, shall carry out those duties that have been assigned to them.





## Article 7 – Proceedings of Directors

### 7.1 Meetings of Directors

- (a) The directors shall meet at least monthly during the playing season, and as required in the off-season.
- (b) The meetings shall be called by the president, the vice-president or any four (4) of the directors.
- (c) Five (5) clear days notice of any meeting shall be given to all directors although notice may be dispensed with if at least three quarters (3/4) of the directors waive the giving of such notice. Notice may be provided to directors by means of electronic facsimile or email transmissions.
- (d) "Meeting" shall include telephone conference and other electronic meetings, provided reasonable attempts have been made to contact all directors and a majority of those directors participate.
- (e) The president, or in the president's absence the vice-president, shall chair all meetings of the directors, but if neither are present one of the directors present shall chair the meeting.
- (f) The quorum at any directors meeting shall be a majority of the directors, including any advisory directors.

### 7.2 Voting

- (a) Each director shall have one vote.
- (b) Voting by proxy is not permitted.
- (c) The president of the board of directors will normally remain neutral and not exercise the right to vote except to break a deadlock, and even then should abstain unless he or she deems it vitally important for the good of the association that a deciding vote be cast.
- (d) Questions arising at a meeting of the directors shall be decided by a majority of the directors present.

### 7.3 Indemnity of Directors

- (a) Subject to the provisions of the Society Act of the Province of British Columbia, each director or officer of the association shall be indemnified by the association against expenses reasonably incurred by him or her in connection with any action, suit or proceeding to which he or she may be made a party by reason of his or her being or having been an officer or director of the association except in relation to matters as to which he or she shall be finally adjudged in such action, suit or proceeding to have been derelict in the performance of his or her duty as an officer or director. "Derelict" shall mean grossly negligent, criminally negligent or intentionally engaged in tortuous conduct with the intent to defraud, deceive, misrepresent or take advantage improperly of an opportunity available to the association.
- (b) The directors may cause the association to purchase and maintain insurance for the benefit of any person who is serving as a director, officer, employee or agent of the association and their heirs and personal representatives, against any liability incurred by such persons.



#### 7.4 Committees

- (a) The Board will form the following standing committees:
  - i) Executive
  - ii) Finance
  - iii) Competitions, Events, Awards and Ceremonies
  - iv) Scheduling
  - v) Registration
  - vi) Risk Management and Harassment
  - vii) Protests and Appeals
  - viii) Discipline
  - ix) Technical Programming
  - x) Referee
  - xi) Metro (Girls) and Select (Boys)
  - xii) Super 8 (Girls and Boys)
  - xiii) Boundaries
  - xiv) Constitution, Bylaws, Rules and Regulations
  - xv) Nominating
  
- (b) The executive committee shall consist of the four (4) officers of the association and shall be chaired by the President. During intervals between meetings of the board of directors, the executive committee shall possess and may exercise all the powers of the board in the direction of the affairs of the association requiring immediate attention, save and except only such acts as must by law be performed by the board itself. Minutes of all meetings and decisions of the executive committee must be presented for ratification by the board of directors at the board's next meeting.
  
- (c) The directors may form other committees as they think fit.
  
- (d) All committees may use the name of the association and shall follow any rules imposed upon it by the directors.
  
- (e) All committees shall be advisory to the directors and report to the directors on a timely basis.
  
- (f) The directors shall have the authority to appoint and remove the chair and members of any committee except the executive committee.

#### 7.5 Resolutions

- (a) A resolution proposed at a directors' meeting or at a committee meeting must be seconded in order to be placed on the table for discussion, and the chair of a meeting may propose the resolution.
  
- (b) A resolution in writing signed by all directors and placed within the minutes of the directors' meeting is as valid and effective as if it were regularly passed at a meeting of the directors.



## Article 8 – Rules and Regulations

### 8.1 BCSA Rules and Regulations

All members of the association shall abide by the Official Playing Rules and Regulations as periodically published by the British Columbia Soccer Association.

### 8.2 Lower Island Soccer Association (LISA) Rules, Regulations, Policies, Procedures, and Standing Orders

- (a) The association's Rules, Regulations, Policies, Procedures, and Standing Orders may be amended by a majority vote of the board of directors at any properly constituted meeting of the board.
- (b) They may also be amended by ordinary resolution at any general meeting.
- (c) The board of directors may not overturn any amendment that was passed at a general meeting.

## Article 9 – Information Meetings of the Club Representatives and the Club Presidents

- 9.1 The association president or his/her designate will chair at least four (4) meetings with the club presidents and/or club representatives during the season (June through May). The schedule for these regular meetings is to be circulated by the association by June 30 of each year. This schedule may be amended by a majority vote of the member clubs. Additional meetings, as required, may be called by the association president or by any two member clubs. Notification of these additional meetings must be circulated at least seven days prior to the meeting date (two weeks or more is recommended).
- 9.2 The association president may, at his or her discretion or at the call of the board, replace any club representatives meeting with a meeting of the club presidents.
- 9.3 The main purpose of these meetings is to enhance the flow of information, ideas and concerns between the board and the clubs.
- 9.4 The board shall not be bound by any resolution passed at one of these meetings. However, the poll result shall be taken into consideration when writing rules and regulations or in dealing with other matters of interest.

## Article 10 – Financial and Accounting

- 10.1 The board of directors shall manage all matters pertaining to the finances of the association.
- 10.2 No director, officer or committee member shall be remunerated for being or acting in their capacity but they must be reimbursed for all expenses necessarily and reasonably incurred while engaged in affairs of the association.



- 10.3 All monies received shall be deposited to the credit of Lower Island Soccer Association (LISA) and all disbursements shall be made by cheque requiring two (2) signatures.
- a) The president, the treasurer, the executive director and one other executive member shall be authorized to sign cheques.
  - b) At least one of the signatures on each cheque must be that of the president or of the treasurer.
- 10.4 The fiscal year of the association shall begin on the first day of April and shall end on the last day of March in the following year.
- 10.5 The board may engage agents, contract workers, or employees, as it deems necessary. These persons shall have whatever authority and responsibility that the board has granted them. The board shall fix the remuneration and any other benefits.
- 10.6 Expenditures
- a) The finance committee shall submit a budget to the board of directors for approval each year. The board of directors shall, after making any modifications they deem necessary, present this budget to the membership at the annual general meeting.
  - b) Any expenditure required and not previously included in the budget may be approved by a majority of the executive committee on an emergency basis up to a maximum of \$200.00. Any expenditure exceeding this amount must be approved by the board.
  - c) The board shall not enter into any financial arrangements with any club that is not in good standing.
- 10.7 Anyone wishing to raise funds for special events, equipment or travel and who seek to use the name of the Lower Island Soccer Association (LISA) in raising these funds, must first seek and receive prior approval of the board of directors
- 10.8 Borrowing Powers
- Before the association can borrow any sum of money, it must adopt a special resolution authorizing such action.

## Article 11 – Auditors

### 11.1 Auditors

At the AGM, the association shall appoint, as the association auditors, either a committee of three persons from three different clubs, a chartered accountant, or a certified general accountant. They shall hold office for such period as the association may determine.



## 11.2 Duty of Auditors

The auditors shall make a report to the members of the association on the accounts examined by them and on every balance sheet and statement of revenue and expenditures laid before the association at a general meeting. The report shall state:

- (a) whether or not they have obtained all the information and explanations that they have requested, and
  - (b) whether in their opinion the financial statements referred to in the report are properly drawn up so as to represent fairly the financial position of the association.
- 11.3 The auditors shall have the right of access at all times to all records, documents, books, accounts and vouchers of the association and are entitled to require from the directors or officers of the association such information and explanation as may be necessary for performance of their duties as auditor.
- 11.4 The auditors are entitled to attend any general meeting of the association.
- 11.5 No director, nor any firm of which a director is a partner, nor any employee of the association, shall be an auditor.

## Article 12 – Constitution and Bylaw Amendments

The Constitution and Bylaws of this association shall not be altered except by means of a special resolution.

## Article 13 – Club Boundaries and the Associated Zoning Rules

### 13.1 The Boundaries

- (a) **Bays United Soccer Association:** Bounded by the waterfront on the south and east and by continuous line connecting Gordon Head Road, Cedar Hill X Road, Cedar Hill Road, Kiwanis Way, Cook Street, Hillside Avenue, Douglas Street and Belleville Street on the north and west.
- (b) **Cordova Bay Soccer Association:** Bounded on the east by waterfront, on the south by Royal Oak Avenue as it connects with the Pat Bay Highway, east along Royal Oak Drive and extending to the waterfront, on the west by the Patricia Bay Highway and on the north by the boundary between Central Saanich and Saanich along Dooley Rd and extensions thereof.
- (c) **Cowichan Valley Soccer Association:** Bounded on the north by the Chemainus River, on the east and west by the waterfront (including those areas to the west such as Cowichan and Youbou) and on the south to the summit of the Malahat with the “look-out” being the cutoff.
- (d) **Gorge Soccer Association:** Bounded on the south and west by the waterfront and by Belleville Street, and on the north and east by a continuous line connecting Island Highway at the point it crosses the Parsons Bridge, to Burnside Road West, Charlton Road, Granville Road, Burnside Road West, Grange Road, Violet Avenue, McKenzie Avenue, Carey Road, Ralph Street, Douglas Street to the south boundary on Belleville Street.



- (e) **Gordon Head Soccer Association:** Bounded on the north by the waterfront, on the east, south and west by a continuous line connecting Gordon Head Road, Cedar Hill X Road, Cedar Hill Road, Mount Douglas Cross Road, Blenkinsop Road, and an extension of Blenkinsop to the waterfront.
- (f) **Juan de Fuca Soccer Association:** Bounded on the south by the waterfront, on the east by a continuous line that connects the Old Island Hwy, Trans Canada Hwy, Burnside Road, Prospect Lake Road, to a point immediately south of Maltby Lake, west to the Municipal Boundary, north to Mount Work Regional Park Boundary, then follow the Park Boundary until it reaches the School Board Boundary between Districts 62 and 63, then follow this boundary West to the water of Tod inlet. Bounded on the north by the line crossing Tod Inlet to the summit of the Malahat with the “look-out” being the cutoff. On the north side of Sooke Road follow the Metchosin border except just before Glinz Lake Road the border heads due north to the Metchosin boarder. On the south side of Sooke Road follow the Metchosin border to the Becher Bay First Nations land, then follow the Becher Bay First Nations border to the Strait of Juan de Fuca, with the First Nations land being in Juan de Fuca territory. Sooke will have the area to the West and Juan de Fuca the area to the East. (Amended AGM May 26, 2002).
- (g) **Lakehill Soccer Association:** Bounded by a continuous line starting at the Patricia Bay Highway and east on Royal Oak Avenue, Royal Oak Drive, Blenkinsop Road, Mount Douglas X Road, Cedar Hill Road, Kiwanis Way, Cook Street, Hillside Ave, Douglas Street and continuing through the Town and Country Parking Lot and onto the Patricia Bay Highway.
- (h) **Peninsula Soccer Club:** Bounded on the west, north and east by the waterfront and on the south by the municipal boundary between Central Saanich and Saanich (extending from Todd Inlet to Bear Hill and Dooley Roads to the Sidney Channel).
- (i) **Prospect Lake Soccer Club:** Bounded on the north by the municipal boundary between Central Saanich and Saanich, extending from Todd Inlet to the Patricia Bay Highway, on the east by the Patricia Bay Highway and on the south and west by a continuous line joining Ralph Street (at the Pat Bay Highway) to Carey Road, McKenzie Avenue, Violet Avenue, Grange Road, Burnside Road West, Granville Road, Charlton Road, Prospect Lake Road to a point immediately south of Maltby Lake, west to the Municipal Boundary, north to Mount Work Regional Park Boundary, then follow the Park Boundary until it reaches the School Board Boundary between Districts 62 and 63, then follow this boundary West to the water of Tod inlet. (Amended AGM May 26, 2002)
- (j) **Salt Spring Island Soccer Club:** Includes Salt Spring Island, the Outer Gulf Islands and Thetis Island
- (k) **Sooke Soccer Club:** Bounded on the south and west by the waterfront. On the north side of Sooke Road follow the Metchosin boarder except just before Glinz Lake Road the border heads due north to the Metchosin boarder. On the south side of Sooke Road follow the Metchosin boarder to the Becher Bay First Nations land, then follow the Becher Bay First Nations border to the Strait of Juan de Fuca, with the First Nations land being in Juan de Fuca territory. Sooke will have the area to the West and Juan de Fuca the area to the East.

13.2 When a road forms part of a boundary, the exact boundary shall be deemed to be down the centre of the road.



- 13.3 The following applies to all players and teams with the exception of Select League players and teams:
- (a) For any one team, the total of the following two numbers may not exceed 3:
    - (i) the number of players playing out-of-boundary (OOD) without an exemption from Lower Island,
    - (ii) the number of players that have transferred from another team with the knowledge and permission of BC Soccer.
  - (b) The following are situations where Lower Island will grant an exemption.
    - i) Any player who was registered out-of-boundary in the soccer year August 1, 1992 to July 31, 1993 will be granted an exemption if since that time the player has not played for any other club.
    - ii) A player whose place of residence was but is no longer within the boundaries of the club that he or she most recently played for will be granted an exemption to play for that club if since the move the player has not played for any other club.
    - iii) A player will be granted an exemption for as long as the association board is satisfied that the player's parent or guardian is the head coach of that player's team.
    - iv) A player will be granted an exemption if it is proven to the satisfaction of the association board that the location of the boundary creates a hardship in the player's particular case. The application shall emanate from the player's parents or guardians, and shall be made every year.
    - v) Two or more clubs may combine to form one team where it is proven to the satisfaction of the association board that such a combination is necessary to enable players to participate in the game of soccer. Every player on such a team who lives within the boundaries of these clubs will be granted an exemption.
    - vi) Once all the teams of a club in a particular age bracket have 16 players, the remaining applicants in that age bracket can be released to the association. What that means is:
    - vii) Once all the teams of a club in a particular age bracket have 16 players, the remaining applicants in that age bracket can be released to the association. What that means is:
      - the association board will attempt to allocate that player to a team of a different club,
      - that team is not obligated to accept the player but if the player is accepted, he or she will be granted an exemption for that year, and
      - the original club will not be permitted to register any additional players in that age category for the remainder of the season, except from within their own boundary.
  - (c) The location of a player's residence ordinarily is that of the player's legal guardian. (The definition of legal guardian is that used by BC Soccer.) If an exceptional circumstance exists, a player may apply to the association board to have his or her place of residence deemed elsewhere.
  - (d) A club may not confirm the registration of a non-exempt out-of-boundary player until both of the following have occurred:
    - i) thirty days have elapsed since the club first started registering players, and
    - ii) the club has confirmed the registrations to that point of all within-boundary players, as well as all exempt out-of-boundary players.



- (e) Subject to extenuating circumstances as determined by the association board,
  - i) a player whose application form indicates that he or she is within-boundary when in fact this is not the case will be suspended for the remainder of the season, and
  - ii) a team that attempts to circumvent this bylaw by filing false papers will forfeit all games it has played to date.

## Article 14 – Club Regulations

### 14.1 General

- (a) Each club may determine the eligibility of its own members to vote at its general meetings.
- (b) Each club shall have an annual general meeting on or before the first (1st) day of June. The membership shall receive no less than fourteen (14) days notice of the date, time and venue of this meeting.
- (c) No person who is in arrears with fees, or is indebted to a club in any way, shall be eligible to vote or participate in the business of the club's annual general meeting, unless financial agreement for settlement of such indebtedness has been entered into with that club's board.
- (d) Subject to an appeal to the Association, no person who is under suspension with any club will be eligible to vote or participate in the business of that or any other club.
- (e) Subject to an appeal to the Association, no player who is under suspension with any club will be eligible to play for that or any other club.
- (f) At the annual general meeting of any club the following must be transacted:
  - i) Roll call
  - ii) Approval of minutes of last year's AGM
  - iii) Business arising from these minutes
  - iv) President's report
  - v) Treasurer's report, including the Balance Sheet and the Statement of Revenue & Expenses for the past year
  - vi) Report of auditors
  - vii) Reports from other directors
  - viii) Election of directors
  - ix) Appointment of auditors
  - x) New business
  - xi) Such other business as under their bylaws ought to be transacted at an annual general meeting or business that is brought under consideration by the report of directors issued with the notice convening the meeting.
- (g) Whenever the constitution and bylaws of a club are amended, a copy shall be filed with the Lower Island Soccer Association (LISA) for review and approval.





## 14.2 Club Boards

- (a) The business of each club shall be conducted by a board consisting of not less than five (5) members who shall be elected at the annual general meeting.
- (b) Club boards may draw up guidelines to determine the eligibility of candidates for election to office, and may determine the manner of election and the length of term of each vacant position on the board. However, any person elected to office on a club board shall serve a minimum of one year, unless elected to a vacancy at a meeting other than the annual general meeting.
- (c) The term of office for a director of a club shall commence within thirty (30) days after the date of the annual general meeting.
- (d) If any vacancy occurs among the directors during their term in office, or if a director resigns or is expelled, the directors shall be at liberty to appoint a member to fill the vacant seat. The member so appointed shall remain a director until the next annual general meeting of the club, at which meeting there shall be an election to fill the vacancy for the balance of the term.
- (e) Club boards shall meet whenever their president deems it necessary, or is instructed to do so by a majority of the board, but in any case shall meet at least once every two months.
- (f) At meetings of a club board, a majority of elected board members shall constitute a quorum for the transaction of business.
- (g) Any member of a club board who is absent without cause from three consecutive meetings of the board, or is willfully neglecting his or her duties to the club, may be determined to have forfeited his or her position on the board. Such determination shall be made by a majority vote of the board.
- (h) No member of a club board shall vote on any matter directly affecting the member or any team in which the member is holding office.
- (i) The books and records of all clubs shall be open to inspection by the Lower Island Soccer Association (LISA) board upon request.
- (j) Seven (7) days prior to a club's annual general meeting, a financial statement certified by the auditor appointed by the club board, shall be made available to the membership. A copy of this financial report shall, at the same time, be forwarded to the Lower Island Soccer Association (LISA).
- (k) The club secretary shall keep a record of all meetings and shall handle all correspondence. The secretary shall also give notice of all meetings and prepare all annual reports.
- (l) The club treasurer shall be responsible for a complete yearly record of all financial transactions of the club. The treasurer shall produce, when deemed necessary by the club or the Lower Island Soccer Association (LISA) board, a properly balanced accounting of the club's receipts and expenditures. All accounts shall be paid by cheque and be signed by two of three signing officers authorized by the club board.