

Tri-County Soccer Association

Bylaws

Tri-County Soccer Association

BYLAWS – 2021

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ARTICLE 1 - NAME

- 1.1 The name of this organization shall be the “Tri-County Soccer Association”, herein after referred to as “T.C.S.A.” or the “Association”**

ARTICLE 2 - OBJECTIVES

The objectives of this Society shall be:

- 2.1 To govern the sport of Soccer within the boundaries referred to as District Number Ten (10) by the Alberta Soccer Association.**
- 2.2 To promote the growth and development of players, coaches, game officials and volunteers.**
- 2.3 To provide an atmosphere of comradeship and sportsmanship, in all participants, through the principles of fair play.**
- 2.4 To foster and encourage good character and uphold the honor of the game.**

ARTICLE 3 - RESPONSIBILITIES

The responsibilities of the Board of Directors of the District are to:

- 3.1 Organize leagues taking into account individual player concerns such as travel and balancing these concerns with the good of all soccer players of the District and soccer as a whole.**
- 3.2 Pursue the development of coaches, referees and players.**
- 3.3 Review the registered players and make sure the registration complies with the A.S.A. guidelines.**
- 3.4 Organize and guide leagues.**
- 3.5 Schedule games with an interlocking schedule if applicable.**
- 3.6 Provide medals and maintain records.**
- 3.7 Govern matters pertaining to protests and grievances.**
- 3.8 Select representative teams with Certified Coaches for Play Down/Provincial Competition.**

3.9 Liaison with other soccer associations.

3.10 Encourage continuity at the District and Community Association levels by requesting others to volunteer, attend meetings and stand for elections.

3.11 Promote fair play and good sportsmanship.

ARTICLE 4 – AFFILIATION

4.1 The District shall be affiliated with, and under the jurisdiction of, the Alberta Soccer Association and shall follow the rules and regulations of that body.

4.2 All players shall be registered with a member Community Association or affiliate, or be registered with an out of district team if that team is participating in the District.

4.3 Any out of district team, registered with a Community Association, wishing to join a District league, for league play only, must first have permission from their home District before consideration of the request. All District fees payable will be assessed for that team.

ARTICLE 5 - MEMBERSHIP

5.1 Membership shall be restricted to Community, Club, or Associations recognized by the Board of Directors.

5.2 Any Community League, Club or Organization seeking membership shall apply in writing to the District. Each application shall include the names and addresses of representatives empowered to bind the prospective member with respect to any decision that must be made by the District at the Annual General Meeting or at any Special General Meeting. All applications for membership are subject to approval of the Board of Directors.

5.3 Membership in the District is a privilege not a right.

5.4 Only Member Organizations in good standing may vote at any meeting of the District.

5.5 The District shall not be held responsible for liabilities of any Member Organization.

- 5.6 All Member Organizations shall ensure that their Bylaws are not in conflict with the Bylaws of the District or ASA. In the event of any conflict, the District Bylaws shall prevail.**
- 5.7 Membership in the District is not transferable.**
- 5.8 Member organizations may, at any time, change their representative upon giving written notice to the District by submitting the name and address of their new representative.**
- 5.9 Each recognized member Community Association shall have the right to send a voting representative of their choosing to sit as a Director on the Board of Directors.**
- 5.10 A Member Organization may withdraw from membership in the District upon written notice and such withdrawal shall be effective upon receipt, or as specified in, such notice.**
- 5.11 Any Community Association member, upon a Two-Thirds (2/3) vote of all the Board of Directors of the District, may be expelled from membership for any reasonable cause after that Community Association has been given reasonable opportunity to address the Board on the allegations forming the basis for the reasons for expulsion.**
- 5.12 Any Member in arrears for fees, fines, or other monies owing to the Association shall:**
- (a) After sixty 60 days of date of invoicing, be considered as not in good standing.**
 - (b) After ninety 90 days of date of invoicing, be automatically suspended and shall not be entitled to any Membership privileges or powers in the District until reinstated.**
- 5.13 Member Organizations are responsible to the Association for the actions of their Team Officials, Registered Players, and/or Spectators, and are required to take all precautions necessary for the maintenance and control of discipline among their own members.**
- (a) The Association and its Member Organizations reserve the right to decline the services of any individual who offers to be a volunteer. Notwithstanding any other provision of these Bylaws and the Rules & Regulations, these decisions shall not be subject to any right of appeal.**
- 5.14 Any Member who, through their actions or behavior, violates any Bylaw, Rule or Regulation, in part or in whole or who is acting in a manner detrimental to the objectives of the Association, may be:**
- (a) Penalized financially.**

- (b) Suspended for a period of time as determined by a decision of any Discipline Committee or Board of the Association.**
- (c) Expelled from membership by a two-thirds (2/3) majority vote of the members present, and entitled to vote, at a Special General Meeting called for that purpose.**

ARTICLE 6 - DEFINITION OF BOUNDARIES

- 6.1 The boundaries of the District are as set by the Alberta Soccer Association. All registered players within the District are eligible to participate on teams in leagues organized or sanctioned by the District.**
- 6.2 Any person residing within the District boundaries who wishes to register outside the District may do so.**
- 6.3 Any player from out of district wishing to play within the District may do so.**

ARTICLE 7 - EXECUTIVE COMMITTEE & MEETINGS

- 7.1 The day to day affairs of the District Association shall be administered by an Executive Committee elected each year at the Annual General Meeting by the Board of Directors.**
- 7.2 The Executive Committee shall consist of the President, Vice President, Secretary, Treasurer, Discipline Chair, Competitions Director and Past President. The executive, unless they are also a Director, shall have a vote at Executive Committee Meetings only. A person may occupy more than one Executive position.**
- 7.3 The President, Secretary and Treasurer shall hold office for a period of two years ending in (April) on an even numbered year and the Vice President, Discipline Chair and Competitions Director shall hold office for a period of two years ending in (April) an odd numbered year. The balance of the Executive shall hold office for a period of one year. The term of the office shall be determined from Annual General Meeting to Annual General Meeting.**
- 7.4 The President, Vice-President, Discipline Chair and Competitions Director shall not be entitled to also occupy the position of a Director representing any member Community Association.**
- 7.5 Meetings of the executive shall be held as required when called for by the President or a majority of the Executive with a minimum notice of 7 days notice unless otherwise unanimously agreed.**

- 7.6 To constitute a quorum Two-Thirds (2/3) of the elected Executive is required.**
- 7.7 The Executive Committee shall have the ability to take action concerning a Community Association not meeting its responsibilities. Any action taken must be ratified at the next Board of Directors Meeting.**
- 7.8 All decisions regarding changes to District rules and procedures made by the Executive must be ratified by the Board of Directors at the next regular meeting.**
- 7.9 Any Executive Committee position becoming vacant before the expiration of its term may be filled by the next ordinary meeting of the Board of Directors.**
- 7.10 If the President's position becomes vacant the Vice President shall perform the duties of the President until a new president is elected.**
- 7.11 Any Executive wishing to resign may do so upon written notice (30 days) to the Board of Directors.**

ARTICLE 8 - BOARD OF DIRECTORS

- 8.1 Each Community Association shall have the right to appoint one representative to the Board of Directors (usually the Community President). In the event of this Director's absence any other designated representative of that Community Association may vote, by proxy, that Director's vote.**
- 8.2 The Board may appoint a maximum of three (3) Directors-at-Large, who shall be assigned specific duties and responsibilities as determined by the Board from time to time. Such appointments shall be until the next Annual General Meeting and subject to re-appointment thereafter.**
- 8.3 Any person in good standing with the Associations (ASA, CSA) indicating a sincere interest in the Objectives of the District, and who is duly nominated, may be elected to the District Board of Directors at the Annual General Meeting or by appointment as provided for in these Bylaws.**
- 8.4 Any person elected or appointed to the Board shall take office immediately following his election or appointment.**
- 8.5 Any person appointed to the Board shall be empowered to participate wholly in any action to be taken, or decision to be made, by the Board on behalf of the Association.**

8.6 Should a vacancy occur on the Board, then the Board may appoint a person to fill the vacancy until the expiration of that term.

8.7 In the event of a tie in a vote of the Board of Directors, the vote shall be considered a rejection of the resolution.

8.8 The office of a member of the Board shall be vacated if he:

(a) Resigns his office by writing, under his hand, sent to, the registered office of the Association, or left with any Board Member.

(b) Is absent from three consecutive meetings of the Board without prior notification to the Board and the Board resolves at its subsequent meeting that his office be vacated;

(c) Becomes of unsound mind or mentally incompetent, or is the subject of a Certificate of Incapacity issued under the Dependent Adults Act, or any Act passed in substitution therefor;

(d) Is convicted of an indictable offence;

(e) Is refused bonding, at a reasonable premium, by a recognized bonding institution;

(f) Becomes an employee of the Association; or

(g) Dies.

8.9 Any elected or Board appointed Officer who, through his actions or behavior violates any Bylaw, Rule or Regulation in part or in whole or who is acting in a manner detrimental to the purpose of the Association, shall be removed from Office:

(a) By a resolution passed by a two-third (2/3) majority vote of the Members present, and entitled to vote, at a Special General Meeting called for that purpose.

(b) By a resolution passed by a two-third (2/3) majority vote of the Officers present at a Meeting of the Board called for that purpose.

8.10 Elected or Appointed Officers shall not:

(a) Hold more than one position on the Board.

(b) Sit as a voting delegate at any Annual General Meeting or Special General Meeting of the Association.

(d) Receive remuneration for their services but shall be entitled to be paid any out-of-pocket expenses incurred by them in the case of discharging any duty for the Association.

8.11 The total number of votes eligible for a Board of Directors meeting will be the number of member Community Associations.

8.12 Board of Director Meetings will be held as needed during the year. The quorum required shall be Two-Thirds (2/3) of the total number of eligible votes rounded down.

ARTICLE 9 - SPECIAL MEETINGS

9.1 Any Community Association member in good standing may make by written request a Special Board of Directors Meeting with a minimum of 7 days notice.

9.2 Two-Thirds (2/3) of the Board of Directors must be in agreement to hold a Special Meeting and the same numbers are required for a quorum.

9.3 Members of the Board of Directors will be contacted via email with the date, time, and location a minimum of seven (7) days before the Special Meeting. Voting will be by show of voting cards supplied by the Executive Board, unless otherwise decided.

9.4 Only the business for which the Special Meeting has been called will be dealt with.

ARTICLE 10 – COMMITTEES OF THE BOARD

The Board of Directors may appoint committees to assist in carrying out the functions of the Association.

10.1 Executive Committee

The Executive Committee shall consist of the President, Vice-President, Secretary, Treasurer, Disciplinary Chair and Competitions Director.

(a) The Executive Committee shall conduct the business of the Association between meetings of the Board. It shall report to the Board all decisions and/or actions taken by it at the Board's next regular meeting.

(b) Meetings shall be held on the call of the President or as directed by the Board.

10.2 Standing Committees

The Executive shall have the power to set up standing committees to perform some function or business for the District as necessary.

The chairperson of a standing committee will be appointed by, will receive direction from and be responsible to, the Executive Committee.

Standing committees of the District may, but are not limited to, consist of the following:

(a) Competitions Committee:

To administer and select hosts, locations, and dates for any District Tournaments, or tournaments sanctioned by the District. Identify number of participating teams, type of schedule, and rules by which tournaments will be conducted.

(b) Bylaws, Rules & Regulations Committee:

To ensure a continuous re-evaluation of the Bylaws, Rules & Regulations of the Association. To investigate all questions regarding the Bylaws, Rules & Regulations. To make all necessary recommendations to alter or amend the existing Bylaws, Rules & Regulations at the Annual General Meeting.

(c) Discipline & Appeals Committee:

To rule on matters of discipline. To hear appeals, Protests and Violations from Member Organizations, Team Officials, or Registered Players. In addition to Game, League or Tournament Officials as defined in any Rules and Regulations. To rule on such Appeals, Protests and Violations. This Committee shall be chaired by the Disciplinary Director of the District or designate.

10.3 Special Committees:

(a) May be appointed to perform duties as required.

(b) Such Committees will be temporary in nature and will cease to function upon completion of their mandate.

10.4 A member of the Board shall be Chairman of any Standing or Special Committee.

ARTICLE 11 - VOTING

11.1 All voting for any meeting shall be done by a show of voting cards supplied by the Executive Board Members.

11.2 In the event a Member Organization is unable to attend any Annual General Meeting or Special General Meeting, then such member may appoint a proxy to represent them. A proxy can represent only one (1) community or member association.

- 11.3 The minimum age of a voting delegate or proxy holder shall be eighteen (18) years of age.
- 11.4 At all meetings of the Association, the Chairman shall have a casting vote only.
- 11.5 The Past President shall have a voice but no vote at any meeting of the Association.
- 11.6 Executive Board Members shall have a voice, but no vote, at all Annual General Meetings and Special General Meetings.
- 11.7 Executive Board Members shall not sit as voting delegates at any General or Special Meetings of the Association.
- 11.8 Unless otherwise required by these Bylaws, or Rules of Order, motions put forward for debate shall be determined by a simple majority of the total votes cast.

ARTICLE 12 - ANNUAL GENERAL MEETING

- 12.1 This Association shall hold an Annual General Meeting in April on or before April 30th each year. All Annual General Meetings are posted on the District website at least 14 calendar days prior to the day of the meeting advising the time, date, and location of the meeting.
- 12.2 In the event a Member Organization is unable to attend, such member may appoint a proxy to represent them. Proxy holders must be eighteen (18) years of age or older.
- 12.3 If, within fifteen (15) minutes from the time appointed for the meeting of the Association, a quorum is not present, the meeting shall stand adjourned for a further fifteen (15) minutes and if, after the fifteen (15) minute adjournment, a quorum is not present, the persons entitled to vote who are present shall constitute a quorum.

The Order of Business at the Annual General Meeting shall be as follows:

1. Roll Call & Certification of Proxy's
2. Adopt Agenda
3. Adopt Minutes of last Annual General Meeting
4. Business Arising from the Minutes
5. Treasurer's Report
6. Report of Auditor

- 7. Reports**
- 8. Unfinished Business**
- 9. Amendments to Rules & Regulations**
- 10. Amendments to Bylaws**
- 11. Appointment of Auditors**
- 12. New Business**
- 13. Election of Officers**
- 14. Adjournment**

12.4 Each Director is required to fill during the year at least one of the following positions:

- a. As a Volunteer on the Executive**
- b. As a Member of the Discipline Committee**
- c. As a Member of the Competitions Committee**
- d. As a Member of an Appointed Standing or Special Committee**

12.5 A regular Board of Directors meeting may be run concurrently with the Annual General Meeting separate from the Elections.

ARTICLE 13 - REMUNERATION

13.1 No Executive or Director of the District shall receive remuneration for time from the District; expenses may be reimbursed for the Treasurer, President, Vice President, secretary, Discipline Chair and Competitions Director for Expenses incurred while conducting District business as required.

13.2 A District Administrator (or any Administrative staff) will be compensated on a Contract basis with terms and rate determined by the Executive Committee. Any contracts will be on a yearly basis subject to renewal at the time of the Annual General Meeting.

ARTICLE 14 - AUDITING

14.1 The books, accounts and records of the District shall be audited at least once a year by an accountant or by (2) two members of the Society. A complete and proper statement of the standing of the books for the previous year shall be submitted by such auditor at the Annual General Meeting of the Society. The fiscal year of the Society in each year shall be April 1 to March 31.

14.2 The books and records of the Society may be inspected by any member of the Society at the Annual General Meeting provided for herein or at any time upon giving reasonable notice and arranging a time satisfactory to the officer or

officers having charge of same. Each member of the Board shall have at all times access to such books and records.

ARTICLE 15 – MINUTES, BOOKS OF ACCOUNT & RECORDS

15.1 The Secretary and Treasurer of the Association shall be responsible for:

- (a) Overseeing the District Administrator in regards to the preparation and custody of the minutes of all meetings of the Association, the Board, and the Executive Committee.**
- (b) The maintenance and custody of the Books of Account of the Association.**
- (c) Overseeing the District Administrator in regards to the preparation, maintenance and custody of all records of members and their addresses.**
- (d) The preparation or overseeing of the maintenance and custody of all other records of the Association.**

15.2 On application of a Member, or any person authorized by one of them, the Association shall make the Books of Account and all Minutes of the meetings of the Association available for inspection at all reasonable times; and further provide to any Member who makes specific requests thereof, copies of all minutes of all meetings of the Association and its Boards.

15.3 Any Minutes, Books of Account or Records will be stored such that they are preserved, can be retrieved, and where/when required made available to the Board to conduct District duties.

ARTICLE 16 – FEES, PENALTIES & INTEREST

16.1 The Board shall establish:

- (a) Annual membership fees for each category of membership.**
- (b) Team registration fees for both outdoor and indoor soccer programs**
- (c) A schedule of administration fees for all members.**
- (d) A surcharge for all cheques returned to the Association for any cause.**
- (e) An annual interest rate, to be calculated monthly, for overdue payment of any monies owing.**

16.2 Member Community Association registration fees of \$100.00 are payable to the District Association each year before the Annual General Meeting; nonpayment will result in loss of voting rights until fee is paid.

16.3 Nonpayment of any outstanding fees after demand by the District will result in bad standing of the Community Association within the District and will result in

suspension of voting privileges until fees are paid. Any accounts over 90 days in arrears will face a hearing for possible expulsion from the District until such time as the outstanding fees are paid. The Board may, upon resolution passed by two-third (2/3) vote of the Directors present at any Board Meeting, proceed with collection of unpaid monies through Part 4 of the Provincial Court Act, or any Act passed in substitution therefor.

- 16.4 The player fee includes the District Association player fee, administration fees if applicable, and the A.S.A. fee which also includes accident and liability premiums, and are subject to change from time to time.

ARTICLE 17 - DUTIES OF EXECUTIVE BOARD

17.1 The President shall preside over all meetings and shall be responsible for coordinating the organization of league objectives through delegation and leadership. He/She shall be the District's delegate at A.S.A. meetings unless otherwise appointed. He/She shall pursue a commitment stressing good conduct to all actively involved and contributing to athletic progress in the game of soccer. He/She shall be the Executive contact for all standing committees except when He/She has exercised delegation.

17.2 The Vice-President at the request of the President or in His/Her absence or disability shall perform any of the duties of the President and shall pursue the goals or objectives of the President as applicable. It shall be the duty of the Vice-President to attend all meetings of the District Association. The Vice-President shall oversee the activities of the Board of Directors ensuring that duties of the Offices are performed and that Bylaws, Rules & Regulations are adhered to. He/She shall encourage and assist the development of, and adherence to, goals and policies of the Association. In the event of the Presidency falling vacant during the year He/She shall assume that office until the next Annual General Meeting. The Vice-President shall assist the President as required.

17.3 The Treasurer shall present an account of receipts and disbursements to the Board of Directors at District meetings and will furnish the updated Banking Statement of Accounts/disbursements for each District meeting as required.

17.4 The Discipline Chair shall be responsible for coordinating and investigating all hearings/appeals for the District. The Chairperson will Organize committee members for any upcoming hearing/appeals in accordance with the Rules and Regulations of the District.

17.5 The Secretary / District Administrator(s) shall maintain a record of the names of all Coaches, Community Association Executive, District Executive and the Board of Directors. The Administrator shall forward each year any altered, rescinded or new by-laws in the form of a special resolution to the President or Vice-President for submission to the Corporate Registry. The Administrator is also responsible to file an annual return each year that must be approved by the

Audit Committee (usually the President, Vice-President or alternate Association member) that will be sent to the Corporate Registry in order to remain active for the Society Act.

17.6 Signing Authority for cheques is given to the Secretary, Treasurer, President, Vice-President, Discipline Chair and Competitions Director; all cheques shall be signed by two individuals. A cheque may not be signed by the payee nor signed by a family member

ARTICLE 18 - CHANGES TO BYLAWS

18.1 The by-laws may be rescinded, amended or added to by a special resolution passed by a vote of not less than two thirds (2/3) of the Board of Directors present at any meeting properly called and constituted.

18.2 All proposed amendments to the Bylaws shall be forwarded in writing to the Board of Directors no later than forty-five (45) days prior to the Annual General Meeting. The Board shall notify Member Organizations of any proposed amendments at least twenty-one (21) days prior to the Annual General Meeting.

18.3 All by-laws must be registered by the Corporate Registry of Societies.

18.4 Changes to District bylaws will where necessary be reviewed by a standing committee formed to evaluate the proposed changes and make recommendations to the Board prior to a vote.

ARTICLE 19 - BORROWING POWERS

19.1 For the purpose of carrying out its' objectives, the District may borrow or raise or secure the payment of money in such manner as it thinks fit but this power shall be exercised only under the authority of the District, and in no case shall security be issued without the sanction of a special resolution of the District.

ARTICLE 20 - DISSOLUTION OF THE SOCIETY

20.1 Upon dissolution of this Society all assets will be divided among the active Community Associations pro-rated according to the previous year's player registration numbers.

ARTICLE 21 – RULES OF ORDER

21.1 The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the association in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any Special Rules of order the Association may adopt.

ARTICLE 22 - CHANGE IN LEGISLATION

22.1 Should the Societies Act in future change, then these Bylaws shall, in the future, adopt any and all changes to the Act and specifically, adopt those changes to the Act which are required to be adopted to enable the Association to operate, at all times, within the full power of the Act and to use all remedies available to it pursuant to the Act.

ARTICLE 23 - INTERPRETATIONS

23.1 Interpretation of these Bylaws as well as questions in dispute shall be referred to the Board of Directors. The singular shall include the plural and vice-versa. Masculine shall include the feminine and vice-versa. All matters regarding the Rules & Regulations or policies, which are not covered herein, shall also be referred to the Board who has the responsibility to make decisions.

ARTICLE 24 - SPECIAL RESOLUTIONS

24.1 The Executive Board of Directors has the authority to modify or add new rules or regulations due to decisions that are made at the Alberta Soccer Association or Canadian Soccer Association level.

24.2 The Executive Board of Directors is empowered to create rules & regulations as needed to organize leagues in both genders and for all ages to participate in provincial competitions, to be amended and approved by the Board of Directors at the next Standard Meeting.

ARTICLE 25 - INDEMNITY

25.1 Officers, or any employee of the District, shall be indemnified by the Association against all costs, losses and expenses incurred in or about the discharge of their duties.

25.2 The Association shall purchase and maintain liability insurance or such other insurance for the benefit of Officers, staff and other representatives of the Association, as the Board may from time to time consider appropriate.

ARTICLE 26 - DEFINITIONS

26.1 “District” or “Association” or “T.C.S.A” means the Tri-County Soccer Association as incorporated under provisions of the Societies Act and includes all Member Organizations in good standing.

26.2 “A.S.A.” refers to the Alberta Soccer Association

26.3 “C.S.A.” refers to the Canadian Soccer Association.

26.4 “Board” means the Executive Board of Directors elected, or appointed, pursuant to these Bylaws.

26.5 “Bylaws” means the Bylaws of this Association as amended from time to time.

26.6 “Special Resolution” means a resolution passed at any Annual or Special General Meeting of the Association

26.7 “Regulation” means the standard or requirement in place designated for controlling and/or governing the game of soccer.

26.8 “Rule” means the procedures in place governing the administration of the Association’s affairs and conduct of its members.

26.9 “May” means permissive.

26.10 “Must” or “Shall” means imperative.

26.11 “Officer” means any person elected or appointed to the Executive Board of the Association.

26.12 “Proxy” means a written authorization to act in place of another.

26.13 “Member” means any Member Organization, Team Official, Registered Player, Officer, or any person participating in a District Soccer Program.

26.14 “Member Organization” means any category of membership as defined in Article 5 (Membership) of these Bylaws.

26.15 “Community Association” means a recognized incorporated Society, Club or Association which promotes the development of the sport of soccer within the District. By special resolution of the Board of Directors of the District an unincorporated Community Association may be recognized as a Community Association for an interim period to ultimately allow for the growth and development of that organization.

ARTICLE 27 - SIGNATURES

President: _____

Vice-President: _____

Secretary: _____

Treasurer: _____

Discipline Chair: _____

Competitions Director: _____

Witness: _____

Dated: _____