



SAULT AMATEUR SOCCER ASSOCIATION
By-Laws as of November 21, 2011

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SAULT AMATEUR SOCCER ASSOCIATION

ARTICLE 1: NAME

The name of this organization shall be the Sault Amateur Soccer Association, hereinafter referred to as the District Association. The headquarters of the District Association shall be in Sault Ste. Marie, Ontario. The District Association shall be incorporated.

ARTICLE 2: OBJECTIVES

The District Association shall have the following objectives:

1. To promote, develop and administer the game of soccer, both indoor and outdoor, in the District.
2. To represent and act on behalf of The Ontario Soccer Association, hereinafter referred to as The OSA, in the administration of OSA programmes
3. To represent and act on behalf of its Member organizations and assist them develop and effectively administer soccer programmes that promote the development of the mental, physical, social and leadership skills of their Members

ARTICLE 3: SEAL

The Seal, an impression which is stamped on these By-Laws, shall be the Seal of the District Association. The Secretary of the District Association shall have the custody of the Seal.

ARTICLE 4: AFFILIATIONS

The District Association shall be a Member of the Ontario Soccer Association and shall follow the published rules of The OSA. The District Association is subject to the published rules in declining order of authority of the following governing organizations:

1. The Canadian Soccer Association
2. The OSA
3. The District Association

ARTICLE 5: MEMBERSHIP

There are four (4) classes of Membership:

1. Active Membership
2. Associate Membership
3. Honorary Membership
4. Life Membership

Active Membership

Active Membership shall be open to clubs that meet the following criteria:

1. are properly constituted soccer clubs
2. have their headquarters in the District
3. operate within defined boundaries as set out in the Rules & Regulations

All Clubs shall have a Constitution, which meets the minimum requirements for a Club Constitution in accordance with the OSA's published Governance Rules.

A Club which meets the OSA definition of:

- professional club which operates professional team(s) only
- club which operates both professional and amateur teams
- social club
- service club
- club operated by a municipality
- club operated by a facility
- club running a senior recreational league
- for-profit club

may apply in writing for an exemption from any minimum requirement for a Club Constitution, subject to the approval of the Board of Directors of both the District Association and The OSA.

Associate Membership

Associate Membership shall be open to:

- leagues governed by the District Association including:
 - Senior District Leagues
 - Senior Multi-Jurisdictional Club Leagues
 - Youth Level 5 and Youth Level 6
- leagues mandated by The OSA published rules
- other organizations which operate soccer programmes including, but not limited, to:

- soccer camps, schools or academies
- school boards
- colleges
- universities
- referee associations
- coach associations

which support the objectives of, and operate within, the District Association.

In order to be eligible for Associate Membership in a District Association, a League must have a By-Law or Constitution which is in full compliance with the minimum requirements for a League By-Law as defined in League Policy 4.3, by no later than its District Association's Annual Meeting immediately following September 1, 2006. All other organizations must agree to comply with the District Association Constitution.

Honorary Membership

The Board of Directors may confer an honorary Membership upon an organization or a person for a period of time.

Honorary Members are afforded all rights of Membership and shall have a voice but no vote at a general meeting of the District Association.

Life Membership

The Board of Directors may confer a life Membership upon a person.

Life Members are afforded all rights of Membership and shall have a voice but no vote at a general meeting of the District Association.

Membership Fees

Except where mandated by The OSA published rules, the annual Membership fees shall be set by the Board of Directors and ratified by the Membership at each Annual General Meeting of the District Association.

Player Registration Fees

Members shall be required to pay player registration fees, which shall be set by the Board of Directors and ratified by the Membership at a general meeting of the District Association.

Any surcharge or supplementary levy in addition to the player registration fee may only be levied on members by a majority vote of delegates present and entitled to vote at a General Meeting of the District Association.

Approval of New Members

A Club shall be accepted into Active Membership upon:

1. submitting an application form along with the other required documents and Membership fees no later than thirty (30) days before any Board of Directors meeting
2. the Board of Directors shall approve membership if an application meets the criteria laid down by the District Association

An organization shall be accepted into Associate Membership upon:

1. submitting an application form along with the other required documents and Membership fees no later than thirty (30) days before any Board of Directors meeting
2. the Board of Directors shall approve membership if an application meets the criteria laid down by the District Association.

Membership Renewal

Active and Associate Members shall apply for renewal of their Membership by:

1. Submitting an application form together with a copy of the applicant's current constitution, a list of current Officers, and an audited Financial Statement as set out in the Rules and Regulations along with the entire Membership fees required for the ensuing year to the District Association no later than October 31 of the current year.

Subject to the above conditions, renewal of Active and/or Associate Membership shall be automatic and does not require the approval of the Board of Directors.

Rights of Active and Associate Members

Active Members shall be accorded the following rights:

- To be governed in accordance with The OSA and the District Association's published rules,
- To register players, administrators, team officials and referees with The OSA and the District Association,
- To be a member of, and register their teams with OSA sanctioned Leagues,

- To enter teams in OSA sanctioned competitions,
- To participate in OSA sanctioned programs such as player, coach and referee development,
- To participate in District Association sanctioned programs,
- To attend and vote at all general meetings called by the District Association,
- To operate Club Leagues in accordance with The OSA published rules,
- To operate Player, Coach and Referee Development Programs, and
- To participate in The OSA Insurance Plan.

Associate Members shall be accorded the following rights:

- To be governed, where applicable, in accordance with The OSA and the District Association's published rules,
- To register, where applicable, administrators and teams with The OSA and the District Association,
- To enter teams, where applicable, in OSA sanctioned competitions,
- To participate in OSA and District Association sanctioned programs, and
- To attend and vote at all general meetings called by the District Association.

Discipline of a Member

A Member may be fined, censured, suspended or expelled from Membership for cause and only after charges have been laid in accordance with the District Association's published rules and a hearing held in accordance with the District Association's and OSA's published rules. A Member whose Membership has been suspended loses all rights of Membership until the suspension has been completed.

Termination of Membership

Membership in the District Association shall be deemed to have been terminated:

- If the Member submits a signed letter of withdrawal to the District Association
- If the Member is expelled by the District Association
- If the Member fails to renew Membership in accordance with the By-Law.

ARTICLE 6: BOARD OF DIRECTORS

The business of The District Association shall be conducted by a Board of Directors, which shall be comprised of the Officers, and one (1) Director from each Active Member or an alternate. The alternate shall attend if the Director is unable to attend.

The Officers of The District Association shall be the President, Vice-President,

Secretary, Treasurer, Director Senior Soccer, Director Youth Soccer, and Director of Referee Development. Herein after referred to as the Executive Committee.

A Director may not hold more than one position on the Board, but may hold other positions within the District, provided Conflicts of Interest are declared where applicable.

A Director shall be eighteen (18) years of age or older and shall not be an undischarged bankrupt.

Tenure and Election

A Director shall serve for a term of two years or until his or her successor is elected or appointed.

Executive Committee members, except the District Representative to the O.S.A., shall not hold an elected position in any other Soccer Association, outside the Sault Amateur Soccer Association.

A paid employee of the District Association may not hold a position on the Board of Directors of that District Association.

Only one Director from each Club may hold a position on the Board of Directors of a District Association.

The positions of *President, Treasurer, Director of Referee Development and Director of Youth Soccer* shall be elected in odd numbered years while the positions of *Vice-President, Secretary, and Director of Senior Soccer* shall be elected in even numbered years.

Directors from Active Members should remain the responsibility of those Members and shall be elected annually.

Officer and Director Vacancy

An Officer or a Director has the right to resign her or his position by submitting a signed letter of resignation to the District Association.

Excepting Active Member Director(s), a vacancy on the Board of Directors and their respective position(s) held, caused by death, or resignation which has been accepted by the Board of Directors, shall be filled by a majority vote of the Board of Directors. The successor Director shall hold his or her incumbent's position(s) for the remainder

of the term being filled.

Should a vacancy occur among Active Member Directors, the Active Member affected shall appoint a qualified person to hold office for the remainder of the term.

Removal of Director

No Member of the Board of Directors shall be removed for arbitrary reasons but may be removed if:

1. the Director is unable to perform the duties expected of the position due to, but not limited to, any of the following reasons:
 - if she/he becomes incapable of performing the business of the District Association
 - if she/he is absent from two or more meetings of the Board without satisfactory reason
 - if she/he no longer resides in reasonable proximity to the District Association
 - if she/he becomes, or is discovered to be, an undischarged bankrupt; or
2. the Director has compromised the integrity of the District Association due to, but not limited to, any of the following reasons:
 - if she/he has been found guilty of an offence under the Harassment Policy of The OSA
 - if she/he has been found guilty of an offence involving violence under the Discipline Policy of The OSA
 - if she/he has failed to properly account for monies or other property belonging to the District Association
 - if she/he has been found guilty of a criminal offence regardless of whether or not the offence directly affected the District Association
 - if she/he has been found guilty of failing to act in accordance with the Conflict of Interest Policy of The OSA.

A Member of the Board of Directors holding his or her respective position(s), as Director or other position(s), may be removed from office by the Board of Directors for good and sufficient cause by a two-thirds (2/3's) majority vote of the Board of Directors present, provided notice to remove the Director has been given to all Directors of the District Association. If a Director is removed by the Board of Directors, the Board of Directors may appoint a successor to the incumbent's position(s) for the remainder of the term being filled, except an Active Member Director in which case the Active Member shall appoint the successor.

A Member of the Board of Directors may also be removed from office for good and

sufficient cause at a meeting of the Members of the District Association provided notice to remove the Director has been given to all persons entitled to attend the Members' meeting. If a Director is removed at a Members' meeting, the Members entitled to vote may elect a successor to fill all position(s) held by the removed Director for the remainder of his or her term being filled, except an Active Member Director, in which case the Active Member shall appoint the successor.

Conflict of Interest and Standards of Conduct

The Directors shall be subject to the *Conflict of Interest Policy 21.0* in the OSA's published rules.

Duties of Board of Directors

The Board of Directors shall conduct the business of the District Association during the periods between general meetings of the District Association and in accordance with the authority granted to it in the published rules of the District Association.

The Board of Directors shall be responsible for the appointment and renewal of appointments of all positions within the District Association except for those positions elected by the Membership of the District Association. This shall include the appointment of volunteer and paid positions for coach and administrator positions within the District Association's operations. The selection process and the appointments shall be based on procedures outlined in the District Association's published rules.

The Board of Directors may also revoke, for cause, any appointment providing that it has followed the procedures for revoking an appointment as outlined in the District Association's published rules.

Duties of Directors

President

Except:

1. as provided for in the Dispute Resolution Policy of the OSA, and
2. where the President delegates the responsibility to another person,

the President shall preside at all general meetings of the District Association and of the Board of Directors. The President shall be ex officio a member of all committees, except any nominations committee; shall appoint all chairs of standing and special committees subject to ratification by the Board; coordinate all duties of the Board,

committees, staff; and shall be the spokesperson for the District Association.

In the President's absence, the Vice President shall assume the Chair. The absence of both of these Officers shall require the selection of a pro tem Presiding officer by the Board of Directors.

Vice-President

The Vice President shall act as Chairperson in the absence of the President and shall have other powers as assigned by the Board

Treasurer

The Treasurer shall ensure that full and accurate records are kept of the accounts of the District Association; shall report to the Board of Directors at least once per quarter; and shall submit an Annual Report to the Annual General Meeting.

Secretary

The Secretary shall keep a record of all minutes of the organization; keep on file all committee reports; notify officers and committee Members of their election or appointment; furnish committees with those documents required to perform their duties; sign all certified copies of acts of the society, unless otherwise specified in the District Association's published rules; maintain record books in which the constitution, published rules and minutes are entered and to have the current record books available at each meeting; to send out to the Membership a notice of each general meeting; to send out to the Board a notice of each meeting; conduct the general correspondence of the organization that is not the proper function of another office or committee; prepare, prior to each meeting in consultation with the presiding officer an order of business; and in the absence of the president and vice-president to preside until the immediate election or appointment of a chair pro tem.

Other Director Positions

The duties of other Director Positions shall be determined by the Board of Directors.

Nominations and Elections

Nominations for positions for the Executive Committee may be made by any Member at the Annual General Meeting or at a Special General Meeting called for that purpose.

Nominations and elections for positions open shall be held in the order of the positions listed in the Constitution. Election shall be by secret ballot. No elected position shall be filled by acclamation.

A majority of the votes cast shall be required to elect Officers. In the event no candidate receives a majority, the candidate with the least votes shall be dropped from the ballot and another vote shall be held.

District Representative

The President of the District Association shall be District Representative to The OSA unless the President declines the position or is removed from the position by a majority vote of the Board of Directors.

In the event the President declines, or is removed from, the District Representative position, the Board of Directors, by majority vote, shall elect one of its Board Members to the position. The term of office of the District Representative will be in accordance with The OSA's published rules.

ARTICLE 7: MEETINGS

General Meetings

An official notice of each meeting shall be given to all Members at least 14 days before the meeting is to be held, at such place, and at such date as the Board of Directors may determine. Such notification shall be by any of

- regular mail
- email
- website notice
- posting at District Association office
- newspaper announcement
- telephone

Members representing fifty per cent (50%) of the voting Membership and fifty percent (50%) of the Executive Committee shall form a quorum at all general meetings of the District Association. Any question shall be decided by a majority of the votes unless otherwise required by this By-Law or other law.

Annual General Meeting

The District Association shall hold its Annual General Meeting during the fourth week of November of the current calendar year.

The agenda of the Annual General meeting shall include:

- Roll Call

Credentials Report
Minutes of Previous Annual General Meeting
President's Address
Officers' Reports
Treasurer's Report
Auditor's Report
Appointment of Auditors
Other Reports
Unfinished Business
Amendments to the By-Laws
Amendments to Rules and Regulations
Roll Call
Election of Officers and Directors
Acceptance of Active Member Directors
Any Other Business
Adjournment

Special General Meeting:

A Special General Meeting of the District Association:

- a) may be called by the President, or by the Board of Directors by its own motion, or
- b) shall be called by the Board of Directors upon receipt of a written request submitted to the District Association by registered mail, certified mail, trace mail, courier service, hand delivery, fax or e-mail, signed by Members representing not less than twenty-five per cent (25%) of the voting membership, setting out the items of business to be conducted at the Special General Meeting. The Special General Meeting shall be held within thirty (30) days of receipt of the written request from the Members.

Only the business set out in the notice to the Special General Meeting shall be considered, except with the unanimous consent of those present.

Delegates to General Meetings

A Member is entitled to have a maximum of five (5) delegates, from its membership, attend a general meeting of the District Association.

The Member must appoint one of its delegates to cast all of its votes at a general meeting.

Voting at General Meeting

The Executive Committee shall have a voice but no vote at a General Meeting. The Executive Committee elected by the voting Members shall not sit as voting delegates at a General Meeting.

At general meetings, an Active Member shall have:

- One (1) vote for the first fifty (50) players or any part thereof
- One vote for each additional one hundred (100) players or any part thereof up to a maximum of one thousand (1,000).
- One (1) vote for each Associate Member
- All its votes cast by its appointed delegate or by a proxy
- The total number of votes that a member is entitled to cast is limited to twenty-five percent (25%) of the total votes.

Proxy Voting at General Meeting

Every member entitled to vote at a meeting of Members may by means of a proxy appoint another Member or a person as the member's nominee to attend and act at the meeting in the manner, to the extent and with the power conferred by the proxy.

A Member and/or its delegates may only hold in total one (1) proxy. A non-Member may only hold one proxy.

The format for the proxy, and the issue, or issues, for which the proxy may be cast are as defined in the Rules and Regulations.

Board of Directors Meeting

The Board of Directors shall meet at least three (3) times per year with a possible fourth if necessary. Fourteen (14) days notice shall be given by the President and Secretary. The 3 compulsory meetings shall be held in the months of February, May and September, and the fourth meeting will be held a week prior to the AGM, at such place and time as the Board of Directors may determine.

A majority of the members of the Board of Directors shall form a quorum at all meetings of the Board. A majority of votes shall decide questions arising at any meeting where each director is entitled to cast one vote.

The President, however, shall only vote in the case of a tie at any District Association

meeting.

If no representative of an Active Members attends a Board of Directors meeting, the Member shall be fined the sum of twenty-five dollars (\$25.00).

A nominee of an active Member may attend a Board of Directors meeting when neither the Director nor the Alternate can attend. The Nominee shall be accorded the full rights and privileges of an Active Member excluding voting privileges.

Executive Committee

The Executive Committee shall consist of seven positions including the President, Vice President, Secretary, Treasurer, Director of Senior Soccer, Director of Youth Soccer, Director of Referee Development.

The Executive Committee, between meetings of the Board, shall possess, and may exercise, all powers of the Board of Directors in the management and direction of the affairs of the District Association.

The Executive Committee must obtain permission from the Board of Directors for non-budgeted expenses required above five hundred dollars (\$500.00).

A majority of the Executive Committee shall constitute a quorum of the Executive Committee.

Meetings of the Executive Committee shall be at the call of the President.

ARTICLE 8: COMMITTEES

The Membership at any general meeting, or the Board of Directors at any meeting of the Board, may establish a standing committee or special committee to carry out specific business or programs of the District Association.

ARTICLE 9: PROCEDURES GOVERNING MEETINGS

All meetings of the District Association shall be conducted in accordance with the most recently published Robert's Rules of Order Newly Revised except as may be otherwise stipulated in this By-Law or other Rules and Regulations of the District Association.

ARTICLE 10: BY-LAWS AND AMENDMENTS

- a) Amendments to By-Laws shall only be made at the Annual General Meeting or at a Special General Meeting called for that purpose.
- b) By-Law amendments may be proposed by the Board of Directors, or submitted by a Member to the District Association
 - in writing at least 21 days prior to a general meeting of the District Association; and must be approved by a majority vote of the Board of ~~Directors~~, and by a 2/3's majority vote of the Membership voting in person or by proxy at a meeting of the District Association duly called for that purpose
- c) All Members entitled to vote shall be notified with the District Association's notice of the
 - said Members' meeting about proposed By-Law amendments referred to in subparagraph (a). Such notification shall be by
 - regular mail
 - email
 - website notice
 - posting at District Association office
- d) All amendments to By-Laws or Rules and Regulations become effective at the conclusion of the meeting called to deal with such amendments unless the motion of amendment specifies otherwise.
- e) All Members, shall be supplied with a new copy of the District By-laws and Rules and Regulations whenever there has been an amendment made and accepted. The new copies of the above mentioned document shall be mailed or hand delivered within a period of not more than one (1) calendar month from the date of such amendments being accepted.

ARTICLE 11: RULES AND REGULATIONS

The District Association shall have Rules and Regulations which shall include, but is not limited to, the following:

- a) discipline of a Member: summary of charges regarding misconduct
- b) discipline of a Member: procedures for discipline hearing
- c) duties of Board of Directors: authority granted to Board regarding the business being conducted
- d) duties of Board of Directors: selection process and appointment process for the appointment and renewal of appointments to the League's paid and volunteer positions
- e) duties of Board of Directors: process for revoking appointments
- f) voting at General Meeting: format for the proxy, and the issue, or issues, for which the proxy may be cast.

The Board of Directors may approve and publish Rules and Regulations which are not inconsistent with the By-Law and are not inconsistent with the Rules and Regulations of a higher level governing organization.

Amendments to the Rules and Regulations may be made by a majority vote of the Board of Directors or the Members at a General Meeting. If the Rules and Regulations are amended by the Board of Directors the amendment shall be presented for ratification at the next Annual General Meeting or a Special General Meeting called for that purpose. If the amendment is not ratified, it is of no effect and the previous Rules and Regulations are then in effect.

ARTICLE 12: INDEMNITY

Members of the Board of Directors or other servants to the District Association, their heirs, executors, administrators and estate and effects respectively shall be indemnified and saved harmless at all times by the District Association against all costs, losses and expenses incurred by them respectively in or about the discharge of their respective duties, except such as happens from their own respective willful neglect or default.

ARTICLE 13: FINANCE

The accounts of the District Association shall:

- a) be audited annually by a Chartered Accountant if the annual Gross Revenue is greater than \$30,000; or
- b) be reviewed annually through a Financial Review Engagement completed by a Certified General Accountant, Certified Management Accountant or Certified Accountant, if the Annual Gross Revenue is \$30,000 or less; or
- c) with the consent of all its Members, be exempt from any audit or Financial Review Engagement if the Annual Gross Revenue is less than \$10,000.

The audit or the Financial Review Engagement statement shall be presented to the Annual General Meeting for adoption.

At the Annual General Meeting of the District Association, a chartered accountant firm shall be appointed to perform the audit or the Financial Review Engagement.

The fiscal year of the District Association shall be from November 1 of the current year to October 31 of the ensuing year, unless otherwise ordered by the Board of

Directors.

The business practices and properties of The District Association shall be audited by internal Auditors who shall be appointed by the Members at the Annual General Meeting.

Monies Owing

All monies owing to the District Association shall be due and payable within thirty (30) days of notification unless otherwise stipulated.

Members who have not discharged all their financial obligations to the District by October 31 of the current calendar year shall be declared to be not in good standing.

ARTICLE 14: DISPUTE RESOLUTION

The District Association shall adhere to the Dispute Resolution process as published and approved by The OSA from time to time.

Any member of the District Association may initiate the Dispute Resolution process by communicating in writing to The OSA, with a copy to the District Association, the nature and facts of the dispute. The OSA, at its discretion, may proceed with the Dispute Resolution process by assigning one or more neutral persons to the dispute.

The Dispute Resolution process shall not be used for game discipline which follows the normal discipline and appeals process.

The District Association shall make available to any member a copy of the Dispute Resolution process when requested.

ARTICLE 15: HARASSMENT

The District Association shall adhere to the Harassment Policy as published and approved by The OSA from time to time.

The Harassment Policy shall apply to all employees, directors, officers, volunteers, coaches, game officials, administrators, players, members and registrants of the District Association.

Harassment is defined as any comment, conduct, or gesture directed toward an individual or group of individuals which is insulting, intimidating, humiliating, malicious, degrading or offensive. It includes, but is not limited to, sexual harassment.

The District Association shall make available to any member a copy of the Harassment Policy when requested.

ARTICLE 16: APPEALS

- a) Any registrant or registered organization directly affected by a decision of the District Association may appeal such decision, except as stipulated in 15 d) or e).
- b) The denial or termination of membership in the District Association may be appealed by a non-registered organization.
- c) A decision of the District Association may be appealed to The OSA. The appeal shall be conducted in accordance with The OSA's published rules.
- d) An individual shall not appeal a decision made by the Board of Directors regarding the appointment, non-appointment, re-appointment or revocation of an appointment of an individual to any coach or administrator position within the District Association's operations, except where the selection, appointment and revocation process outlined in the Rules & Regulations has not been followed.
- e) An individual shall not appeal a decision made by the District regarding a player's team assignment on any District or Regional team.

ARTICLE 17: DISSOLUTION

In the event of dissolution of the District Association, and after payment of all debts and liabilities, its remaining property shall be distributed or disposed of by the Board of Directors to one or more not-for-profit soccer related organizations which is (are) registered with the OSA, or to a local registered charity.

ARTICLE 18: DEFINITIONS/TERMINOLOGY

Terminology used in this By-Law shall have the same meaning as used by The OSA in its letters patent, By-Laws and published rules.

In the event of a discrepancy between the on-line by-laws and the hard copy in the hands of SASA's Executive Secretary, the hard copy, as amended in November 2011, will take precedence.

