

---

**SASKATOON YOUTH SOCCER INC.**  
**BY-LAWS**



**150 Nelson Road**  
**Saskatoon, Sk.**  
**S7S 1P5**  
Phone: (306) 975-3413

Approved at SYSI Annual General Meeting October 22, 2009

---

**ARTICLE I**  
**Name**

**Section 1:**

The name of this organization shall be Saskatoon Youth Soccer Inc. (hereinafter cited as SYSI).

**ARTICLE II**  
**Affiliation**

**Section 1:**

SYSI shall be affiliated with the Saskatchewan Soccer Association and the Canadian Soccer Association.

**Section 2:**

These By-laws shall be interpreted and applied in a manner consistent with the By-laws of the Saskatchewan Soccer Association and the Canadian Soccer Association.

**ARTICLE III**  
**Territorial Limits**

**Section 1:**

- a) For purposes of altering the zone boundaries, the SYSI Board shall appoint a Zone Boundaries Commission at least once every five years consisting of three persons who are not members or employees of either a zone or SYSI.
- b) The Zone Boundary Commission should operate in accordance with such policies and procedures as may be adopted by the zones and SYSI Board from time-to-time.

## **Section 2:**

The territory over which SYSI has jurisdiction shall be in the City of Saskatoon and an area within a radius of 20 kilometers of the city boundaries, excluding those areas which are included by the boundaries of Valley District Soccer Association.

The city shall be divided into five Zones as follows:

- Zone 1: West of the South Saskatchewan River, West of Idylwyld Drive, and South of Hwy #16.
- Zone 2: West of the South Saskatchewan River, East of Idylwyld Drive, and North of Hwy #16.
- Zone 3: East of Circle Drive, North of College Drive and Hwy #5, as well as the area East of Circle Drive, North of 8<sup>th</sup> Street, and West of McKercher Drive.
- Zone 4: South of Eighth Street, North of Circle Drive and East of Preston Ave, and the area North of Eighth Street, South of College Drive and East of McKercher Drive, and any other areas that fall between East of Hwy #11 and South of Hwy #5.
- Zone 5: East of the South Saskatchewan River, West of Circle Drive and Hwy #11, excluding the area South of Eighth Street, North of Circle Drive, and East of Preston Avenue.

## **ARTICLE IV Objectives**

### **Section 1:**

The objectives of SYSI are:

- a) to foster and support the development of youth and mini soccer within the City of Saskatoon.
- b) to govern the playing of organized soccer at the youth and mini age level in Saskatoon.
- c) to foster the development of qualified soccer coaches to serve the sport.
- d) to work together with the other youth and mini soccer districts in the province and in concert with the objectives of the Saskatchewan Soccer Association as those apply.

## **ARTICLE V Membership**

### **Section 1: Categories of Members**

The SYSI shall be composed of the following categories of Members:

- a) Zone Association Members, as may be approved by the Board;
- b) Community Association Members, as may be approved by the Board;
- c) Associate Members, or organizations that are involved in the sport of soccer, as may be approved by the Board;
- d) Honorary Life Members, or individuals who have rendered meritorious service to the SYSI, as may be approved by the Board.

## **Section 2: Members' Voting Rights**

- a) Each Zone Association Member, in good standing, shall be entitled to 10 delegates at the Annual General Meeting and any Special General Meeting, each of whom shall have a voice and one vote.
- b) Each Community Association Member, in good standing, shall be entitled to one delegate at the Annual General Meeting and any Special General Meeting, who shall have a voice and one vote.
- c) Each Associate Member, in good standing, shall be entitled to one delegate at the Annual General Meeting and any Special General Meeting, who shall have a voice but no vote.
- d) Each Honorary Life Member shall have a voice but no vote.
- e) Each voting delegate must be in attendance at the Annual General Meeting and any Special General Meeting to vote.
- f) Each voting delegate must be appointed by the appropriate Member, and notice of the Member's appointment, signed by a duly authorized Member representative, must be filed with the Executive Director (or designate) of the SYSI at or before each Annual General Meeting or any Special General Meeting.

## **Section 3: Membership Fees**

- a) Each team formed by a Member shall pay to SYSI a registration fee, which will be set by the SYSI Board.
- b) Each team formed by a Member shall pay to SYSI an affiliation fee as required by the Saskatchewan Soccer Association.
- c) Each team formed by a Member entering SYSI tournaments or competitions shall pay all required tournament or competition fees.

## **Section 4: Membership Requirements**

- a) Each Zone Association Member shall submit a constitution or by-laws to the SYSI Board for approval.
- b) Any amendments to the constitution or by-laws of a Zone Association Member shall be approved by the SYSI Board.
- c) Each Zone Association Member shall submit a copy of its year-end Financial Statements to the SYSI Board by 30 days after the Zone's Annual General Meeting.

# **ARTICLE VI**

## **Board of Directors**

### **Section 1: Board Composition**

- a) The Board of Directors shall consist of not less than eight and not more than 10 members.
- b) There shall be four Board Officers: President, Vice-President, Chair of the Audit and Finance Committee, and Chair of the Nominations Committee.
- c) The Executive Director shall serve as an ex-officio non-voting member of the Board.

### **Section 2: Nominations and Elections**

- a) The Board shall appoint a Nominations Committee, which shall submit a list of qualified candidates for Director to the Board for its approval. Candidates approved by the Board shall be forwarded to the Annual General Meeting as nominees.
- b) Where a vacancy occurs on the Board as a result of the death, resignation or removal of a Director, the Nominations Committee may nominate a candidate to fill the vacancy.

- c) Directors shall be elected by majority vote at the Annual General Meeting; the vote shall be by secret ballot.
- d) Election of the Directors shall proceed in accordance with the following schedule:
  - i. In odd-numbered years, the President, and at least 40% of Directors shall be elected
  - ii. In even-numbered years, the Vice-President and at least 40% of Directors shall be elected

### **Section 3: Terms of Office**

- a) The term of office for Directors shall be two years, commencing after the meeting at which they are elected. Directors shall be eligible for re-election, provided that no Director shall serve for more than eight consecutive years.
- b) The President shall serve for no more than two terms.
- c) In the case of the death, resignation or removal of the President or Vice-President, the remaining Directors shall elect one of their number to fill the vacancy.

### **Section 4: Disciplinary Procedures**

- a) In the event that a Director is absent from four consecutive meetings of the Board, a two-thirds majority of the remaining Directors may remove such Director from the Board effective immediately.
- b) The Board shall have authority to deal with all cases of misconduct or violation of the rules and regulations of SYSI on the part of any Director, employee or volunteer of SYSI.

## **ARTICLE VII Duties of the Board of Directors**

### **Section 1:**

- a) The Board shall govern SYSI in accordance with its Articles of Incorporation and By-laws, and the Board's policies, procedures and plans.
- b) The Board shall ensure that there are sufficient and appropriate human, organizational and financial resources for SYSI to accomplish its work,
- c) The Board shall approve the management structure of the organization.
- d) The Board shall ensure that SYSI meets all legal requirements, including all requirements of incorporation.
- e) The Board of Directors shall establish the following Standing Committees:
  - i. Audit and Finance
  - ii. Nominations
- f) The Board of Directors may establish such other committees and sub-committees as it deems advisable.
- g) All committees of the Board of Directors shall report to the Board and shall include the President as an ex-officio member.

## **ARTICLE VIII Meetings**

### **Section 1: Meetings of the Board**

- a) The Board shall have a minimum of six meetings per year. Meetings shall be at the call of the President or upon written request of a majority of the Directors.

- b) At all Board meetings, a quorum shall consist of 50% of those eligible to vote.
- c) The Board meetings shall be chaired by the President. In the President's absence, the Vice-President shall serve as chair. The chair shall not have a vote, except in the case of a tie when the chair shall cast the tie-breaking vote.

## **Section 2: Annual General Meeting**

- a) The Annual General Meeting shall be held after September 1 and not later than November 30 of each year.
- b) Notice of the time and place of the Annual General Meeting shall be sent to each Member and Director not less than 15 days before the meeting.
- c) The Annual General Meeting shall be open to all interested persons. A quorum shall consist of a minimum of 20 voting delegates.
- d) The order of business for the Annual General Meeting shall normally be:
  - i. Presentation of Credentials
  - ii. President's Report
  - iii. Report of the Audit and Finance Committee Chair
  - iv. Auditor's Report and Financial Statements
  - v. Budget Presentation
  - vi. Committee Reports
  - vii. Old Business
  - viii. Proposed By-law Amendments
  - ix. Election of Directors
  - x. New Business.
- e) The President shall chair the Annual General Meeting. In the President's absence, the Vice-President shall serve as chair. The chair shall not have a vote, except in the case of a tie when the chair shall cast the tie-breaking vote.

## **Section 3: Special General Meetings**

- a) Special General Meetings may be called by the Board or by a signed request of Members having 50% of the membership's total vote entitlement, as specified in Article V, Section 2 of these By-laws. Notice of the time and place of any Special General Meeting shall be sent to each Member and Director not less than 15 days before the meeting. The notice shall state the purpose for which the meeting is being called. No other business shall be transacted at the meeting.
- b) The voting procedures and meeting rules used at Special General Meetings shall be those used at Annual General Meetings, as provided for under Articles V and VIII.

## **Section 4: Rules of Order**

The rules of procedure for all meetings shall be *Robert's Rules of Order*, insofar as they may apply.

# **ARTICLE IX Financial Administration**

## **Section 1:**

- a) Signing Officers of SYSI shall be a minimum of any two of the following: the President, Vice-President, Chair of the Audit and Finance Committee, and Executive Director.
- b) The fiscal year shall run from August 1 to July 31 of the following year.
- c) The Board shall appoint an auditor and shall ensure that an annual audit of the Financial Statements of SYSI is completed within 90 days of the close of the fiscal year.

- d) The Financial Statements of SYSI, including the auditor's report if completed, shall be presented for approval to the Annual General Meeting.
- e) A budget shall be presented to the membership for approval at the Annual General Meeting.

## **ARTICLE X Management and Programs**

### **Section 1: Executive Director**

The Board shall employ an Executive Director who shall provide direction and leadership in the management of the operations of SYSI, in accordance with the Board's policies, procedures and plans.

### **Section 2: Program Coordinator**

SYSI shall employ a Program Coordinator who shall provide leadership and coordination in the development and implementation of SYSI programs. The Program Coordinator shall report to the Executive Director.

### **Section 3: Program Coordination Committee**

- a) SYSI shall establish a Program Coordination Committee whose purpose shall be to develop plans for league and other soccer programming at the youth and mini level, and to deal with business that arises out of such programs. The Committee shall prepare a budget each year for the approval of the Board.
- b) The Program Coordination Committee shall consist of the Program Coordinator, who shall serve as chair, 10 Zone Association representatives (two from each Zone) and five Community Association representatives (one from each Zone), and the Executive Director who shall serve ex officio.
- c) The Program Coordination Committee shall meet once monthly and additionally when necessary.

### **Section 4: Coach and Player Development Committee**

- a) SYSI shall establish a Coach and Player Development Committee whose purpose shall be to develop and implement plans for coach and player development programs and events, and to deal with technical questions and matters that arise in connection with the game of soccer. The Committee shall prepare a budget each year for the approval of the Board.
- b) The Coach and Player Development Committee shall consist of the Program Coordinator, who shall serve as chair, experts in coach and player development from each of the Zone Associations, any other individuals whom the Committee wishes to invite to increase its expertise or to secure wider support for its work, and the Executive Director who shall serve ex officio.
- c) The Coach and Player Development Committee shall meet once monthly and additionally when necessary.

## **ARTICLE XI Indemnity**

### **Section 1:**

SYSI shall indemnify every Officer, Director, employee and volunteer against all costs, expenses and liabilities which he or she may incur personally in the course of his or her duties, provided that he or she has acted honestly and without malice.

## **Section 2:**

To be entitled to indemnification, an individual must inform SYSI of the claim or possible claim at the earliest reasonable opportunity after he or she becomes aware of it, and must make a complete report to SYSI of the incident giving rise to the claim.

## **ARTICLE XII By-law Amendments**

### **Section 1:**

- a) Amendments to these By-laws may only be made at an Annual General Meeting or a Special General Meeting, by a two-thirds majority of those present and eligible to vote.
- b) Notice of any proposed amendment or change to these By-laws shall be sent to each Member and Director, at least 30 days before the meeting at which such amendment is to be considered.
- c) Any proposed amendment or change to these By-laws shall be forwarded to the SYSI Board at least 30 days prior to the date by which it must be forwarded to each Member and Director.
- d) Any amendment to these By-laws shall be effective immediately unless otherwise specified.

## **ARTICLE XIII Transition Process**

### **Section 1:**

- a) These By-laws come into force on the day they are approved at a Special General Meeting called pursuant to Article 16 of the 2003 By-laws of SYSI.
- b) No less than 30 days after these By-laws come into force, a Special General Meeting shall be held for the purpose of electing a new Board of Directors that meets the Board composition requirements of Article V, Section 1 of these By-laws. The Board of Directors may establish a Special Nominations Committee to nominate candidates for election at the Special General Meeting.
- c) A person who is a member of the Board of Directors on the day before these By-laws come into force continues as a member of the Board of Directors until the earlier of the following dates:
  - i. the date a new Board of Directors is elected pursuant to these By-laws; and
  - ii. the date the person dies, resigns or otherwise ceases to be a member of the Board of Directors.
- d) The committees that exist on the day before these By-laws come into force continue to exercise their powers and duties until dissolved or replaced pursuant to these By-laws.