

SOCIETY ACT
CONSTITUTION OF PACIFIC EAGLES ATHLETICS SOCIETY

ARTICLE I **NAME**

The name of this body (hereinafter to be called “ Society ”) shall be "**Pacific Eagles Athletics Society.**"

ARTICLE II **PURPOSES**

The purposes of the Society shall be to encourage, promote, develop, and organize the games of soccer and basketball, as well as track and field activities in British Columbia, by:

- Providing facilities where coaches and players will be able to practice and play the games;
- Creating an organizational structure & culture that encompasses not only well maintained infrastructure for player development, but also facilitates and encourages adherence to positive family values, service to the community, social responsibility as well as academic growth & learning. ;
- By arranging for suitable coaches to train players to allow them to develop to their fullest potential;
- By encouraging parents to understand a philosophy and direction compatible with the aspirations of the players and coaches;
- To encourage players to participate in games regardless of race, creed, national origin, or ability to play.
- By promoting and educating children and youth in games and providing a format for educational opportunities and encouraging interaction and cultural exchanges between young people of British Columbia. .

ARTICLE III **DISSOLUTION**

Upon the winding up or dissolution of the Society any assets of the Society, after the satisfaction of its debit and liabilities shall be paid, be transferred or delivered to another non-profit Society or organization operating in the province of British Columbia which has purposes similar to those of this Society. This provision is unalterable.

BYLAWS OF PACIFIC EAGLES ATHLETICS SOCIETY

SECTION 1

ARTICLE 1 STRUCTURE

This Society shall be formed of a group of players, coaches, managers, referees and organizers whose common interest is the enjoyment of amateur sport. To enable Soccer, Basketball, Track and Field activities to be enjoyed at all levels of competition, this Society shall encourage the development of both recreational and competitive teams for both genders at all age levels.

ARTICLE 2 MEMBERSHIP

- (a) A Member of the Society shall be an applicant for the incorporation of the Society, a parent or guardian of any registered youth player (per Section 4, Article 1), any registered adult player or any official of the Society. A Society official is defined to include a coach, an assistant coach, a team manager, a referee, the Society administrator or any member of the Executive Committee and such other individuals and such societies, partnerships and other legal entities as are admitted as members by the Executive Committee (per Section 1, Article 4).
- (b) Members may resign by resignation in writing which shall be effective upon acceptance thereof by the Executive Committee. In case of resignation, a member shall remain liable for payment of any assessment or other sum levied or which became payable by him to the Society prior to acceptance of his resignation.

ARTICLE 3 MEMBERSHIP DUES

- (a) Executive Committee shall determine the dues payable by members and provide a notice to the members.
- (b) Dues, if any are not paid within 30 days of such notice, the member in default shall thereupon automatically cease to be a member of the Society. Any such member may on payment of all unpaid dues or fees be reinstated by unanimous vote of the Executive Committee.

ARTICLE 4 THE EXECUTIVE COMMITTEE

- (a) The business of the Society shall be conducted by an Executive Committee of nine directors and members comprised of:
 1. President
 2. Executive Vice-President
 3. Director: Finance
 4. Director: Registration
 5. Director: Program and Player Development
 6. Director: Administration
 7. Director: Operations
 8. Director: Recreational

9. Director: Communications
 10. Members: A Coach, An assistance Coach, and team manager of a Pacific Eagles Athletics Society recognized team not included in the list of Executive Committee.
- (b) The directors of the Society's Executive Committee shall be elected at the Annual General Meeting for a period not exceeding 25 months with four directors elected one year, and five directors elected the next.
 - (c) The election of each of the Executive Committee directors shall be decided by a simple majority of the votes cast.
 - (d) Should a vacancy occur in the Presidency during a term of office, the Executive Vice-President shall assume the position for the duration of the term.
 - (e) Should a vacancy occur in any other position on the Executive Committee, the Executive Committee shall have the power to appoint another Member of the Society to the Executive Committee for the duration of the term.
 - (f) Any Member of the Society in good standing (per Section 2, Article 1.2 (b)) shall be eligible for election to the Executive Committee.
 - (g) The Executive Committee shall have full control of the affairs of the Society. Seven members of the Executive Committee present at an Executive Committee meeting shall constitute a quorum.
 - (h) The Chair shall be rotated between the members of the Executive at all meetings of the Society. The rotation shall follow the order of the Executive as set out in article 4 (a) of this section.
 - (i) The Executive Committee may appoint Directors, Managers and/or Committees, as it deems necessary to assist in the operations of the Society.
 - (j) The Executive Committee shall appoint, or delegate a person to act as Secretary. The Secretary shall be responsible for preparing and keeping minutes of all General Meetings and Executive Committee meetings. The secretary shall maintain a record of all correspondence of the Society.
 - (k) The office of a member of the Executive Committee shall be vacated:
 - (i) Upon resignation in writing.
 - (ii) If the Executive Committee, by resolution passed by a majority of votes of the Committee, cast at a meeting of the Executive Committee duly called for that purpose, removes a director before the expiration of a term of office for cause.

ARTICLE 5 INCIDENT COMMITTEE

- (a) The Executive Committee shall appoint an Incident Committee comprising of the five members, all of whom should be members of the Executive Committee of the Society. The incident committee shall be empowered to investigate all incidents of unsportsman (for example swearing, injuring the opponent, or intentions to injure the opponents, arguing, disrespectful to the spectators, referees, coaches, violence etc.) like behaviour by any member or player of the Society and to recommend appropriate action to the Executive Committee.
- (b) The Incident Committee shall be empowered to recommend to the Executive Committee any change of eligibility to play of a temporary or permanent nature as a result of a disciplinary investigation taken against any Society member.

ARTICLE 6 MEETINGS, EXECUTIVE COMMITTEE

- (a) The Executive Committee may hold its meetings at such place or places as it may from time to time determine. No formal notice of such meeting shall be necessary if all the Executive Committee members are present, or if those absent have signified their consent to the meeting being held in their absence.
- (b) Executive committee' Meetings may be formally called by the President or Executive Vice President or by the Director - Administration on direction of the President or Executive Vice President or by the Director - Administration on direction in writing of two Directors. Notice of such meeting shall be delivered, telephoned or emailed to each Director not less than one day before the meeting is to take place.
- (c) The statutory declaration of the Director - Administration or President that notice has been given pursuant to this By-Law shall be sufficient and conclusive evidence of the giving of such notice. The Board may appoint a day or days in any month or months for regular meetings at an hour to be named and of such regular meeting no notice need be sent.
- (d) An Executive Committee meeting may also be held, without notice, immediately following the annual meeting of the Society. The Executive committee may consider or transact any business either special or general at any meeting of the Board.

ARTICLE 7 ERRORS IN NOTICE FOR MEETINGS, EXECUTIVE COMMITTEE

No error or omission in giving such notice for a meeting of Executive committee shall invalidate such meeting or invalidate or make void any proceedings taken or had at a such meeting and any Directors at any time may waive a notice of any such meeting and may ratify and approve of any or all proceedings taken or had there at.

ARTICLE 8 VOTING, EXECUTIVE COMMITTEE

- (a) Questions arising at any meetings of Executive committee shall be decided by a majority of Executive Committee members present, to a minimum of five (5) votes in favour of any motion to pass. All votes at any such meeting shall be taken by ballot if so demanded by any member present, but if no demand be made, the vote shall be taken in the usual way by assent or dissent.
- (b) A declaration by the Chairperson that a resolution has been carried and an entry to that effect in the minutes shall be admissible in evidence as prima facie proof of the fact without proof of the number or proportion of the votes recorded in favour of or against such resolution.
- (c) In the absence of the President his duties may be performed by an Executive Vice President or such other Director as the Board may from time to time appoint for the purpose.

ARTICLE 9 ADJOURNMENTS, EXECUTIVE COMMITTEE

Any meetings of the Executive Committee may be adjourned to any time and from any time and such business may be transacted at such adjourned meetings as might have been transacted at the original meeting from which such adjournment took place. No notice shall be required of any such adjournment. Such may be made notwithstanding that no quorum is present.

ARTICLE 10 POWERS, EXECUTIVE COMMITTEE

- (a) The Executive committee of the Society may administer affairs of the Society in all things and make or cause to be made for the Society, in its name, any kind of contract which the Society may lawfully enter into and, save as hereinafter provided, generally, may exercise all such other powers and do all such other acts and things as the Society is by its charter or otherwise authorized to exercise and do.
- (b) Without in any way derogating for the foregoing, the Executive committee are expressly empowered, from time to time, to purchase, lease or otherwise acquire, alienate, sell, exchange, or otherwise dispose of shares, stocks, rights, warrants, options and other securities, lands, buildings and other property, movable or immovable, real or personal, or other right of interest therein owned by the Society, for such consideration and upon such terms and conditions as they may deem advisable.
- (c) To act upon the recommendations of the incident committee. The decision of the Executive Committee shall be binding on the members and the players.

ARTICLE 11 EXECUTIVE DUTIES

- (a) The President shall be responsible for ensuring that affairs of the Society are conducted in accordance with the Society's Constitution, by-laws and resolutions of General Meetings.

- (b) The Executive Vice-President shall perform all the duties of the President in the absence of the President.

The Executive Vice-President shall be responsible for Society volunteers, the Incident Committee, and other areas of responsibility that may be deemed appropriate by the Executive Committee.

- (c) The Director, Finance, shall keep and maintain full accounts of all receipts and disbursements in books belonging to the Society, provide an annual budget and monthly statements, provide financial advice and keep deposits of Society funds. The Director, Finance, shall ensure that all cheques bear any two of the four signing officers' signatures. The four signing officers shall be; the President, the Executive Vice-President, the Director of Registration and the Director of Administration.

The Director, Finance, shall ensure that a preliminary financial statement shall be presented at the Annual General Meeting. The Director, Finance, shall ensure an audited financial statement is prepared at yearend, and a copy of which be provided on request to any member.

- (d) The Director, Registration, shall organize and publicize the Society's registration activity, manage the membership database and ensure players are registered with other associations if required.
- (e) The Director, Program and Player Development shall be responsible for the development and implementation of programs designed to develop and enhance the skill level of Society players and coaches, for the activities of the Society Technical Director and for other coaching resources contracted by the Society.
- (f) The Director of Administration shall be responsible for all aspects of administration including the office, and other associations' related activities if required. The Director, Administration shall notify the member of the dues at any time payable by them.
- (g) The Director, Operations, shall be responsible for the operation of all facilities, fields, field-lining, schedules and referees and related activities.
- (h) The Director of Recreational shall supervise the operations and related activities of all teams participating in Society scheduled leagues and Tournaments.
- (i) The Director of Communications shall supervise the operations and related activities of all soccer teams participating in the tournaments, public relations including advertising, newspaper, other media contacts, advertising placements and shall be responsible for all aspects of liaison.
- (j) All Executive Committee positions may be supported by Managers and Committees, as it deemed necessary by the Executive Committee to assist with the operation of the Society.

- (k) No member of the Executive Committee (except for the Technical Director) shall be appointed to any salaried office paid by fees and no remuneration or other benefit in money shall be given to the Executive Committee members except the reimbursement of out-of-pocket expenses.

ARTICLE 12 TECHNICAL DIRECTOR

- (a) The Technical Director shall be responsible for all aspects of training and developing of technical programs for coaches, players and teams as detailed in a job description developed by the Director, Program and Player Development.
- (b) Technical Director shall be compensated as agreed upon by the General Committee and subject to the individual's performance assessed by a panel headed by the Director, Program and Player Development.

SECTION 2

ARTICLE 1 ANNUAL GENERAL MEETING

1.1 Annual General Meeting

- (a) The Annual General Meeting of the Society shall be held each year, within lower mainland of British Columbia, during the month of January, at a place and time to be decided by the Executive Committee,
- (b) Notice of the Meeting shall be given 14 clear days prior to the date of the meeting. The notice shall be either handed personally to the member, or mailed or emailed as the case may be.
- (c) The Notice of the Meeting shall state the date, time, and place of the meeting. The notice shall also provide a brief summary of any intent to amend, or alter the Constitution or by-laws.
- (d) The Director: Communications shall be responsible for the dispatches of the meeting notices to all the members

1.2 Quorum

- (a) The quorum for a General Meeting shall be 20 members in good standing.
- (b) "Good standing" is defined as members who have no outstanding dues or fines, and / or, are not currently under disciplinary investigation or suspension by the Society or any other affiliated organization.

1.3 Special General Meeting

- (a) A Special General Meeting of the Society may be called at any time by the Society Executive Committee or upon the signed request of at least sixty percent of the Members in good standing.

- (b) This request shall stipulate any proposed changes to the Constitution or By-laws or expenditures exceeding \$10,000.00 and these proposed changes shall appear in the Notice of the Meeting.
- (c) Notice of the Meeting shall be given 14 clear days prior to the date of the meeting. The notice shall be either handed personally to the member, or mailed or emailed as the case may be.

ARTICLE 2 ERRORS OR OMISSION IN NOTICE, GENERAL MEETINGS

No error or omission in giving notice of any annual or general meeting or any adjourned meeting, whether annual or general, of the members of the Society shall invalidate such meeting or make void any proceedings taken thereat and any member may at any time waive a notice of any such meeting and may ratify, approve and confirm any or all proceedings taken or had thereat. For the purpose of sending notice to any member, Director or officers for any meeting or otherwise, the address of any member, Director or officer shall be his last address recorded on the books of the Society.

ARTICLE 3 ADJOURNMENTS, GENERAL MEETINGS

Any meetings of the society may be adjourned to any time and from any time and such business may be transacted at such adjourned meetings as might have been transacted at the original meeting from which such adjournment took place. No notice shall be required of any such adjournment. Such may be made notwithstanding that no quorum is present.

ARTICLE 4 VOTING OF MEMBERS, GENERAL MEETINGS

- (a) Each member of the Society shall at all meetings be entitled to one vote. No member shall be entitled to vote at meetings of the Society unless he/she has paid all dues or fees, if any, then payable by him.
- (b) At all meetings of members every question shall be decided by a majority of the votes of the members present unless otherwise required by the By-Laws of the Society, or by law. Every question shall be decided in the first instance by a show of hands, unless a poll be demanded by any member. Upon a show of hands, every member having voting rights shall have one vote, and unless a poll be demanded a declaration by the Chairperson that a resolution has been carried or not carried and an entry to that effect in the minutes of the Society shall be admissible in evidence as prima facie proof of the fact without proof of the number or proportion of the votes according in favour of or against such resolution.
- (c) The demand for a poll may be withdrawn, but if a poll be demanded and not withdrawn the question shall be decided by a majority of votes given by the members present, and such poll shall be taken in such manner as the Chairperson shall direct and the result of such poll shall be deemed the decision of the Society in general meeting upon the matter in question.
- (d) In case of an equality of votes at any general meeting, whether upon a show of hands or at a poll, the Chairperson shall be entitled to a second or casting vote.

SECTION 3

ARTICLE 1 PLAYERS' REGISTRATION FEES

- (a) Every Player shall be required to pay a registration fee before he is eligible to play for the Society. The Executive Committee members shall determine the registration fees.
- (b) Players at the Representative level shall be assessed an additional fee over and above the recreational levy. Failure to comply will result in removal from Representative ranks.
- (c) In cases of personal hardship, the Executive Committee may, at its discretion, waive any part of the registration fee for any player. The Director of Administration shall fully document the circumstances related to above hardship. Special care shall be taken to protect privacy of the individual.

ARTICLE 2 ELIGIBLE PLAYER

Only registered players of the Society, who are in good standing with the affiliated bodies, shall be eligible to play for the Society.

SECTION 4

ARTICLE 1 FINANCIAL YEAR

Unless otherwise ordered by the Executive Committee, the fiscal year of the Society shall terminate on the 30th day of September in each year.

ARTICLE 2 BOOKS AND FINANCIAL RECORDS

- (a) The Executive Committee shall see that all necessary books and records of the Society required by the By-Laws of the Society or by any applicable statute or law are regularly and properly kept.
- (b) All members of the Society are entitled to full access to the financial records, bank statements, and meeting minutes book during the annual general meeting or within 24 hours of a written notice to the Director, Administration during the financial year.

ARTICLE 3 PURCHASING

- (a) All purchases in excess of \$500 Canadian shall only be made after three quotations have been obtained. The Director of Administration shall issue a Purchase Order to acquire the goods and/ or services. The Director of Finance shall verify the quotation, purchase order and the invoice. The Director of Finance shall approve the purchase and request the issuance of the payment.
- (b) In case of emergencies, the above procedure can be waived as long as it is approved by majority of the Executive Committee with documentation of the circumstances.

ARTICLE 4 PAYMENTS

All cheques, bills of exchange or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Society shall be signed by such officers of the Society and in such manner determined by resolution of the Executive Committee.

ARTICLE 5 INCOME AND PROPERTY OF THE SOCIETY

The income and property of the Society, however and wheresoever derived, shall be applied solely towards the promotion of the Society's purpose, as set forth in Article II of the Constitution and no portion thereof shall be paid or transferred directly or indirectly by way of profit to the members of the Society.

SECTION 5

ARTICLE 1 ADOPTION AND AMENDMENTS TO THE BY-LAWS

- (a) By-laws may be adopted and amended at the Annual General Meeting, or at a Special General Meeting called for that purpose, by a simple majority of those present. Any Special General Meeting called to discuss changes to the Constitution shall clearly state the proposed amendment in the Notice of the Meeting.
- (b) The Executive Committee shall be empowered to adopt by-laws subject to ratification by the next Annual General Meeting.

ARTICLE 2 INTERPRETATION

In these By-Laws and in all other By-Laws of the Society hereafter passed unless the context otherwise requires, words importing the singular number of the masculine gender shall include the plural number or the feminine gender, as the case may be and vice versa, and references to persons shall include firms and societies.