

LEAGUE CONSTITUTION

Definitions:

“*Appeal*” means the process followed in accordance with published rules when a decision is unacceptable to an individual or organization.

“*Approved by the Membership*” means the adoption of a motion by a majority of the votes cast by delegates present at an Annual General Meeting, or any general meeting as convened by the League.

“*Auditor*” means an accredited accountant appointed by the voting delegates at the Annual General Meeting.

“*Board*” means the NB-PEIWPSL Board of Directors.

- “*President*” means the Chief Executive Officer of the League.
- “*Vice-President*” means the Senior Officer of the League next to the President.
- “*Treasurer*” means the officer responsible for the fiscal affairs of the League.
- “*Executive Director*” means the employee of the League responsible for the day to day administration of the affairs of the League and Board.
- “*Sub-Committee*” means any sub-committee of the Board as may be appointed by the Board from time to time.

“*Club*” is an organization that is affiliated with the League, which organizes teams in accordance with published rules; is responsible for player development within its area of operation and which is responsible for registering each of its players with Soccer New Brunswick or the Prince Edward Island Soccer Association.

“*Game official*” means an individual who is registered with the Association to officiate at games.

“*Hearing panel*” means those individuals appointed by a governing organization to deal with discipline and appeals.

“*League*” means New Brunswick - Prince Edward Island Women’s Premier Soccer League.

“*Team*” is a group of registered players who have been assigned to that team by its Club in order to play in a Registered League or another Sanction Competition.

Article 1: NAME

The name of this League shall be the New Brunswick - Prince Edward Island Women’s Premier Soccer League, hereinafter referred to as the League. The headquarters of the League shall be in the Province of New Brunswick.

Article 2: OBJECTIVES

The League shall have the following objects:

- To foster, develop and promote the game of soccer throughout the Provinces of New Brunswick and Prince Edward Island.
- To provide the highest level of competitive soccer for senior women in the Province of New Brunswick and Prince Edward Island.
- To instil in women players a lifelong passion for the sport.
- To support and maintain the principles of the Laws of the Game established by the International Football Association Board and recognized by FIFA and the Canadian Soccer Association unless otherwise stated in the League rules.
- To provide scheduled games for its member teams in one or more divisions for which statistics and standings are maintained and published.

Article 3: ADDRESS

The official address of the League shall be;

1/165 Parkside Drive
Fredericton, New Brunswick
E3B 5L7
CANADA

Article 4: AFFILIATIONS

The League shall be affiliated with, and under the jurisdiction of the Canadian Soccer Association; and will be subject to the rules and regulations of the Canadian Soccer Association.

Article 5: MEMBERSHIP

The Membership of the League shall be each Club with one or more teams playing in the League.

Acceptance Into Membership

A Club must apply for Membership and pay Membership fees to the League.

Membership Fees

The annual Membership fees shall be set by the Board of Directors and ratified by the Membership at a general meeting of the League.

Approval of New Members

The Membership application must be approved by the League's Board of Directors.

Membership Renewal

A Club will renew its Membership by completing the required forms for Membership renewal.

Rights of Members

Members shall be accorded the following rights:

- To be governed in accordance with the CSA and the League's published rules.
- To participate in League sanctioned competitions.
- To attend and vote at all general meetings called by the League.
- To enter teams in the League in accordance with the League's published rules.

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 League's rules and regulations and a hearing held in accordance with the League's rules and regulations. A Member whose Membership has been suspended loses all rights of Membership until the suspension has been terminated.

Termination of Membership

Membership in the League shall be deemed to have been terminated:

- If the Member submits a signed letter of withdrawal to the League. Members may withdraw from the League by giving notice in writing to the Executive Committee, at its head office, but no refund of fees will be made to a member upon cessation of membership.
- If the Member is expelled by the League.
- If the Member fails to renew Membership in accordance with the By-Law.

Article 6: BOARD OF DIRECTORS

The business of the League shall be conducted in accordance with these By-Laws, the League's Administrative Guide and the Rules and Regulations, and by the League's Board of Directors, which shall consist of individuals holding the following positions:

- President
- Vice President
- Secretary
- Treasurer
- Directors – Provincial Divisions

Duties of Board of Directors

- The Board of Directors shall be responsible for the day to day administration of the League and shall act within the framework of the policies established by the members of the League.
- The Executive Committee shall meet at least quarterly and have full power to conduct all business on behalf of the League.

- Said Committee shall have discretionary power in the filling of any vacancy in all elective offices. Those persons appointed to fill a vacancy shall serve for the unexpired term of the office of the person being replaced.
- The Executive Committee shall appoint a minimum of three members, or others designated by the executive, as and when required to act as a committee to hear and make decisions on discipline/protests/appeals presented to them.
- The Executive Committee shall have the power to enact/amend general Rules and Regulations and Policies & Procedures for the management and control of the League and its members. Clubs will be notified in writing of any changes to the Rules and Regulations and Policies and Procedures as passed by the Executive Committee within 15 days of approval.
- The Executive Committee shall select, appoint and establish the duties and remuneration of an Executive Director.

Duties of Directors

- **President:** Shall preside at all general meetings of the League 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 League.
- **Vice-President:** Shall attend all general, special, and executive meetings and act in the absence of the President and shall have other powers as assigned by the Board. Vice President is to assume the responsibility of discipline chair for the League.
- **Secretary:** Shall attend all general, special, and executive meetings, and 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 organization, unless otherwise specified in the League's rules and regulations; maintain record books in which the constitution, rules and regulations 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 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.
- **Treasurer:** Shall attend all general, special, and executive meetings, and be responsible for all League funds; shall see that such funds are deposited in an approved chartered bank in the name of the League; shall keep a true and accurate account of receipts and disbursements; make all payments after receiving proper authority from the League; present an audited financial statement at the annual meeting, and the annual budget. He/she shall present a report at all Executive Committee meetings.
- **Other Director Positions:** Shall attend all general, special, and executive meetings; the duties of other Director Positions shall be determined by the Board of Directors.

Nominations and Elections

- Nominations for positions on the Board of Directors 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.
- No person shall be nominated for a position of officer of this League if he/she is not present at the annual meeting, unless he/she has given notice in writing of his/her willingness to accept nomination.
- All Directors of the League shall be elected for a two year term;
 - The President and Secretary on even-numbered years;
 - The Vice-President and Treasurer on odd-numbered years;
 - The Other Director Positions alternate.
- Election shall be by secret ballot, but in the event only one candidate is nominated, no vote is required and the nominated candidate shall be declared elected by acclamation.
- A majority of the votes cast shall be required to elect Directors. 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.

Article 7: MEETINGS

General Meetings:

A League General Meeting shall be called by the Board of Directors to deal with the regular business of the league. An official notice of each meeting shall be given to all Members at least 7 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 e-mail (where possible), otherwise by regular mail, and by posting a notice on the League's website.

Annual General Meeting:

The League shall hold its Annual General Meeting not later than February 31 of the following year. All members, including the Executive Committee and one voting delegate from each affiliate club, shall receive thirty (30) days clear notice of the date, time and location. The agenda of the Annual General meeting shall include:

1. Roll Call
2. Credentials Report
3. Minutes of Previous Annual General Meeting
4. President's Address
5. Officers' Reports
6. Treasurer's Report
7. Auditor's Report
8. Appointment of Auditors
9. Other Reports
10. Unfinished Business
11. Amendments to the By-Laws
12. Amendments to Rules and Regulations
13. Election of Officers and Directors
14. Any Other Business
15. Adjournment

Special General Meeting:

A Special General Meeting of the League:

- May be called by the Board of Directors, or
- Shall be called by the Board of Directors upon receipt of a written request submitted to the League, signed by not less than 25% of the voting Membership. The Special General Meeting shall be held within 30 days of receipt of the written request from the Members.
- All members shall receive fourteen (14) days clear notice of the date, time and location of any Special General Meeting.
- Only the business set out in the notice of the Special General Meeting shall be considered.

Quorum at General Meetings:

A simple majority shall constitute a quorum for all meetings.

Voting:

- Members in good standing shall be entitled to vote at any General or Special meeting of the League. The President shall have only a casting vote where necessary to break a tie.
- Motions put forward for debate shall be determined by a simple majority of the total votes cast.
- There shall be one voting delegate from each affiliated Club. Only voting members present at the time shall be permitted to vote (no proxies shall be accepted).
- Except for the President, each officer and director shall have one vote.
- At all meetings of the League, voting shall be by a show of hands unless a poll is requested. Decisions shall be reached by a simple majority unless otherwise required by By-Laws of the Association. All elections conducted shall be by secret ballot.
- Members of the Executive Committee may not sit at a General Meeting of the League in any other capacity than that for which they were elected.
- Where a poll has been requested, the President shall provide his/her vote in confidence to the scrutineer at the same time as everyone else votes. The scrutineer shall use the President's vote only in the event of a tie and it will not become public knowledge how his/her vote was used.

Article 8: RULES OF ORDER

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

Article 9: ADMENDMENT OF BY-LAWS & RULES AND REGULATIONS

- No addition, amendment, or alteration shall be made in any part of the bylaws of the League except at the annual general meeting or at a special general meeting of the League called for that purpose.

- No addition, amendment, or alteration to the bylaws shall be in order unless notice thereof has been duly given to the Secretary of the League and the membership at least fifteen (15) days before the date fixed for the annual general meeting or for a specific general meeting called for that purpose.
- Any member may propose changes to the bylaws.
- Additions and amendments to the bylaws may be adopted by a two-thirds vote of the members in good standing present at such meeting.
- Where no specific guidance is contained herein, the Canadian Soccer Association Constitution will govern.
- The Rules and Regulations and Policies and Procedures may be amended, altered or repealed in whole or in part at any meeting of the Executive Committee by simple majority.

Article 10: FINANCE

- The Audit shall be presented to the Annual General Meeting for adoption.
- At the Annual General Meeting of the League, an auditor shall be appointed to audit the accounts of the League.
- The fiscal year of the League shall be from April 1 to March 31, inclusive, of the following year, unless otherwise ordered by the Board of Directors.

Article 11: INDEMNITY

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

Article 12: DISSOLUTION

In the event of dissolution of the League, 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 recognized charitable organizations in Canada.