

BY-LAW NO.1

“Kawartha Lakes Soccer Club”

Approved: Enter Date when approved by members

Disclaimer

(Not to be included when By-laws are finalized):

The Ontario Not-For Profit Corporation’s Act (ONCA) is solely for organizations (corporations) that are NOT FOR PROFIT.

The deadline for all NFP organizations to submit and be compliant with ONCA is October 19, 2024. For more information on ONCA, please click [HERE](#).

It is highly recommended that each organization seek legal advice to assist and ensure your By-laws are compliant with ONCA before submitting.

This template is provided as a sample and taken from Ontario Soccer’s approved By-laws of September 23, 2023 that were written to be ONCA compliant. Organizations using this template will need to customize to suit their needs. This template does not guarantee ONCA compliant when altered.

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A by-law relating generally to the conduct of the affairs of

Kawartha Lakes Soccer Club

BE IT ENACTED as a by-law of **Kawartha Lakes Soccer Club**

as follows:

Article 1 DEFINITIONS AND INTERPRETATION

1.1 Definitions

In this by-law and all other by-laws of Kawartha Lakes Soccer Club, unless the context otherwise requires:

- (a) *Act* means the *Not-for-Profit Corporations Act, 2010*, S.O. 2010, c. 15 as from time to time amended, and every statute that may be substituted for it and, in the case of such substitution, any references in the By-laws of Kawartha Lakes Soccer Club to provisions of the Act shall be read as references to the substituted provisions in the new statute or statutes.
- (b) *Articles* means the original or restated articles of incorporation or articles of amendment, amalgamation, continuance, reorganization, arrangement or revival of Kawartha Lakes Soccer Club.
- (c) *Board* means the Board of Directors of Kawartha Lakes Soccer Club.
- (d) *By-laws* means this by-law and all other by-laws of Kawartha Lakes Soccer Club from time to time in force and effect.
- (e) *Club* is a Governing Organization that is affiliated to, and under the jurisdiction of a District Association and is a registered organization that registers all players, team officials and administrators of their organization and organizes teams. A not-for-profit Club has an elected Board of Directors.
- (f) *Districts* means incorporated district soccer associations that register players, coaches and managers within a geographic region in Ontario and that has club teams that participate in leagues in accordance with governing documents.
- (g) *Director* means an individual elected or appointed to the Board.
- (h) *Meeting of Members* includes an annual meeting of members and a special meeting of members.
- (i) *Member* means a Person having a membership in Kawartha Lakes Soccer Club and *Membership* means the collective membership of Kawartha Lakes Soccer Club.
- (j) *Member in Good Standing* means a Member who (i) continues to meet the conditions set out in Section 3.3 below, (ii) has not been disciplined by Kawartha Lakes Soccer Club in accordance with Section 3.8 below, and (iii) has completed and remitted all documents required by Kawartha Lakes Soccer Club.
- (k) *Officer* means an individual elected or appointed as an officer of Kawartha Lakes Soccer Club according to the provisions of Article 7.

- (l) *Kawartha Lakes Soccer Club* means The Kawartha Lakes Soccer Club as incorporated August 22, 2011.
- (m) *Ordinary Resolution* means a resolution that (i) is submitted to a Meeting of Members and passed at the meeting, with or without amendment, by at least a majority of the votes cast in favour of the resolution, or (ii) is consented to by each Member entitled to vote at a Meeting of Members or the Member's attorney.
- (n) *Person* includes an individual, sole proprietorship, partnership, unincorporated association, unincorporated syndicate, unincorporated organization, trust, body corporate and a natural person in their capacity as trustee, executor, administrator, or other legal representative.
- (o) *Player Registration Fees* refers to an annual fee that is paid by each player through a member club in good standing, to the East Central Ontario Soccer Association. Such fees shall include those amounts paid to Ontario Soccer and any software technology fee required for player registration, as set annually by the District.
- (p) *Associate Member Membership Fees* shall refer to the annual membership fee paid to Kawartha Lakes Soccer Club by Associate Members as recommended by the Board of Directors and approved by the Voting Members.
- (q) *Regulations* means the regulations made under the Act, as amended, restated or in effect from time to time.
- (r) *Special Resolution* means a resolution that (i) is submitted to a Special Meeting of Members duly called for the purpose of considering the resolution and passed at the meeting, with or without amendment, by at least two-thirds of the votes cast in favour of the resolution, or (ii) consented to by each Member entitled to vote at a Meeting of Members or the Member's attorney.

1.2 Interpretation

In the interpretation of the By-laws, unless the context otherwise requires, the following rules shall apply:

- (a) Terms defined in the Act and used in the By-laws but not otherwise defined in the By-laws have the same meaning when used in the By-laws;
- (b) Words importing the singular number only shall include the plural and vice versa;
- (c) Words referring to one gender include all genders;
- (d) The headings used in the By-laws are inserted for reference purposes only and are not to be considered or taken into account in construing the terms or provisions thereof or to be deemed in any way to clarify, modify or explain the effect of any such terms or provisions;
- (e) Notwithstanding any provision of the By-laws, where any such provision conflicts with the Act or the Articles, the Act or the Articles, as the case may be, shall govern;
- (f) The By-laws will be strictly interpreted at all times in accordance with and subject to the purposes contained in the Articles.

Article 2 GENERAL

2.1 Financial Year End

Unless otherwise determined by the Board, the financial year-end of Kawartha Lakes Soccer Club shall be September 30 in each year.

2.2 Corporate Seal

Kawartha Lakes Soccer Club may, but need not, have a corporate seal. If a corporate seal is approved by the Board, the President or designate of Kawartha Lakes Soccer Club shall oversee the corporate seal and its use.

2.3 Conduct of Meetings

Unless otherwise determined by the Board, meetings of the Board are to be conducted according to Robert's Rules of Order.

2.4 Execution of Documents

- (a) Contracts, etc. Deeds, transfers, assignments, contracts, obligations and other instruments in writing requiring execution by Kawartha Lakes Soccer Club may be signed by any two officers or directors, signing together or as set out in the Operating Policies and Procedures. In addition, the Board may from time to time direct the manner in which and the person or persons by whom a particular document or type of document shall be executed by resolution of the Board or as set out in the Operating Policies and Procedures.
- (b) Payments and Financial Instruments. All payments issued or endorsed in the name of Kawartha Lakes Soccer Club shall be approved by such Officers and employees of Kawartha Lakes Soccer Club in such manner as shall be determined from time to time by resolution of the Board or as set out in the Operating Policies and Procedures.

2.5 Operating Policies and Procedures

- (a) Subject to the Act, the Board may adopt, amend or repeal such operating policies and operational procedures that are not inconsistent with the Articles or the By-laws relating to such matters as terms of reference of committees, duties of officers, Board code of conduct and conflict of interest, as well as procedural and other requirements relating to the By-laws as the Board may deem appropriate from time to time. Any operating policy or operational procedure adopted by the Board will continue to have force and effect until amended, repealed, or replaced by a subsequent resolution of the Board. The Board may not adopt policies and procedures in respect of matters that the Act contains mandatory rules about or which the Act requires to be included in either the Articles, the By-laws or both the Articles and the By-laws.

2.6 Auditor and Level of Financial Review

Kawartha Lakes Soccer Club shall be subject to the requirements relating to the appointment of an auditor and level of financial review required by the Act.

2.7 Annual Audited Financial Statements

Kawartha Lakes Soccer Club shall send copies of the annual financial statements and any other documents required by the Act to the Members not less than twenty-one (21) days

before the day on which an annual Meeting of Members is held or before the day on which a written resolution in lieu of an annual meeting is signed to all Members who have informed Kawartha Lakes Soccer Club that they wish to receive a copy of those documents.

Article 3 MEMBERS

3.1 Classes of Members

Subject to the Act and the Articles, there shall be three classes of members in Kawartha Lakes Soccer Club: Voting Members, Associate Members and Life Members.

(a) Voting Members

- (i) Voting Membership will be available to Kawartha Lakes Soccer Club.
- (ii) The term of membership of a Voting Member shall be annual, based on Kawartha Lakes Soccer Club's financial year end, (October 1 to September 30), and is subject to renewal in accordance with this By-law or the Operating Policies and Procedures.
- (iii) Subject to the By-laws, each Voting Member is entitled to send up to 1 delegate of the Voting Member to all Meetings of Members.
- (iv) As set out in the Articles, each Voting Member is entitled to receive notice of, attend and vote at all Meetings of Members, in accordance with the provisions of the By-laws.

(b) Associate Members

- (i) Associate Membership will be available to soccer organizations within the District Association meeting the qualifications defined in accordance with the Articles of the By-laws and/or the Operating Policies and Procedures.
- (ii) The term of membership of an Associate Member shall be annual, based on Kawartha Lakes Soccer Club's financial year end (October 1 to September 30), subject to renewal in accordance with this By-law or the Operating Policies and Procedures.
- (iii) As set out in the Articles, subject to the Act and the Articles, an Associate Member shall not be entitled to receive notice of, attend or vote at Meetings of the Members of Kawartha Lakes Soccer Club. Associate Members may be invited by the Board to any Meeting of the Members.

(c) Life Members

- (i) Life Membership will be available to individuals who have exemplified the values of Kawartha Lakes Soccer Club and have acted as a pinnacle example of Kawartha Lakes Soccer Club. Individuals considered for life membership are individuals who have rendered special service and significant overall contribution to the game of soccer in Ontario to an extent beyond normal participation.

- (ii) The term of membership of each Life Member is for the life of the Life Member, and not subject to renewal.
- (iii) As set out in the Articles, subject to the Act and the Articles, a Life Member shall not be entitled to receive notice of, attend or vote at Meetings of the Members of Kawartha Lakes Soccer Club. Life Members may be invited by the Board to any Meeting of the Members.
- (iv) Life membership shall be approved by the Board.

3.2 Eligibility for Membership in Kawartha Lakes Soccer Club

Membership in Kawartha Lakes Soccer Club is not automatic and is not a right of any Person. With the exception of Life Members, membership in Kawartha Lakes Soccer Club shall be available only to individuals who are interested in furthering Kawartha Lakes Soccer Club's purposes, who have applied for membership into Kawartha Lakes Soccer Club in accordance with the provisions of the Articles, By-laws and the Operating Policies and Procedures, who meet the conditions set out in Section 3.3 below, and who have been admitted into the Membership in Kawartha Lakes Soccer Club by the Board of Directors in accordance with the provisions of the Operating Policies and Procedures.

3.3 Conditions of Membership

Subject to Section 3.1, an individual may become a Member provided that:

- (a) they apply for membership in Kawartha Lakes Soccer Club in accordance with our Operating Policies and Procedures;
- (b) they pay all fees, dues and other monies approved by the Board;
- (c) they agree to comply with all of Kawartha Lakes Soccer Club governing documents, including the Articles, the By-laws and the Operating Policies and Procedures.

3.4 Dues, Fees and Other Monies

- (a) Club Registration Fees may only be implemented after Annual Player Registration Fees are set by our District. Club Registration Fees must be approved by the Board.

3.5 Renewal of Membership

- (a) Other than Life Members, all Members must renew their membership annually. In order for a Member, other than a Life Member, to qualify to remain a Member of Kawartha Lakes Soccer Club, such Member must:
 - (i) continue to meet the eligibility requirements set out in Sections 3.1 and 3.2 above;
 - (ii) apply for membership in accordance with the Operating Policies and Procedures;
 - (iii) submit all documentation set out in the registration form;

- (iv) agree to continue to comply with all of Kawartha Lakes Soccer Club's governing documents, including the Articles, the By-laws and the Operating Policies and Procedures; and
- (v) pay all fees, dues, and other monies approved in accordance with the By-laws and the Operating Policies and Procedures.

3.6 Termination

Membership in Kawartha Lakes Soccer Club is terminated when:

- (a) the Member dies, if the Member is an individual;
- (b) the Member resigns by delivering a written resignation to the President of Kawartha Lakes Soccer Club, in which case such resignation shall be effective on the date specified in the resignation;
- (c) the Member's term of Membership expires and has not been renewed in accordance with the By-laws or the Operating Policies and Procedures;
- (d) the Member fails to maintain any of the qualifications or conditions of membership described in Sections 3.1, 3.2 or 3.3 of these By-laws;
- (e) the Member is expelled or their Membership is otherwise terminated in accordance with the Articles or By-laws; or
- (f) Kawartha Lakes Soccer Club is liquidated or dissolved under the Act.

3.7 Effect of Termination of Membership

Subject to the Act and the Articles, upon any termination of membership, the rights of the Member, including any rights in the property of Kawartha Lakes Soccer Club, automatically cease to exist.

3.8 Discipline of Members

- (a) The Board shall have authority to suspend or expel any Voting Member or Associate Member from Kawartha Lakes Soccer Club on any one or more of the following grounds:
 - (i) violating any provision of the Articles, By-laws or the Operating Policies and Procedures;
 - (ii) carrying out any conduct which may be detrimental to Kawartha Lakes Soccer Club as determined by the Board in its sole discretion;
 - (iii) for any other reason that the Board in its sole and absolute discretion considers to be reasonable, having regard to the purposes of Kawartha Lakes Soccer Club.
- (b) In the event that the Board determines that a Member should be suspended or expelled from Membership in Kawartha Lakes Soccer Club, the Chair of the Board, or such other Officer as may be designated by the Board, shall provide at least fifteen (15) days' written notice of suspension or expulsion to the Member and shall provide reasons for

the proposed suspension or expulsion. The Member may make written submissions to the Chair of the Board, or such other Officer as may be designated by the Board, in response to the notice received within such fifteen (15) day period. In the event that no written submissions are received by the Chair of the Board, or such other Officer as may be designated by the Board, may proceed to notify the Member that the Member is suspended or expelled from Membership in Kawartha Lakes Soccer Club. If written submissions are received in accordance with this section, the Board will consider such submissions in arriving at a final decision and shall notify the Member concerning such final decision within a further fifteen (15) days from the date of receipt of the submissions. The Board's decision shall be final and binding on the Member, without any further right of appeal.

3.9 Resignation Does not Affect Disciplinary Investigation

The resignation of a Member does not affect any disciplinary investigation undertaken by Kawartha Lakes Soccer Club involving the Member pursuant to Section 3.8 above.

Article 4 MEMBERS' MEETINGS

4.1 Notice of Members Meetings

- (a) Means of Notice. In accordance with and subject to the Act, notice of the time and, if applicable, the place of a Meeting of Members shall be given to each Member entitled to vote at the meeting not less than ten (10) days and not more than fifty (50) days before the day on which the meeting is to be held.
- (b) Instructions for Attending Meetings by Telephonic or Electronic Means. A notice of a meeting to be held completely or partially by telephonic or electronic means must include instructions for attending and participating in the meeting, including, if applicable, instructions for voting by such means at the meeting.
- (c) Notice to Others. Notice of a Meeting of Members shall also be given to each Director and to the auditor of Kawartha Lakes Soccer Club (or the person appointed to conduct a review engagement of Kawartha Lakes Soccer Club) not less than ten (10) days and not more than fifty (50) days before the day on which the meeting is to be held.
- (d) Special Business. Notice of any Meeting of Members at which special business is to be transacted shall state the nature of that business in sufficient detail to permit the Member to form a reasoned judgment on the business and provide the text of any Special Resolution or By-law to be submitted to the meeting.
- (e) Record Date. The Directors may fix a record date for determination of Members entitled to receive notice of any Meeting of Members in accordance with the requirements of the Act.

4.2 Waiver of Notice

A Member and any other person entitled to attend a Meeting of Members may in any manner and at any time waive notice of a Meeting of Members, and attendance of any such person at a Meeting of Members is a waiver of notice of the meeting, except where such person attends a Meeting of Members for the express purpose of objecting to the transaction of any business on the grounds that the meeting was not lawfully called.

4.3 Place of Members' Meetings

Meetings of Members may be held at any place within Ontario determined by the Board or, if all of the Members entitled to vote at such meeting so agree, outside Ontario.

4.4 Participation by Electronic Means at Members' Meetings

If Kawartha Lakes Soccer Club chooses to make available a telephonic, electronic or other communication facility that permits all participants to communicate adequately with each other during a Meeting of Members, any person entitled to attend such meeting may participate in the meeting by means of such telephonic, electronic or other communication facility in the manner provided by the Act and the Regulations. A person participating in a meeting by such means is deemed to be present at the meeting. Notwithstanding any other provision of this By-law, any person participating in a Meeting of Members pursuant to this section who is entitled to vote at that meeting may vote, in accordance with the Act and the Regulations, by means of any telephonic, electronic or other communication facility that Kawartha Lakes Soccer Club has made available for that purpose.

4.5 Members' Meeting Held Entirely by Electronic Means

Notwithstanding Section 4.3, if the Directors or Members of Kawartha Lakes Soccer Club call a Meeting of Members, those Directors or Members, as the case may be, may determine that the meeting shall be held, in accordance with the Act and the Regulations, entirely by means of a telephonic, electronic or other communication facility that permits all participants to communicate adequately with each other during the meeting.

4.6 Persons Entitled to be Present at Members' Meetings

The only persons entitled to be present at a Meeting of Members shall be those entitled to vote at the meeting, the Directors, and the auditor of Kawartha Lakes Soccer Club (or the person appointed to conduct a review engagement of Kawartha Lakes Soccer Club) and such other persons who are entitled or required under any provision of the Act, Articles or By-laws of Kawartha Lakes Soccer Club to be present at the meeting. Any other person may be admitted only on the invitation of the chair of the meeting or by Ordinary Resolution of the Members.

4.7 Authorized Representative of Member

Voting Members shall inform Kawartha Lakes Soccer Club in writing prior to commencement of a Meeting of Members, the name of the authorized representative of the Voting Member. Only the authorized representative of the Voting Member may vote on behalf of such Voting Member.

4.8 Annual Meetings

An annual Meeting of Members shall be held at such time in each year as the Board may from time to time determine, provided that the annual meeting must be held not later than six (6) months after the end of Kawartha Lakes Soccer Club's preceding fiscal year end. The annual meeting shall be held for the purpose of: considering the financial statements and reports of Kawartha Lakes Soccer Club required by the Act to be presented at the meeting, considering the audit or review engagement report, if any; considering an extraordinary resolution to have a review engagement instead of an audit or not to have an audit or a review engagement; electing directors, if applicable; reappointment of incumbent auditor or person appointed to conduct a review engagement; and transacting such other business as may properly be brought before the meeting or is required under the Act (the "Annual Meeting Business").

4.9 Special Meetings

The Board may at any time call a special Meeting of Members for the transaction of any business which may properly be brought before the Members.

4.10 Special Business

All business transacted at a Meeting of Members, except for the Annual Meeting Business, is special business.

4.11 Members Calling a Members' Meeting

Subject to the exceptions in the Act, the Board shall call a special Meeting of the Members in accordance with the Act, on written requisition of Members in Good Standing carrying not less than ten percent (10%) or more of the voting rights that may be cast at a Meeting of the Members sought to be held. Subject to the Act, if the Board does not call a meeting within twenty-one (21) days of receiving the requisition, any Member who signed the requisition may call the meeting.

4.12 Chair of Members' Meetings

The chairperson of Meetings of the Members shall be the President. In the event that the President is absent, the Vice-President shall be the chair of Meetings of the Members. In the event that both the President and the Vice-President are absent, the Members who are present and entitled to vote at the meeting shall choose one of their number to chair the meeting.

4.13 Quorum at Members' Meetings

- (a) A quorum at any Meeting of Members shall be twenty five (25) voting Members or 25% of the voting Membership, whichever is less. If a quorum is present at the opening of a Meeting of the Members, the Members present may proceed with the business of the meeting, even if a quorum is not present throughout the meeting. For the purposes of determining quorum, a Member may be present in person, by proxy, or by telephonic and/or by other electronic means.
- (b) If a quorum is not present at the opening of a Meeting of Members, the Members present may adjourn the meeting to a fixed time and place but may not transact any other business.

4.14 Proxies

- (a) Every Member entitled to vote at a Meeting of Members may vote by proxy by appointing in writing a proxyholder, and one or more alternate proxyholders, who are not required to be Members, to attend and act at the meeting in the manner and to the extent authorized by the proxy and with the authority conferred by it subject to the following requirements:
 - (i) a proxy is valid only at the meeting in respect of which it is given or at a continuation of that meeting after an adjournment;
 - (ii) a Member may revoke a proxy by depositing a document signed by the Member or the Member's attorney in accordance with the Act and the Regulations;

- (iii) a proxyholder or an alternate proxyholder has the same rights as the Member by whom they were appointed, including the right to speak at a Meeting of Members in respect of any matter, to vote by way of ballot at the meeting, to demand a ballot at the meeting and, except where a proxyholder or an alternate proxyholder has conflicting instructions from more than one Member, to vote at the meeting by way of a show of hands;
- (iv) a proxy shall be in writing, executed by the Member or the Member's attorney and shall conform with the requirements of the Act and the Regulations; and
- (v) votes by proxy shall be collected, counted, and reported in such manner as the chair of the meeting directs, in accordance with the Act and the Regulations.

(b) No person may hold more than two (2) proxies.

4.15 Voting by Mail or by Telephonic or Electronic Means at Members' Meetings

- (a) In addition to voting by proxy as set out in Section 4.14, each Member entitled to vote at a Meeting of Members may vote by mailed-in ballot or by means of a telephonic, electronic or other communication facility.

4.16 Voting Rights

- (a) Subject to the Act and in accordance with the Articles, each Voting Member who is a Member in Good Standing has one vote at all Meetings of the Members.

4.17 Method of Voting

Subject to the methods of voting set out in Section 4.15 above,

- (a) Voting for the election of Directors shall be by way of secret ballot; and
- (b) Voting for all other matters shall be by way of a show of hands, unless a secret ballot is requested by a Member entitled to vote at the meeting.

4.18 Votes to Govern

At any Meeting of Members every question shall, unless otherwise provided by the Act, the Articles or the By-laws, be determined by a majority of the votes cast on the question. In case of an equality of votes either on a show of hands or on a ballot or on the results of electronic voting, the chair of the meeting shall have a casting vote on the motion.

4.19 Changing the Method of Voting by Members not in Attendance at a Meeting of Members

Pursuant to the Act, a Special Resolution is required to make any amendment to the By-laws of Kawartha Lakes Soccer Club to change the method of voting by Members not in attendance at a Meeting of Members.

Article 5 BOARD OF DIRECTORS

5.1 Number of Directors

The Board shall consist of the number of Directors specified in the Articles. If the Articles provide for a minimum and maximum number of Directors, the Board shall be comprised of

the fixed number of Directors as determined from time to time by the Members entitled to vote on such resolution by Special Resolution.

5.2 Composition of Board

Unless changed in accordance with the Act, the Articles and the By-laws, the composition of the Board shall include the following:

President, Vice-President, Secretary, Treasurer, Administrator, Youth Chair.

5.3 Eligibility

In order for an individual to be eligible to be elected as a director of Kawartha Lakes Soccer Club,

- (a) such individual must be a resident of Ontario;
- (b) if the individual is nominated to be an independent director, such individual must meet the eligibility requirements and competencies set out in the Operating Policies and Procedures; and
- (c) such individual shall not have been convicted of a criminal offence under the Criminal Code of Canada.

5.4 Qualifications

In addition to the qualifications for Directors set out in the Act, each Director shall at the time of such individual's election or appointment as a Director and throughout the Director's term of office,

- (a) Pass Kawartha Lakes Soccer Club's Operating Policies and Procedures related to screening individuals who volunteer with Kawartha Lakes Soccer Club;

5.5 Director's Consent to Act

An individual who is elected or appointed as a Director must consent in writing to be a Director in accordance with the Act. A Director who is re-elected or re-appointed as a Director where there is no break in the Director's term of office does not need to consent to act as a director each time such individual is re-elected or re-appointed as a Director.

5.6 Nominations

- (a) Nominations for the election of Directors shall be accepted in advance and from the floor at any Meeting of Members prior to the vote taking place.
- (b) Each nominee shall be permitted to speak for two minutes prior to the vote taking place.

5.7 Election of Directors

- (a) The Directors shall be elected by the Members at each annual Meeting of Members at which an election of directors is required.

- (b) Directors shall be elected on the following rotational basis, based upon the rotation of the election of directors of the by-law in place immediately prior to the Effective Date: (The term "Even years" shall indicate an election at the next annual Meeting of Members following September 30 of even numbered calendar years, and the term "Odd years" shall indicate an election at the next annual Meeting of Members following September 30 of odd numbered calendar years.)
 - (i) EVEN YEARS (commencing at the next Meeting of Members after Sept 30, 2024): The President, Administrator, Treasurer, Men's Outdoor Convenor, Head Referee, Over 30 Convenor, Fundraising and Sponsorship Coordinator, Special Events Coordinator, and Webmaster shall be elected in EVEN NUMBERED YEARS.
 - (ii) ODD YEARS (commencing at the next Meeting of Members after Sept 30, 2023): The Secretary, Vice-President, Women's Outdoor Convenor, Mixed Adult Indoor Convenor, Youth Chair, Youth Fundamentals Convenor, Youth Development Convenor, Competitive Convenor, Equipment Manager, and Field Assignor shall be elected in ODD NUMBERED YEARS.
 - (iii) Director At Large: One year terms, voted annually.
- (c) The election of directors shall take place based on each position to be filled on the Board in accordance with the rotation set out in Section 5.7(b).
- (d) A candidate shall be declared elected as a Director when the candidate receives a majority of votes cast. If no candidate is declared elected, the candidate receiving the lowest number of votes and any candidate(s) receiving less than ten (10%) percent of the total vote shall be removed from the ballot and the vote repeated until such time as a candidate is elected. If there is only one candidate nominated for a particular position on the Board, that candidate shall be elected by acclamation.

5.8 Term of Office and Number of Terms

- (a) With the exception of the Director At Large, each Director shall be elected to hold office until the second annual meeting after such Director is elected, at which time, each such Director shall retire as a Director, but, if qualified, shall be eligible for re-election.
- (b) The Director At Large shall be elected to hold office until the following annual meeting after such Director is elected, at which time, each such Director At Large shall retire as a Director, but, if qualified, shall be eligible for re-election.
- (c) There is no limit to the number of consecutive terms a Director may serve as long as such individual remains qualified pursuant to the Act, the Articles and the By-laws.

5.9 Incumbent Directors

If an election of directors is not held at the proper time, the incumbent directors shall continue in office until their successors are elected.

5.10 Automatic Vacation of Office

The office of a Director shall automatically be vacated when

- (a) the Director dies;
- (b) the Director resigns in accordance with the Act and Section 5.11 below;
- (c) the Director no longer meets the eligibility requirements set out in Section 5.3 above or no longer fulfils all of the qualifications to be a Director set out in Section 5.4 above, as determined in the sole discretion of the Board;
- (d) the Director has not consented in writing to hold the office of a Director, despite being requested to so by the Board, within a reasonable period of time after such individual's election or appointment as a Director;
- (e) the Director is removed from office by the Members in accordance with Section 5.12 below; or
- (f) the Director violates any provision of the Articles, By-laws or Operating Policies and Procedures (including any ethics statement), as determined in the sole discretion of the Board.

Where an individual automatically vacates the office of a Director for one or more reasons set out in subsection 5.10(c) to subsection (f), the Board shall pass a resolution to (i) acknowledge such vacation of office, and (ii) confirm the effective date of such vacation of office. In addition, Kawartha Lakes Soccer Club shall provide written confirmation to the individual in question confirming the reason for and effective date of such vacation of office.

5.11 Effective date of Resignation of Director

A resignation of a Director becomes effective at the time a written resignation is sent to Kawartha Lakes Soccer Club or at the time specified in the resignation, whichever is later.

5.12 Removal of Director

Subject to the Act, the Members may by Ordinary Resolution at a special Meeting of Members remove any Director from office before the expiration of the Directors' term and may elect a qualified individual to fill the resulting vacancy for the remainder of the term of the Director so removed, failing which such vacancy may be filled by the Board.

5.13 Filling Vacancies

In accordance with and subject to the Act and the Articles, a quorum of Directors, as determined in accordance with section 6.7 below, may fill a vacant Director position. In the event that (a) there is not a quorum of Directors, as determined in accordance with section 6.7 below, at the time of the vacancy, or (b) there has been a failure to elect the number or minimum number of Directors provided for in the Articles, the Directors then in office shall without delay call a Special Meeting of the Members to fill the vacancy and, if they fail to call a meeting or if there are no Directors then in office, the meeting may be called by any Member. Notwithstanding the foregoing, a vacancy of the directors is not required to be filled if the vacancy results from an increase in the number or the minimum number of directors provided for in the Articles or from a failure to elect that increased number or minimum number of Directors. A Director appointed or elected to fill a vacancy holds office for the unexpired term of their predecessor.

Article 6 MEETINGS OF DIRECTORS

6.1 Calling of Meetings of the Board

Meetings of the Board may be called by the President, the Vice-President or any two (2) Directors at any time.

6.2 Notice of Meetings of the Board

- (a) Notice of the time and, if applicable, place for the holding of a meeting of the Board shall be given in the manner provided in Section 10.1 of this By-law to every Director of Kawartha Lakes Soccer Club not less than seven (7) days before the time when the meeting is to be held.
- (b) If the meeting of the Board is to be held completely or partly by telephonic or electronic means, the notice for such meeting must include instructions for attending and participating in such meeting, and, if applicable, instructions for voting at such meeting.
- (c) Notice of a meeting shall not be necessary if all of the Directors are present, and none objects to the holding of the meeting, or if those absent have waived notice of or have otherwise signified their consent to the holding of such meeting.
- (d) Notice of an adjourned meeting is not required if all of the following are announced at the time of adjournment: (i) the time of the continued meeting, (ii) if applicable, the place of the continued meeting, and (iii) if applicable, instructions for attending and participating in the continued meeting by the telephonic or electronic means that will be made available for the meeting, including, if applicable, instructions for voting by such means at the meeting.
- (e) Unless the By-laws otherwise provide, no notice of meeting need specify the purpose or the business to be transacted at the meeting except that a notice of meeting of Directors shall specify any matter referred to in subsection 36(2) of the Act that is to be dealt with at the meeting.
- (f) For the first meeting of the Board to be held following the election of Directors at an annual Meeting of Members, no notice of such meeting need be given in order for the meeting to be duly constituted, provided a quorum of the Directors is present.

6.3 Chair of Board Meetings

The President of Kawartha Lakes Soccer Club shall chair all meetings of the Board. In the absence of the President, or if the meeting of the Board was not called by the President, the Vice-President (or designate) shall be the Chair of the meeting.

6.4 Regular Meetings of the Board of Directors

The Board shall meet regularly (a minimum of six times per year). The Board may, from time to time, appoint a day or days in any month or months for regular meetings of the Board at an hour and, if applicable, place to be named. A copy of any resolution of the Board fixing the time and, if applicable, place of such regular meetings of the Board shall be sent to each Director forthwith after being passed, but no other notice shall be required for any such regular meeting

except if subsection 34(3) of the Act requires the purpose thereof or the business to be transacted to be specified in the notice.

6.5 Participation at Meeting by Telephone or Electronic Means

A Director may, in accordance with the Act and the Regulations, participate in a meeting of the Board by means of a telephonic, electronic or other communications facility that permits all participants to communicate with each other simultaneously and instantaneously during the meeting. A Director participating in the meeting by such means shall be deemed for the purposes of the Act to have been present at the meeting.

6.6 No Alternate Directors

No person shall act for an absent Director at a meeting of the Board, specifically: no Director may send another person to attend a meeting of the Board to represent that director and no Director may appoint another person as that Director's proxy to attend a meeting of the Board on that Director's behalf.

6.7 Quorum

Subject to the Act or the Articles, a majority of the number of Directors elected or appointed according to Section 5.7 shall constitute a quorum at any meeting of the Board. For the purpose of determining quorum, a Director may be present in person or by telephonic or electronic means.

6.8 Votes to Govern at Meetings of the Board

Each Director has one (1) vote. At all meetings of the Board, every question shall be decided by a majority of the votes cast on the question. In case of an equality of votes, the chair of the meeting shall have a casting vote.

6.9 Confidentiality

Every Director shall respect the confidentiality of matters brought before the Board or before any committee of the Board.

Article 7 OFFICERS

7.1 Composition

(a) At minimum, the Officers of Kawartha Lakes Soccer Club shall be:

- (i) President,
- (ii) Vice-President,
- (iii) Secretary,
- (iv) Treasurer;
- (v) Administrator; and
- (vi) Youth Chair.

(b) In addition to the Officer positions noted in paragraph 7.1(a) above, the Members of the Kawartha Lakes Soccer Club may elect individuals to the following positions, as may be needed from time to time for the proper operation of the Kawartha Lakes Soccer Club:

- (i) Head Referee;
- (ii) Field Assignor;
- (iii) Men's Outdoor Convenor;
- (iv) Women's Outdoor Convenor;
- (v) Over 30 Convenor (Indoor & Outdoor);
- (vi) Mixed Adult Indoor Convenor;
- (vii) Youth Fundamentals Convenor;
- (viii) Youth Development Convenor;
- (ix) Competitive Convenor;
- (x) Equipment Manager;
- (xi) Fundraising & Sponsorship Coordinator;
- (xii) Special Events Coordinator;
- (xiii) Webmaster;
- (xiv) Director at Large.

- (c) For the purposes of government notice and filing requirements under the Act and Regulations, the President, Vice-President, Secretary, Treasurer, and Administrator will be recorded as the five most senior Officers of Kawartha Lakes Soccer Club.

7.2 Term

- (a) With the exception of the Director At Large, each Director shall be elected to hold office until the second annual meeting after such Director is elected, at which time, each such Director shall retire as a Director, but, if qualified, shall be eligible for re-election.
- (b) The Director At Large shall be elected to hold office until the following annual meeting after such Director is elected, at which time, each such Director At Large shall retire as a Director, but, if qualified, shall be eligible for re-election.
- (c) There is no limit to the number of consecutive terms a Director may serve as long as such individual remains qualified pursuant to the Act, the Articles and the By-laws.

7.3 General Duties of Officers

Unless otherwise specified by the Board (which may, subject to the Act modify, restrict or supplement such duties and powers), the officers of Kawartha Lakes Soccer Club, if designated and if officers are appointed, shall have the following duties and powers associated with their positions:

- (a) President – Serves as the Chair of the Board and shall be a Director and shall be elected in accordance with the provisions of section 5.7. The President shall not hold the position of Secretary at the same time as the position of President. The President shall, when present, preside at all meetings of the Board and of the Members. The President will be an official spokesperson of Kawartha Lakes Soccer Club. The President will oversee and supervise, if applicable, the most senior staff member and will perform such other duties as may from time to time be established by the Board.

- (b) Vice President – Serves as the Vice- President and shall be a Director and shall be elected in accordance with the provisions of section 5.7. The Vice- President shall not hold the position of Secretary at the same time as Vice President of the Board. If the President is absent or is unable or refuses to act, the Vice- President shall, when present, preside at all meetings of the Board and of the Members. In the absence or disability of the President, the Vice- President shall perform the duties and exercise the powers of the President. The Vice- President will perform such other duties as may from time to time be established by the Board.
- (c) Secretary – The Secretary shall be a Director and shall be elected in accordance with the provisions of section 5.7. The Secretary may not be the President or Vice-President of Kawartha Lakes Soccer Club. The Secretary shall attend and be the Secretary of all meetings of the Board, Members and committees of the Board. The Secretary shall enter or cause to be entered in Kawartha Lakes Soccer Club's minute book, minutes of all proceedings at such meetings; the Secretary shall give, or cause to be given, as and when instructed, notices to Members, Directors, the auditor (or person appointed to conduct a review engagement of (Kawartha Lakes Soccer Club) and members of committees. The Secretary shall be the custodian of all books, papers, records, documents and other instruments belonging to Kawartha Lakes Soccer Club.
- (d) Treasurer – The Treasurer shall be a Director and shall be elected in accordance with the provisions of section 5.7. The Treasurer may not be the President or Vice-President of Kawartha Lakes Soccer Club. The Treasurer shall be responsible for the maintenance of proper accounting records in compliance with the Act as well as the deposit of money, the safekeeping of securities and the disbursement of funds of Kawartha Lakes Soccer Club; whenever required, the Treasurer shall render to the Board an account of all such person's transactions as Treasurer and of the financial position of Kawartha Lakes Soccer Club.
- (e) Administrator - The Administrator shall be a Director and shall be elected in accordance with the provisions of section 5.7. The Administrator shall be responsible for all aspects of player registration, payment, player eligibility, player identification, team rostering, tracking membership requirements, and other administrative duties. The Administrator will be a liaison between our members, convenors, leagues, district, and Ontario Soccer.
- (f) Youth Chair - The Youth Chair shall be a Director and shall be elected in accordance with the provisions of section 5.7. The Youth Chair shall be responsible for overseeing all youth programs run by the Kawartha Lakes Soccer Club, and will work with the youth convenors to coordinate all of the club's youth soccer programs.
- (g) Head Referee - The Head Referee shall be a Director and shall be elected in accordance with the provisions of section 5.7. The Head Referee shall be responsible for the club's match officials, including hiring, training, certification, mentorship, assigning games, and payment. The Head Referee will be a liaison between the match officials, the club, convenors, the district, and the leagues regarding all matters related to officiating.
- (h) Field Assignor - The Field Assignor shall be a Director and shall be elected in accordance with the provisions of section 5.7. The Field Assignor shall be responsible for booking all fields used by the club, and scheduling all club activities on those fields.

- (i) Men's Outdoor Convenor - The Men's Outdoor Convenor shall be a Director and shall be elected in accordance with the provisions of section 5.7. The Men's Outdoor Convenor shall be responsible for overseeing and coordinating all aspects of our Men's Outdoor League.
- (j) Women's Outdoor Convenor - The Women's Outdoor Convenor shall be a Director and shall be elected in accordance with the provisions of section 5.7. The Women's Outdoor Convenor shall be responsible for overseeing and coordinating all aspects of our Women's Outdoor League.
- (k) Over 30 Convenor (Indoor & Outdoor) - The Over 30 Convenor shall be a Director and shall be elected in accordance with the provisions of section 5.7. The Over 30 Convenor shall be responsible for overseeing and coordinating all aspects of our Over 30 Indoor and Outdoor Leagues.
- (l) Mixed Adult Indoor Convenor - The Mixed Adult Indoor Convenor shall be a Director and shall be elected in accordance with the provisions of section 5.7. The Mixed Adult Indoor Convenor shall be responsible for overseeing and coordinating all aspects of our Mixed Adult Indoor League.
- (m) Youth Fundamentals Convenor - The Youth Fundamentals Convenor shall be a Director and shall be elected in accordance with the provisions of section 5.7. The Youth Fundamentals Convenor shall work with the Youth Chair to coordinate all aspects of the club's U5-U8 FUNDamentals soccer program.
- (n) Youth Development Convenor - The Youth Development Convenor shall be a Director and shall be elected in accordance with the provisions of section 5.7. The Youth Development Convenor shall work with the Youth Chair to coordinate all aspects of the club's U9-U12 Development soccer program.
- (o) Competitive Convenor - The Competitive Convenor shall be a Director and shall be elected in accordance with the provisions of section 5.7. The Competitive Convenor shall work with the Youth Chair to coordinate all aspects of the club's U13-U18 Competitive soccer program, as well as any adult competitive teams.
- (p) Equipment Manager - The Equipment Manager shall be a Director and shall be elected in accordance with the provisions of section 5.7. The Equipment Manager shall be responsible for ordering, distributing, collecting, and maintaining an accurate inventory of all of the club's soccer equipment.
- (q) Fundraising & Sponsorship Coordinator - The Fundraising & Sponsorship Coordinator shall be a Director and shall be elected in accordance with the provisions of section 5.7. The Fundraising & Sponsorship Coordinator shall be responsible for all fundraising and sponsorship activities, including (but not limited to) preparing sponsorship packages, recruiting new sponsors, and developing fundraising ideas for the club.
- (r) Special Events Coordinator - The Special Events Coordinator shall be a Director and shall be elected in accordance with the provisions of section 5.7. The Special Events Coordinator will be responsible for organizing events including (but not limited to) the

club's Annual General Meeting, festivals or tournaments that we host, fundraising events, and our end of year Inferno Awards.

- (s) Webmaster - The Webmaster shall be a Director and shall be elected in accordance with the provisions of section 5.7. The Webmaster shall be responsible for all aspects of the club's website.
- (t) Director at Large - The Director at Large shall be a Director and shall be elected in accordance with the provisions of section 5.7. The Director at Large will not have specific duties, but may be asked by the Board of Directors to perform specific tasks that would be of benefit to the club.

7.4 Specific Duties of Officers

- (a) The Board may adjust or clarify the duties of any of the officer positions by adding a list of specific duties and/or responsibilities to the Kawartha Lakes Soccer Club's Operating Policies and Procedures.

7.5 Vacancy in Office

- (a) In the absence of a written agreement to the contrary, the Board may remove, whether for cause or without cause, any Officer. Unless so removed, an Officer shall hold office until the earlier of:
 - (i) the expiry of the Officer's term of office,
 - (ii) the Officer's successor being appointed,
 - (iii) the Officer's resignation,
 - (iv) such Officer ceasing to be a Director (if a necessary qualification of appointment) or
 - (v) such Officer's death.
- (b) If the office of any Officer shall be or become vacant, the Directors may, by resolution, appoint an individual to fill such vacancy.

Article 8 COMMITTEES

8.1 Types of Committees

The Board may also establish ad hoc committees from time to time that the Board deems necessary for managing the affairs of the Corporation. The Board may appoint members of such ad hoc committees or provide for the election of members of committees, and may prescribe the duties and terms of reference of such ad hoc committees.

Article 9 INDEMNIFICATION AND INSURANCE

9.1 Limitation of Liability

No director or officer shall be liable for the acts, receipts, neglects or defaults of any other director or officer or employee or for joining in any receipt or act for conformity or for any loss, damage or expense happening to Kawartha Lakes Soccer Club through the insufficiency or deficiency of title to any property acquired by Kawartha Lakes Soccer Club for or on behalf of Kawartha Lakes Soccer Club or for the insufficiency or deficiency of any security in or upon which any of the monies of Kawartha Lakes Soccer Club shall be invested or for any loss or damage arising from the bankruptcy, insolvency or tortuous act of any person with whom or which any of the monies, securities or effects of Kawartha Lakes Soccer Club shall be deposited or for any loss occasioned by any error of judgement or oversight on his part, or for any other loss, damage or misfortune whatever which shall happen in the execution of the duties of his office or in relation thereto, unless the same are occasioned by his own wilful neglect or default; provided that nothing herein shall relieve any director or officer from the duty to act in accordance with the Act or from liability for any breach thereof.

9.2 Indemnity of Directors and Officers

Except as provided in section 46 of the Act, every director and officer of Kawartha Lakes Soccer Club, every former director or officer of Kawartha Lakes Soccer Club or a person who acts or acted at Kawartha Lakes Soccer Club's request as a director or officer of a body corporate of which Kawartha Lakes Soccer Club is or was a shareholder or creditor, and his heirs and legal representatives shall, from time to time, be indemnified and saved harmless by Kawartha Lakes Soccer Club from and against all costs, charges and expenses, including an amount paid to settle an action or satisfy a judgment, reasonably incurred by him in respect of any civil, criminal or administrative action or proceeding to which he is made a party by reason of being or having been a director or officer of such corporation or body corporate if,

- (a) the individual acted honestly and in good faith with a view to the best interests of Kawartha Lakes Soccer Club or other entity, as the case may be; and
- (b) in the case of a criminal or administrative action or proceeding that is enforced by a monetary penalty, the individual had reasonable grounds for believing that the individual's conduct was lawful.

9.3 Insurance

Subject to the limitations contained in the Act, Kawartha Lakes Soccer Club may purchase and maintain insurance for the benefit of an individual referred to in subsection 46(1) of the Act against any liability incurred by the individual:

- (a) in the individual's capacity as a director or officer of Kawartha Lakes Soccer Club; or
- (b) in the individual's capacity as a director or officer, or similar capacity, of another entity, if the individual acts or acted in that capacity at Kawartha Lakes Soccer Club's request.

Article 10 GENERAL MATTERS

10.1 Method of Giving any Notice

- (a) **Method of Delivery.** Subject to Sections 4.1 and 6.2 above, any notice to be given (which term includes sent, delivered or served) pursuant to the Act, the Articles, the

By-laws or otherwise to a Member, Director, Officer or member of a committee of the Board or to the auditor (or person appointed to conduct a review engagement of Kawartha Lakes Soccer Club) shall be sufficiently given:

- (i) if delivered personally to the person to whom it is to be given or if delivered to such person's address as shown in the records of Kawartha Lakes Soccer Club or in the case of notice to a Director to the latest address as shown in the last notice that was filed by Kawartha Lakes Soccer Club in accordance with the Act;
 - (ii) if mailed to such person at such person's recorded address by prepaid ordinary mail;
 - (iii) if sent to such person by telephonic, electronic or other communication facility at such person's recorded address for that purpose; or
 - (iv) if provided in the form of an electronic document in accordance the Act.
- (b) Time of Delivery. A notice so delivered shall be deemed to have been given when it is delivered personally or to the recorded address as aforesaid; a notice so mailed shall be deemed to have been given when deposited in a post office or public letter box; and a notice so sent by any means of transmitted or recorded communication shall be deemed to have been given when dispatched or delivered to the appropriate communication company or agency or its representative for dispatch. The Secretary may change or cause to be changed the recorded address of any Member, Director, Officer, auditor (or person appointed to conduct a review engagement of Kawartha Lakes Soccer Club) or member of a committee of the Board in accordance with any information believed by the Secretary to be reliable. The declaration by the Secretary that notice has been given pursuant to this By-law shall be sufficient and conclusive evidence of the giving of such notice. The signature of any Director or Officer of Kawartha Lakes Soccer Club to any notice or other document to be given by Kawartha Lakes Soccer Club may be written, stamped, type-written or printed or partly written, stamped, type-written or printed.

10.2 Computation of Time

Where a given number of days' notice or notice extending over a period is required to be given under the By-laws, the day of service, posting or other delivery of the notice shall not, unless it is otherwise provided, be counted in such number of days or other period.

10.3 Undelivered Notices

If any notice given to a Member is returned on two consecutive occasions because such Member cannot be found, Kawartha Lakes Soccer Club shall not be required to give any further notices to such Member until such Member informs Kawartha Lakes Soccer Club in writing of the Member's new address.

10.4 Waiver of Notice

Any Member, proxyholder, Director, Officer, member of a committee of the Board or auditor (or person appointed to conduct a review engagement of Kawartha Lakes Soccer Club) may waive or abridge the time for any notice required to be given to such person, and such waiver or abridgement, whether given before or after the meeting or other event of which notice is

required to be given shall cure any default in the giving or in the time of such notice, as the case may be. Any such waiver or abridgement shall be in writing except a waiver of notice of a Meeting of Members or of the Board or of a committee of the Board, which may be given in any manner.

10.5 Omissions and Errors

The accidental omission to give any notice to any Member, Director, Officer, member of a committee of the Board or auditor (or person appointed to conduct a review engagement of Kawartha Lakes Soccer Club), or the non-receipt of any notice by any such person where Kawartha Lakes Soccer Club has provided notice in accordance with the By-laws or any error in any notice not affecting its substance shall not invalidate any action taken at any meeting to which the notice pertained or otherwise founded on such notice.

10.6 Invalidity of any Provisions of this By-law

The invalidity or unenforceability of any provision of this By-law shall not affect the validity or enforceability of the remaining provisions of this By-law.

Article 11 DISPUTE RESOLUTION

Disputes or controversies among Members, Directors, Officers, Registrants, committee members and the Voting Members' Counsel are as much as possible to be resolved in accordance with the dispute resolution provisions of the Operating Policies and Procedures.

Article 12 AMENDMENTS

12.1 Amendment to Articles

The Articles may only be amended if the amendment is confirmed by a Special Resolution. Any amendment to the Articles is effective on the date shown in the certificate of amendment.

12.2 By-laws and Effective Date

- (a) Subject to the Act and the Articles,
 - (i) the Board may, by resolution, make, amend or repeal any By-laws that regulate the activities or affairs of Kawartha Lakes Soccer Club.
 - (ii) any such By-law, amendment or repeal shall be effective from the date of the Special Resolution of the Members confirming such By-law, amendment or repeal [the Effective Date].
 - (iii) the Voting Members may make a proposal to make, amend or repeal a by-law in accordance with the Act.
- (b) In accordance with the Articles and subject to the Act, any By-law, amendment or repeal of a By-law shall require confirmation by the Members by Special Resolution.
- (c) Previous By-laws - All previous By-laws of Kawartha Lakes Soccer Club are repealed as of the coming into force of this By-law. Such repeal shall not affect the previous operation of the By-laws or affect the validity of any act done or right, privilege, obligation or liability acquired or incurred prior to their repeal.

ENACTED by the Board as of the ____ day of _____20____.

President (signed)

Secretary (signed)

CONFIRMED by the Members as of the ____day of _____20____.

Secretary (signed)