



BC SOCCER

MEMBERSHIP PROCEDURES

June 2024

INTRODUCTION

BC Soccer will consider accepting into Membership, organizations which comply with eligibility and requirements outlined in the BC Soccer Bylaws and that have annually been approved for renewal. This document outlines the requirements and conditions for admission and renewal of membership with BC Soccer.

Admission to Membership

1. Active (Full) Members
 - a. In order to be admitted to Active (Full) Membership, organizations should ensure that they meet the qualifications of membership outlined in BC Soccer Constitution and Bylaws.
 - b. Organizations wishing to apply to Active (Full) Membership should complete the Active Member Application Form.
 - i. Upon submission staff will review the application for completeness.
 - ii. The submission will then be reviewed by the Governance and Membership Committee.
 - iii. Staff will communicate any required changes to governing documents with the applicant.
 - iv. Upon approval from the Governance and Membership Committee and completing the required changes, the application will be sent to the BC Soccer Board of Directors for consideration at the next Board Meeting.
 - v. The applicant will be informed if their application has been approved within 7 business days of the Board meeting.
2. Voting Delegate Members
 - a. Voting Delegate Members are appointed by an Active (Full) Member organization to vote at a meeting of the members
 - b. Information on how to register Voting Delegate Members will be released a minimum of 14 days prior to any meeting of the members
3. Associate Members
 - a. In order to be admitted to Associate Membership, organizations should ensure that they meet the criteria for Associate Membership outlined in the BC Soccer Constitution and Bylaws and ensure that they meet the criteria for the sub-class that they are applying to
 - b. Organizations wishing to apply to Associate Membership must complete the Associate Membership Application Form.
 - i. Upon submission, staff will review the application for completeness
 - ii. The submission will then be reviewed by the Governance and Membership Committee
 - iii. Upon approval from the Governance and Membership Committee, the application will be sent to the Board of Directors for consideration at the next Board Meeting.
 - iv. The applicant will be informed if their application has been approved within 7 business days of the Board Meeting.
4. Life Members
 - a. Life members are appointed to Life Membership by the Board of Directors
 - b. Life membership is limited to individuals whom the Board of Directors deems have rendered valuable service to BC Soccer

Membership Renewal Process

1. Active (Full) Members
 - a. Active (Full) Members are required to renew their membership by filling out the Membership Renewal form on an annual basis within the membership renewal period. The membership renewal period is defined as;
 - i. June 1st to July 31st of the current calendar year.

- b. The format for the annual Criminal Record Check report can be found here and submitted via the Membership Renewal Form
 - c. The format for the annual Discipline report can be found here and submitted via the Membership Renewal Form
 - i. The annual discipline report shall include the name, email, and phone number of the organization's Independent Judicial Chair
 - d. Members who do not complete the Membership Renewal Process within the above timelines will be declared to be not in good standing by the Board of Directors
2. Associate Members
- a. Associate Membership expires on July 31st of the fiscal year in which it was granted
 - b. Associate Members must renew their membership by reapplying via the Associate Membership Application Form
 - i. Upon submission, staff will review the renewal application for completeness
 - ii. The submission will then be reviewed by the Chair of the Governance and Membership Committee
 - iii. Upon approval from the Chair of the Governance and Membership Committee, the application will be sent to a Board member or delegate for final approval
 - 1. The Board of Directors provisionally approves all Associate Membership Renewal Application

Membership Obligations Submission

As per BC Soccer Constitution and Bylaws 3.4b, Active (Full) Members must submit documents to BC Soccer within 30 days of the organization's AGM.

- a. AGM documents should be submitted here.
- b. Active (Full) Members who do not submit the required documents within 30 days of their AGM will be declared not in good standing by the Board of Directors.

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