



# **KING UNITED SOCCER CLUB**

## **CONSTITUTION**

Revised – October 2015

# **KING UNITED SOCCER CLUB CONSTITUTION**

## **Article 1 NAME**

The name of this Club shall be the King United Soccer Club, or KUSC, hereinafter referred to as the Club. Amended to include our team name "King United"; as well as our Club logo, and our Club motto "United We Play", and the official club colours: Navy Blue & White

The headquarters of the Club shall be located within the District Boundaries of the York Region District Soccer Association, hereinafter referred to as the District Association.

The Club was incorporated on MARCH 5, 2012.

## **Article 2 OBJECTIVES**

The Club shall have the following objectives:

1. To promote and develop the game of soccer within its boundaries.
2. To help individuals to develop their character as resourceful and responsible Members of their community by providing opportunities, through the game of soccer, for their mental, physical, social and leadership development.
3. Providing continuous recreational activities to further the development and interpersonal skills of children of all ages.

## **Article 3 AFFILIATIONS**

The Club shall be a Member of the York Region District Soccer Association and shall follow the published rules of the District Association and The Ontario Soccer Association, hereinafter referred to as The OSA. The Club is subject to the published rules in declining order of authority of the following governing organizations to which it is affiliated:

1. The OSA
2. The District Association
3. The Club

## **Article 4 MEMBERSHIP**

There are three classes of Member, namely, regular Member, honorary Member and life Member.

## **Regular Member**

A Regular Member is either:

- a registered player at or over the age of 18 years old
- a spouse, parent or legal guardian of a registered player or Club game official
- a registered Club coach
- a registered Club game official
- a registered Club administrator

Although an individual may qualify for, and be registered under more than one of the above categories, each individual holds only one Membership in the Club, and is entitled to one vote at Members' meetings.

A player shall become a regular Member when approved by the Club's Registrar.

Upon application, a coach shall become a regular Member upon acceptance by the directors of the Club. A coach is an individual who is registered with The OSA to teach, instruct, train and guide players to play the game of soccer.

Upon application, a game official shall become a regular Member upon acceptance by the directors of the Club. A game official is an individual who is registered with The OSA to officiate soccer games.

An administrator shall become a regular Member upon election or appointment by the directors of the Club. An administrator is an individual who is registered with the OSA to be responsible for one or more of the functions required to operate a Club. For purposes of this definition, a team manager and a Director shall be classified as an administrator.

## **Honourary Member**

The Board of Directors may designate an individual as an honorary Member for a specific period of time.

An honorary Member is afforded all rights of Membership, including the right to attend and speak at Member's meetings, but is not entitled to vote.

## **Life Member**

The Board of Directors may designate an individual as a life Member.

A life Member is afforded all rights of Membership, including the right to attend and speak at Members' meetings, but is not entitled to vote.

## **Fees**

Membership fees for regular Members shall be set annually by the Board of Directors and ratified or amended by the Membership at a general meeting of the Club.

## **Discipline of 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 Club's published rules and a hearing held in accordance with the Club's and OSA's published rules. An individual whose Membership has been suspended loses all rights of Membership until the suspension has been terminated.

Player, team and team official discipline for game infractions is governed in accordance with the procedures published by The OSA.

Any Member, who infringes the Articles or rules of the Club or brings the Club into disrepute, may be reprimanded, suspended or expelled from the Club after a hearing by the Board of Directors of the Club at which hearing the Member is entitled to attend.

## **Termination of Membership**

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

1. if the Member submits a signed letter of resignation to the Club
2. if the Member is expelled by the Club's Board of Directors
3. if the Member is no longer registered with the Club

## **Article 5 BOARD OF DIRECTORS**

The Club shall be governed by a Board of Directors which shall consist not to be less than six, and not more than twelve, as may be amended from time to time in accordance with the Club's By-Laws. These individuals shall hold the positions of:

President  
Vice-President  
Secretary  
Treasurer  
Registrar  
Head Coach  
Referee-in-Chief  
Equipment Manager  
Uniform Manager  
Public Relations Director  
Sponsorship Director

Entertainment Director  
Volunteer Coordinator  
Director of Inter town  
Director of Soccer Development  
Director of House League Soccer - King City  
Director of House League Soccer – Schomberg  
Member at Large (2)  
Past President

A Director may hold more than one position.

A Director shall be 18 years of age or older, shall not be an undischarged bankrupt and shall be a Regular Member of the Club.

To be eligible for the office of President, a candidate must have served for one year as an official of the Club.

A Director shall serve for a term of two years or until his or her successor is elected or appointed.

After an initial Board of Directors has been appointed, the positions of President, Treasurer, Registrar, Referee-in-Chief, Public Relations Director and Entertainment Director shall be elected in even numbered years, while the positions of Vice-President, Secretary, Head Coach, Equipment Manager, Sponsorship Director and Director of Inter town, Director of Rep Soccer, Director of House League Soccer - King City, Director of House League Soccer – Schomberg shall be elected in odd numbered years.

### **Director Vacancy**

A Director has the right to resign her, or his, position by submitting a signed letter of resignation to the Club.

A vacancy on the Board of Directors and their respective position(s) held, caused by death, or resignation which has been accepted by the Board of Directors, shall be filled by a majority vote of the Board of Directors. The successor Director shall hold his or her incumbent's position(s) for the remainder of the term being filled.

### **Removal of Director**

No Member of the Board of Directors shall be removed for arbitrary reasons, but may be removed if:

1. The Director is unable to perform the duties expected of the position due to, but not limited to, any of the following reasons:
  - if she/he becomes incapable of performing the business of the Club

- if she/he is absent from two or more meetings of the Board without satisfactory reason
  - if she/he no longer resides in reasonable proximity to the Club
  - if she/he becomes, or is discovered to be, an undischarged bankrupt; or
2. The Director has compromised the integrity of the Club due to, but not limited to, any of the following reasons:
- if she/he has been found guilty of an offence under the Harassment Policy of The OSA
  - if she/he has been found guilty of an offence involving violence under the Discipline Policy of The OSA
  - is she/he has failed to properly account for monies or other property belonging to the Club
  - if she/he has been found guilty of a criminal offence regardless of whether or not the offence directly affected the Club.

A Member of the Board of Directors holding his or her representative position(s), as Director or other position(s) may be removed from office by the Board of Directors for good and sufficient cause by a 2/3's vote of the Board of Directors present, provided notice to remove the Director has been given to all Directors of the Club. If a Director is removed by the Board of Directors, the Board of Directors may appoint a successor to the position(s) for the remainder of the term(s) being filled.

A Member of the Board of Directors may also be removed from office for good and sufficient cause at a meeting of the Members of the Club provided notice to remove the Director has been given to persons entitled to attend the Members' meeting. If a Director is removed at a Members' meeting, the Members entitled to vote may elect a successor to fill all position(s) held by the removed Director for the remainder of the term(s) being filled.

### **Conflict of Interest and Standards Conduct**

The Directors shall be subject to the **Conflict of Interest Policy 21.0** in the OSA's published rules.

### **Duties of Board of Directors**

The Board of Directors shall conduct the business of the Club during the periods between general meetings of the Club and in accordance with the authority granted to it in the published rules of the Club.

The Board of Directors shall be responsible for the appointment and renewal of appointments of all positions within the Club except for those positions elected by the Membership of the Club. This shall include the appointment of volunteer and paid positions for coach and administrator positions within the Club's operations. The selection process and the appointments shall be based on procedures outlined in the Club's published rules.

The Board of Directors may also revoke, for cause, any appointment providing that it has followed the procedures for revoking an appointment as outlined in the Club's published rules.

## **Duties of Directors**

### **PRESIDENT:**

Except:

1. as provided for in the Dispute Resolution Policy of the OSA, and
2. where the President delegates the responsibility to another person,

The President shall preside at all Executive, General and Special Meetings of the Club and 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 spokesperson for the Club at all times, unless he/she otherwise delegates the responsibility.

The President will act as a direct liaison to the Municipality and preside over all issues dealing with the Township. The President must maintain an active profile and endeavour to acquire additional funding and prepare all required reports, studies and provide accurate records of all Club activities. Along with the Treasurer and Secretary, he/she shall preside over all sub-committees in charge of sponsorship and fundraising. The President will chair the sub-committee in charge of all registration activities. The President will establish the sub-committees no later than December 1<sup>st</sup> of the current year. The President shall preside over any disciplinary meetings or actions. The President casts any tie-breaking votes as required and is governed by this Constitution. The President can exercise a VETO prior to any decision being made. The President can force a vote on any issue and can call an election at any time.

### **VICE-PRESIDENT:**

The Vice-President shall act in the absence of the President and shall have all the power and perform all the duties of the President and have any other powers as assigned by the Board of Directors.

The Vice-President shall assist the President in the administration of his/her duties at the request of the President. The Vice-President will chair the sub-committee in charge of all House League activities. All house league directors will report directly to the Vice-President on all matters related to the House Leagues.

### **TREASURER:**

The Treasurer shall ensure that full and accurate records are kept of the accounts of the Club; shall report to the Board of Directors at least once per quarter; and shall submit an Annual Report to the Annual General Meeting.

The Treasurer shall receive and give receipts of all monies, which shall be deposited, in a chartered bank or trust company selected by the Executive in the name of the KUSC. All accounts shall be paid by cheque, which shall be signed by two members of the Executive holding the positions of the Treasurer and one of either the President or Vice-President. The Treasurer will co-chair the sub-committee in charge of sponsorship programs and fundraising activities. The receipt book and vouchers shall be produced at the Annual General Meeting or when required by the Club, properly balanced according to the bank accounts or statements. Up-to-date balance sheets will be prepared and be made available upon request. Books and accounts shall be available for audit during the last months of the financial year prior to the Annual General Meeting.

#### SECRETARY:

The Secretary shall maintain a record of all minutes of the organization, maintain copies of 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 copied of acts of the organization (unless otherwise specified in the Club's published rules), maintain record books in which bylaws, published rules and minutes are entered and have the current record books available at each meeting, send to the Membership a notice of each general meeting, send to the Board of Directors notices 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, preside until the immediate election or appointment of a new presiding officer.

The Secretary shall obtain all necessary permits for meeting places. He/she will co-chair the sub-committee in charge of sponsorship programs and fundraising activities. The Secretary has the full authority in all matters related to the club organization and structure. The Secretary shall assist the President in the administration of his/her duties at the request of the President and shall in the absence of the President and Vice-President have the power and perform all the duties of the President.

#### REGISTRAR:

The Registrar shall organize and handle all registrations to the Club and shall maintain records of all players. He/she shall register players selected for representative teams with the York Region Soccer Association. He/she shall register all House League teams with the York Region Soccer Association. He/she shall ensure that the Vice-President and Convenors are aware of the numbers of children available for each age group and maintain waiting lists if necessary. He/she shall be responsible for the certification of voting members at all General Meetings. Accurate registration records will be accumulated and presented to the Executive. Set-up, co-ordination, publicity, advertising, timetables, literature and all required documentation are to be developed, tracked and maintained.



#### HEAD COACH:

The Head Coach will represent all coaches at meetings and will recommend the appointment of coaches for approval by the executive. Coaches' clinics will be coordinated and the Head Coach will endeavour to get coaches to participate whenever possible. Active recruitment, training and general disciplinary actions constitute the other areas of responsibility at all levels which includes House League, Competitive and Intertown Head Coaches, Assistant Coaches and Managers.

#### DIRECTOR OF INTERTOWN:

The Director of Intertown Soccer shall represent the Club at Executive and General Meetings of the York Region Soccer League and report applicable information to the Club. The Intertown Representative will liaison with all YRSA member clubs to foster long term relationships for the Club. The Intertown Representative will liaison with other OSA clubs in order to foster long term relationships for the Club. He/she will promote exhibition games between the Club's teams and also with other OSA sanctioned teams. The Intertown representative may approve and seek District approval from all Exhibition games and travel permits for Club teams.

#### DIRECTOR OF SOCCER DEVELOPMENT:

The Director of Representative Soccer shall represent the Club at Executive and General Meetings of the Central Soccer League, Ontario Youth Soccer League, Ontario Cup and any other leagues or tournaments that are tier 4 or higher on the OSA's pyramid of play and report applicable information to the Club. He/she will promote exhibition games between the Club's teams and also with other OSA sanctioned teams.

#### DIRECTOR OF HOUSE LEAGUE SOCCER – KING CITY:

The Director of House League Soccer – King City shall be responsible for organizing all soccer playing activities for U4 to U10 soccer in the region of King City.

#### DIRECTOR OF HOUSE LEAGUE SOCCER – SCHOMBERG:

The Director of House League Soccer – Schomberg shall be responsible for organizing all soccer playing activities for U4 to U10 soccer in the region of Schomberg, Pottageville and Lloydtown.

#### ENTERTAINMENT DIRECTOR:

To organize the main club events including Picture Day, King Day and the Awards events on behalf of the Club. The Entertainment Director will liaise with the Board and members of the Club in carry out this task. The Entertainment Director will be responsible for developing a plan for these events and obtain approval of this plan from the Board.

#### REFEREE-IN-CHIEF:

The Referee-in-Chief will be responsible for the obtaining and allocation of all referees for all home games. He/she shall obtain completed game sheets for all games and shall pass the necessary copies to the appropriate parties. He/she shall attend York Region and Executive Meetings.

#### EQUIPMENT MANAGER:

The Equipment Manager shall obtain quotes for, soccer balls, field equipment and anything else needed other than jersey, socks and shorts. To recommend purchases to the Executive. He/she shall obtain replacements for, or the repair of, any faulty equipment. He/she shall ensure that outdoor fields are properly maintained during the regular summer season and shall act as the designated contact with the Municipality and/or non municipal vendors/suppliers related to outdoor field maintenance.

#### UNIFORM MANAGER:

The Uniform Manager shall obtain quotes for all uniforms (jersey, socks and shorts but not inclusive to only these articles). The Uniform Manager will recommend purchases to the Executive and shall obtain any replacements or additions to any missing or ill-fitted uniforms. The Uniform Manager shall ensure the relationship with our contracted distributor is in good standing and will negotiate the contract on behalf of the Club. The Uniform Manager will work with the Equipment Manager to plan and implement the distribution of all uniforms at the start of the season.

#### PUBLIC RELATIONS DIRECTOR:

The Public Relations Director shall obtain match reports on all games from coaches and shall file these match reports with local newspapers each week. He/she shall seek and transmit any other information of interest to the local newspapers. All activities of the Club that are to be publicized will be screened and coordinated through the Public Relations Director. He/she shall produce and distribute newsletters to the members regarding Club related matters.

#### VOLUNTEER COORDINATOR:

The Volunteer Coordinator shall act as an ambassador in the community for outreach programs and recruiting of volunteers. The Volunteer Coordinator shall work with the Head Coach, House League Directors and Event Coordinator to help attract coaches, convenors and other volunteers to help with the programs and events of the Club.

#### SPONSORSHIP DIRECTOR:

The Sponsorship Director shall obtain quotes for jersey, socks, and shorts and shall be the main contact with vendor for life of contact/agreement. The Sponsorship Director will work with Club Treasurer, Head coach and Registrar to establish the sponsorship needs of the Club.

He/she will work with the Public Relations Directors and other executives to secure name recognition for the Club sponsors.

**PAST PRESIDENT:**

The immediate Past President of KUSC is automatically entitled to Executive Status in an Advisory Role. He/she will occupy this position only until the next President is elected. All Past Presidents retain all privileges except voting. The intended purpose is to ensure the newly elected Executive have the benefit of their council and wisdom. Any Past President may attend all meetings and offer advice and guidance whenever he/she deems it appropriate. Past Presidents may run for any other office that is vacant and can be appointed to fulfill other positions within the KUSC.

**OTHER DIRECTOR POSITIONS:**

The duties of other Director Positions shall be determined by the Board of Directors.

**EXECUTIVE APPOINTMENTS:**

**HOUSE LEAGUE CONVENORS:**

House League Convenors shall be responsible for running their own division whilst acting within the Constitution and By-Law of the Club. The Convenors shall be the main liaison between his/her coaches and Vice-President, who is responsible for running the House League in total. The Convenor shall settle any minor problems or disputes within his/her division in the fairest way possible, but if he/she is unable to resolve such problems to the satisfaction of all concerned, he/she shall report the matter to the Head Coach who shall endeavour to settle the matter. The Convenor shall endeavour to create balanced teams prior to the start of the regular match play. If a player is transferred from one team to another within the division, the Convenor must consult the Vice-President, make the necessary changes, inform the coaches involved and report to the Registrar.

**SCHEDULING DIRECTOR:**

The Scheduling Director shall be responsible for scheduling all games and practices and shall obtain all field permits. The Scheduling director will liaison with other Clubs and Districts and obtain data for required games. All requests for games and practices shall be vetted by the Scheduling Director. The Scheduling Director will be responsible for keeping an up to date master list of all games and practices.

**REFEREE CO-ORDINATOR:**

The Referee Co-Ordinator shall work with the Referee-in-Chief to ensure that referees and linespersons are assigned for all house league games and all home games. The Referee Co-Ordinator shall be responsible for ensuring that accurate records are maintained of the referees and linespersons and the games they officiated to ensure that they are compensated in accordance with Club policy.

## TOURNAMENT COVENOR:

The Tournament Convenor will source and book all tournaments. He/she shall present to the Executive a list of tournaments complete with related costs for approval, prior to final booking. He/she will also be responsible for all tournament applications. The Tournament Convenor shall also be responsible for coordinating and recruiting all All-Star/Select Teams to be entered in the tournaments. He/she shall work within the established rules and regulations and report all activities to the Vice-President. The Club will permit funding for any of their teams to book a maximum of two tournaments which shall not exceed a maximum of eight hundred dollars (\$ 800.00) for the regular outdoor season.

## WEBSITE ADMINISTRATOR:

The website administrator will develop and maintain Club and assist with specific team websites if needed. To administer Club and team email lists. To obtain data from the Club registrar in order to maintain a broadcast list of members, coaches and convenors. To work with the Public Relations Director in his/her role in distributing information to the members, coaches and convenors.

### **NOTE:**

Any person holding an Executive appointed position will be required to attend Executive Meetings on an as needed basis

Any Executive may also hold one of the appointed positions as long as their required Executive duties are fulfilled.

## **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.

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.

## **Nominating Committee**

The Board of Directors shall appoint a Nominating Committee at least thirty (30) days prior to the Annual General Meeting (AGM), and the announcement of such Committee shall be included with notice of the AGM.

## **Nominating Committee Composition**

The Nominating Committee shall consist of three members, none of whom may be a sitting Director, and the Committee shall choose its chair from among the Committee members.

## **Nominating Committee Responsibility**

The Nominating Committee shall submit a list of candidates for the Board of Directors at least ten (10) days before the AGM to each member entitled to vote for the election of such Directors, provided there are nominees greater than the number required to fill all positions or vacancies on the Board of Directors.

## **Nominees Required**

The list of candidates for Board of Directors shall include as a minimum, nominees equal to the number of positions to be filled. If the number of nominees is less than the amount of open positions, the nominees will be recorded as acclaimed and no vote will take place.

## **Nominating Committee May Nominate**

The Committee may approach any registered member, if over the age of majority, Associate or Administrative member of the Corporation who has previously held a position with the Corporation and may nominate any such member the Committee deems suitable for the positions being elected. The Committee shall apply standards of experience to any and all nominees such that no member may be nominated for President without having been a member of the Board of Directors for at least one term of office in the last two (2) years.

## **Nominees by Other Members**

The Committee must include any nominee on the list, who has been nominated by any registered member, if over the age of majority, in writing at least fifteen (15) days prior to the AGM.

## **Article 6 MEETINGS**

### **General Meetings:**

An official notice of each meeting shall be given to all Members at least 14 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 email or any other method determined by the Members.

Twenty-five voting Members or 25% of the voting Membership, whichever is less, shall form a quorum at all general meetings of the Club. Any question shall be decided by a majority of the votes unless otherwise required by this By-Law or other law.

**Annual General Meeting:**

The Club shall hold its Annual General Meeting not later than January 31 of the following year. 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. Officer's Reports
6. Treasurer's Report
7. Auditor's Report and Presentation of Audited or reviewed Financial Statements
8. Appointment of Auditors
9. Other Reports
10. Unfinished Business
11. Amendments to the By-Laws
12. Roll Call
13. Election of Officers and Directors
14. Any Other Business
15. Adjournment

**Special General Meeting:**

A Special General Meeting of the Club:

- a) may be called by the Board of Directors, or
- b) shall be called by the Board of Directors upon receipt of a written request submitted to the Club by registered mail, certified mail, trace mail, courier service, hand delivery, fax or email, signed by not less than 25% of the voting Membership, whichever is less, setting out the items of business to be conducted at the Special General Meeting. The Special General Meeting shall be held within 30 days of receipt of the written request from the Members.

Only the business set out in the notice of the Special General Meeting shall be considered.

### **Voting at General Meeting:**

Every Regular Member aged 16 and over on day of meeting, shall have the right to attend, speak and cast one vote at Members' meetings of the Club.

Every Regular Member, under the age of 16 on day of meeting, shall have the right to attend and speak at Members' meetings, but any vote must be cast by a parent or guardian who shall also have the right to attend and speak on behalf of that Member at Members' meetings.

### **Proxy Voting at General Meeting:**

Every Regular Member, or parent or legal guardian of a Regular Member under the age of 16, entitled to vote at a meeting of Members may by means of a proxy appoint a person, who need not be a Member, as the Member's nominee to attend and act at the meeting in the manner, to the extent and with the power conferred by the proxy.

An individual may only hold one proxy.

The format for the proxy, and the issue, or issues, for which the proxy may be cast are defined in the Rules and Regulations.

### **Board of Directors Meeting:**

The Board of Directors shall meet once a month or more, when necessary, with a minimum of at least 4 times per year, upon 14 days notice given by the President and Secretary, at such place and time as the Board of Directors may determine. Such notifications shall be by email or any other method determined by the Board.

A majority of the Members of the Board of Directors shall form a quorum at all meetings of the Board. Questions arising at any meeting shall be decided by a majority of votes where each Director is entitled to cast one vote.

Any member of the Executive has the right to ask for a ruling based upon a vote of all members present. The majority determines the final decision. The President does not vote on any issue, but holds the power to cast the tie-breaking vote.

## **Article 7 COMMITTEES**

The Membership at any general meeting, or the Board of Directors at any meeting of the Board, may establish a standing committee or special committee to carry out specific business or programs of the Club.

**Article 8**  
**PROCEDURES GOVERNING MEETINGS**

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

**Article 9**  
**BY-LAWS AND AMENDMENTS**

By-Law amendments may be proposed by the Board of Directors, or submitted by a Member of the Club in writing at least 21 days prior to a general meeting of the Club; and must be approved by a majority vote of the Board of Directors, and by a 2/3's vote of the Membership voting in person or by proxy at a meeting of the Club duly called for that purpose.

All Members entitled to vote shall be notified with the Club's notice of the said Members' meeting about By-Law amendments. Such notification shall be by newspaper announcement or by any other method determined by the Members.

**Article 10**  
**RULES AND REGULATIONS**

The Club shall have Rules and Regulations which shall include, but are not limited to, the following:

- a) discipline of a Member: summary of charges regarding misconduct
- b) discipline of a Member: procedures for discipline hearings
- c) duties of Board of Directors: authority granted to Board regarding the business being conducted
- d) duties of Board of Directors: selection process and appointment process for the appointment and renewal of appointments to the League's paid and volunteer positions
- e) duties of Board of Directors: process for revoking appointments
- f) voting at General Meeting: format for the proxy, and the issue, or issues for which the proxy may be cast

The Board of Directors may approve and publish Rules and Regulations which are not inconsistent with this By-Law and are not inconsistent with the Rules and Regulations of a higher level governing organization.

**PLAYING RULES:**

The Executive shall have the power to pass playing rules within the framework of the Constitution to facilitate the day-to-day operation of the Club and the leagues teams compete in.



#### DISCIPLINE:

Player, team and team official discipline for game infractions will be handled in accordance with procedures published by the York Region Soccer Association.

The Executive shall have the right to discipline players, coaches, referees and parents for unsporting conduct.

Any Member who consistently infringes the By-Laws and Rules of the Club, or brings the Club into disrepute, may be reprimanded, suspended or expelled from the Club after a hearing by the Discipline Committee at which the member may attend at the Members' discretion.

The President shall chair this committee.

#### ELIGIBILITY OF PLAY:

The Executive may limit the number of players per team. The Executive may also limit the number of coaches per team. These limitations may, but are not necessarily due to, the availability of fields or facilities and will be dealt with on a first come, first serve basis.

#### AMENDMENTS:

Amendments to the Rules and Regulations may be made by a majority vote of the Board of Directors or the Members at a General Meeting.

### **Article 11 INDEMNITY**

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

### **Article 12 FINANCE**

The financial statements of the Club shall be

- a) presented annually subject to the minimum requirements as defined in d);
- b) based on a defined fiscal year end as defined in f);
- c) presented to the members at the Annual General Meeting;
- d) signed with a Notice to Reader prepared by a Public Accountant, Certified General Accountant or a Certified Management Accountant less than \$100,000 but greater than or equal to \$10,000.00

e) if an auditor is required:

- a) at each Annual General Meeting, the Members will appoint an auditor to audit the books, accounts and records of the Club who will report to the Members at the next

Annual General Meeting. The auditor will hold office until the next Annual Meeting. If an auditor is not appointed, the auditor in office will continue in office until a successor is appointed;

b) the members may, by special resolution passed by at least two-thirds of the votes cast at a general meeting of which proper notice has been provided, remove any auditor before the expiration of the auditor's term of office;

c) the auditor will not be a director, officer or employee of the Club or any affiliated Club or who is a partner, employer or employee of any such director, officer or employee;

d) the auditor will report to the members at the annual general meeting the auditor's financial statement which presents fairly the financial position of the Club and the results of its operations for the period under review in accordance with generally accepted account principles; and

e) the auditor's report will be open for inspection by any member of the Club

f) the fiscal year of the Club shall end on September 30th of each year, unless otherwise ordered by the Board of Directors

### **Article 13 DISPUTE RESOLUTION**

The Club shall adhere to the Dispute Resolution process as published and approved by The OSA from time to time.

Any Member of the Club may initiate the Dispute Resolution process by communicating in writing to The OSA, with a copy to the Club and District Association, the nature and facts of the dispute. The OSA, at its discretion, may proceed with the Dispute Resolution process by assigning one or more neutral persons to the dispute.

The Dispute Resolution process shall not be used for game discipline which follows the normal discipline and appeals process.

The Club shall make available to any Member the Dispute Resolution process when requested.

### **Article 14 HARASSMENT**

The Club shall adhere to the Harassment Policy as published and approved by The OSA from time to time.

The Harassment Policy shall apply to all employees, directors, officers, volunteers, coaches, game officials, administrators, players, Members and registrants of the Club.

Harassment is defined as any comment, conduct, or gesture directed toward an individual or group of individuals which is insulting, intimidating, humiliating, malicious, degrading or offensive. It includes, but is not limited to, sexual harassment.

The Club shall make available to any Member the Harassment Policy when requested.

### **Article 15 APPEALS**

Any Member or registrant of the Club directly affected by a decision of the Club may appeal such decision. The denial or termination of Membership in the Club may be appealed by a non-Member.

A decision of the Club may be appealed to the District Association with which the Club is affiliated. The appeal shall be conducted in accordance with The OSA's and District Association's published rules.

An individual shall not appeal a decision made by the Board of Directors regarding the appointment, non-appointment, re-appointment or revocation of an appointment of an individual to any coach or administrator position within the Club's operations, except where the selection, appointment and revocation process outlined in the Club's published rules has not been followed.

An individual shall not appeal a decision made by the Club regarding a player's team assignment

### **Article 16 DISSOLUTION**

In the event of dissolution of the Club, 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 not-for-profit soccer related organizations, or any not-for-profit athletic community organizations, which operate solely in Ontario.

**Article 17**  
**DEFINITIONS/TERMINOLOGY**

Terminology used in this By-Law shall have the same meaning as used by The OSA in its letters patent, By-Laws and published rules.

Version Control

Version #	Author	Date	Reason
0.3	Mark Letheren	19- Oct- 2011	Added club colours and motto
0.4	Kim Nicholl	29- Oct - 2014	Added incorporated date & new Fiscal YR end date
0.5	Sharon Hillier	20- Oct - 2015	-added logo to title page - changed font to Arial -amended Article 5 (f) -added to Article 5, Nominations and Elections - signature line to adopt amendments

This constitution was adopted at an SGM held at Lions Room, King City Community Centre on 30 – Sep – 2015 by:

Signed: Chairperson \_\_\_\_\_

Signed: Treasurer \_\_\_\_\_

Signed: Secretary \_\_\_\_\_

Signed: Member \_\_\_\_\_

Signed: Member \_\_\_\_\_