



# The Constitution Of Ancaster Soccer Club Incorporated

## **Article 1: Name**

The name of the club shall be the Ancaster Soccer Club Inc., hereinafter referred to as the Club. The headquarters of the Club shall be located within the District Boundaries of the Hamilton and District Soccer Association, hereinafter referred to as the District Association.

## **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.

## **Article 3: Affiliations**

The Club shall be a member of The District 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 bodies 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

1. A registered Club Coach
2. A registered Club Game Official
3. A registered Club Administrator

Although an individual may qualify for, and be registered under, more than one (1) of the above categories, each individual hold only one (1) Membership in the Club, and is entitled to one (1) vote at Member's meetings.

For the purpose of this Constitution an individual can be a Coach, Game Official or a Club Administrator and not a Regular Member if the individual is not nineteen (19) years of age or older. 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.



## The Constitution Of Ancaster Soccer Club Incorporated

### **Honorary 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 Members' 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.

### **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 dispute, 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.

### **Terminations 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 of Ten (10) individuals, or such a number not to be less than five (5), as may be amended from time to time in accordance with the Club's By-Laws. These individuals shall hold the positions of:

1. President
2. Vice-President
3. Secretary
4. Treasurer
5. Director of Competitive
6. Director of House League
7. Director of Communications and Special Events
8. Director of Fields and Equipment
9. Director at Large 1
10. Director at Large 2



## The Constitution Of Ancaster Soccer Club Incorporated

A Director may hold more than one position.

A Director shall be nineteen (19) years of age or older, shall not be an undischarged bankrupt and shall be a Regular Member of the Club.

A Director shall serve for a term of two (2) years or until his or her successor is elected or appointed. The President, Treasurer, Director of Competitive, Director of House League, Director of Communications and Special Events shall be elected for a two (2) year term on the even numbered years.

All other Directors shall be elected for a two (2) year term on the odd numbered years.

All Directors shall be Nominated and Elected at the Annual General Meeting.

### **Director Vacancy:**

A Director has the right to resign his or her 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, may be filled by a majority vote of the membership at a Special General Meeting of the Membership, called with proper notice (14 days) of the election. 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:

- a. If he/she becomes incapable of performing the business of the Club
- b. If he/she is absent from two (2) or more meetings of the Board without satisfactory reason
- c. If he/she no longer resides in reasonable proximity to the Club
- d. If he/she 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 the following reasons:

- a. If he/she has been found guilty of an offence under the Harassment Policy of the OSA or like policy of the Club.
- b. If he/she has been found guilty of an offence involving violence under the Discipline Policy of the OSA or like policy of the Club.
- c. If he/she has failed to properly account for monies or other property belonging to the Club
- d. If he/she 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/her respective position(s), as Director of other position(s), may be removed from office by the Board of Directors for good sufficient cause by a two thirds (2/3) 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, a successor to the position(s) may be elected by majority vote at a Special General Meeting of the Membership for the remainder of the term.



## The Constitution Of Ancaster Soccer Club Incorporated

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 being filled.

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

The Directors shall be subject to the *Conflict of Interest Policy* 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 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:

1. Preside at all general meetings of the Club and of the Board of Directors
2. Be ex officio a member of all committees, except any nomination committees
3. Appoint all chairs of standing and special committees subject to ratification by the Board of Directors
4. Coordinate all duties of the Board, committees, and staff
5. Be the spokesperson for the Club.

Vice-President:

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

Treasurer:

The Treasurer shall:

1. Ensure that full and accurate records are kept of the accounts of the Club
2. Report to the Board of Directors at least once (1) per quarter
3. Submit an Annual Report to the Annual General Meeting
4. Be the primary signing officer

Secretary:



## The Constitution Of Ancaster Soccer Club Incorporated

The Secretary shall:

1. Maintain a record of all minutes of the organization
2. Maintain copies of all committee reports
3. Notify officers and committee members of their election or appointment
4. Furnish committees with those documents required to perform their duties
5. Sign all certified copies of acts of the organization (unless otherwise specified in the Club's published rules)
6. Maintain record books in which by-laws, published rules and minutes are entered and have the current record books available at each meeting
7. Send to the membership a notice of each general meeting, send to the Board of Directors notices of each meeting
8. Conduct the general correspondence of the organization that is not the proper function of another office or committee
9. 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 appointment of a new presiding officer.

### **Other Director Positions:**

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

### **Nominations and Elections:**

Nominations for positions on the Board of Directors may be made by any Member at the Annual General Meeting or at a Special General Meeting called for that purpose.

Nominations and elections for positions open shall be held in the order of the positions listed in the Constitution.

Election shall be by secret ballot, but in the event only one candidate is nominated, no vote is required and the nominated candidate shall be declared elected by acclamation.

A majority of the votes cast shall be required to elect Directors. In the event no candidate receives a majority, the candidate with the least votes shall be dropped from the ballot and another vote shall be held.

## **Article 6: Meetings**

### **General Meetings:**

An official notice of each meeting shall be given to all members at least fourteen (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 website notice and or, email and or newspaper announcement.

Twenty-five (25) voting Members or twenty-five percent (25%) of the voting membership, whichever is less, shall form quorum at all general meetings of the Club.

Any questions shall be decided by a majority of the votes unless otherwise required by the By-Law or other law.



## The Constitution Of Ancaster Soccer Club Incorporated

### **Annual General Meeting:**

The Club shall hold its Annual General Meeting on the second weekend of November. The agenda of the Annual General Meeting shall include:

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

### **Special General Meeting:**

A Special General Meeting of the Club:

1. May be called by the Board of Directors
2. 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 e-mail, signed by not less than twenty-five percent (25%) of the voting Membership, setting out the items of business to be conducted at the Special General Meeting. The Special General Meeting shall be held within thirty (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 nineteen (19) and over shall have the right to attend, speak and cast one vote at the Members' meeting of the Club.

Every Regular Member under the age of nineteen (19) shall have the right to attend and speak at Members' meetings.

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

The Board of Directors shall meet at least twelve (12) times per year, upon fourteen (14) days notice given by the President and Secretary, at such place and time as the Board of Directors may determine.

A majority of the Members of the Board of Directors shall form a quorum at all meetings of the Board of Directors. Questions arising at any meeting shall be decided by a majority of votes where each Director is entitled to cast one (1) vote.



## The Constitution Of Ancaster Soccer Club Incorporated

### **Article 7: Committees**

The Membership at any General Meeting, or 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**

1. By-law amendments may be proposed by the Board of Directors, or submitted by a member to the Club in writing at least twenty-one (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 two thirds (2/3) vote of the Membership voting in person at a meeting of the Club duly called for that purpose.
2. 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 website notice and or newspaper announcement

### **Article 10: Rules and Regulations**

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

1. Discipline of a Member: Summary of charges regarding misconduct
2. Discipline of a Member: Procedures for Discipline hearing
3. Duties of Board of Directors: Authority granted to Board regarding the business being conducted
4. Duties of Board of Directors: Selection, appointment, and renewal process for volunteer and paid positions.
5. Duties of Board of Directors: Process for revoking appointments

The Board of Directors may approve and publish Rules and Regulations which are consistent with the by-laws and are consistent with the Rules and Regulations of a higher level governing organization.

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 to 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.



## The Constitution Of Ancaster Soccer Club Incorporated

### **Article 12: Finance**

The accounts of the Club shall:

1. Be audited annually by a Chartered Accountant if the annual Gross Revenue is greater than \$30,000.00; or
2. Be reviewed annually through a financial review engagement completed by a Certified General Accountant, Certified Management Accountant or Certified Accountant if the annual gross revenue is \$30,000.00 or less; or
3. With the consent of all its Members, be exempt from any audit or financial review engagement if the annual gross revenue is less than \$10,000.00.

The audit or the financial review engagement statement shall be presented to the Annual General Meeting for adoption.

At the Annual General Meeting of the Club, a Chartered Accounting firm shall be appointed to perform the audit or the financial review engagement.

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. 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 (1) 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.

The Harassment Policy shall apply to:

1. All employees
2. Directors
3. Officers
4. Volunteers
5. Coaches
6. Game Officials
7. Administrators
8. Players
9. Members, and
10. 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.





## The Constitution Of Ancaster Soccer Club Incorporated

### **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 The 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 (1) or more not-for-profit soccer related organizations, or any not-for-profit athletic community organization, which operate solely in Ontario.

### **Article 17: Definitions and 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.