

## **North Bay Selects Soccer Club**

*Constitution (revised 2013)*

### **Article 1 - Name**

- 1.1 The name of this organization shall be “North Bay Selects Soccer Club”, hereinafter referred to as the “Club”.

### **Article 2 - Objective**

- 2.1 To promote, develop and govern the youth competitive game of soccer within the North Bay and area.
- 2.2 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 - Club Philosophy**

- 3.1 The Club is to ensure that each player is allowed to reach their full potential. This is achieved by ensuring that each competitive team participates at the highest possible calibre. The Club will also ensure that each team participates in programs that will allow individual players to be identified and encouraged to achieve their highest skill level.

### **Article 4 - Head Office**

- 4.1 The Club will be incorporated with its head office in the city of North Bay, Ontario

### **Article 5 - Affiliations**

- 5.1 The Club shall be a Member of the Soccer Northeastern Ontario 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:
  - a) The OSA
  - b) The District Association
  - c) The Club

### **Article 6 - Membership**

There are three classes of Member, namely, regular Member, Honourary Member, and Life Member.

- 6.1 Regular Members

A regular Member is incumbent directors, incumbent executive officers and team officials in good standing. Team officials are those positions that are recognized by the OSA and the club and as such have been registered with the OSA.

## 6.2 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.

## 6.3 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.

## 6.4 An executive member of the North Bay Selects Soccer Club shall advise the executive if he/she is affiliated with another soccer club. If there is a conflict of interest and the individual is unable to keep separate, the individual must immediately tender their resignation from one of these clubs.

### **Article 7 - Fees/Fines**

Membership fees and fines 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.

### **Article 8 - Discipline of Member**

- 8.1 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.
- 8.2 Player, team and team official discipline for game infractions is governed in accordance with the procedures published by The OSA.
- 8.3 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.

### **Article 9 - Termination of Membership**

- 9.1 Membership in the Club shall be deemed to have been terminated:
  - a) If the Member submits a signed letter of resignation to the Club
  - b) If the Member is expelled by the Club's Board of Directors
  - c) If the Member is no longer registered with the Club

### **Article 10 - Board of Directors**

- 10.1 The Club shall be governed by a Board of Directors which shall consist of at least three individuals, or such number not to be less than three, as may be amended from time to time in accordance with the Club's By-Laws. These individuals shall hold the positions of:
  - a) President

- b) Vice- President
- c) Secretary
- d) Treasurer
- e) Director of Registration
- f) Director of Communications
- g) Director of Club Equipment
- h) Director of Marketing/Fund Raising
- i) Director of Tournaments
- j) Director at Large

- 10.2 A Director may hold more than one position, but holds only one vote at executive meetings.
- 10.3 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.
- 10.4 The President, Secretary, Director of Registration, Director of Club Equipment, and Director at Large would be elected on “even” years.
- 10.5 The Vice President, Treasurer, Director of Communications, Director Marketing/Fund Raising and Director of Tournaments would be elected on “odd” years.
- 10.6 The club may appoint more directors at large to supplement the board if it feels the necessity to ensure the proper operation of the club.

#### **Article 11 - Director Vacancy**

- 11.1 A Director has the right to resign her or his position by submitting a signed letter of resignation to the Club.
- 11.2 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.

#### **Article 12 - Removal of Director**

- 12.1 No Member of the Board of Directors shall be removed for arbitrary reasons but may be removed if:
  - a) 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
- b) 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
  - If 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.
- 12.2 A Member of the Board of Directors holding his or her respective 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.
- 12.3 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.

### **Article 13 - Conflict of Interest and Standards of Conduct**

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

### **Article 14 - Duties of Board of Directors**

- 14.1 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.
- 14.2 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.
- 14.3 The Board of Directors may also revoke, for cause, any appointment providing that it has followed the procedures for the revoking an appointment as outlined in the Club's published rules.

**Article 15 - Duties of Board of Directors**

## 15.1 President

Except:

- As provided for in the Dispute Resolution Policy of the OSA, and
- Where the President delegates the responsibility to another person,

The President shall preside at all general meetings of the Club and of the Board of Directors. The President shall be ex officio a member of all committees, except any nominations committee; shall appoint all chairs of standing and special committees subject to ratification by the Board; coordinate all duties of the Board, committees, staff; and shall be the spokesperson for the Club.

## 15.2 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.

## 15.3 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.

## 15.4 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 copies 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.

## 15.5 Other Director Positions

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

**Article 16 - Nominations and Elections**

16.1 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.

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

16.3 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.

16.4 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 17 - Meetings**

### 17.1 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 newspaper announcement, website or email notice.

17.1A A majority of incumbent Board of Directors(50%) shall form a quorum at all executive meetings of the Club.

17.1B A simple majority of team designates shall form a quorum at all official team meetings of the Club.

### 17.2 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:

- a) Roll Call
- b) Minutes of Previous Annual General Meeting
- c) President's Address
- d) Officers' Reports
- e) Treasurer's Report
- f) Other Reports
- g) Unfinished Business
- h) Amendments to the By-Laws
- i) Roll Call
- j) Election of Officers and Directors
- k) Any Other Business
- l) Adjournment

### 17.3 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 e-mail, signed by not less than 25 Members or 50% 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.

17.4 Voting at Meetings:

Each team shall designate one team official as having the vote on behalf of the team at all meeting including, but not restricted to the annual general meeting, special meetings and teams officials meetings. Each team has one vote regardless of the number of team officials on record or in attendance. Executive members do not have voting privileges unless they are a team official and have been designated as having the team vote. The president will have no voting privileges except in the case of breaking a tie.

17.5 Proxy Voting at Meetings:

A team not present may appoint a proxy. This proxy must be a regular member as defined in 6.1. This person must be in good standing with the club. The club must be informed of this proxy vote in writing at the time of taking attendance at the meeting. An individual may only hold one proxy.

17.6 Board of Directors Meeting:

The Board of Directors shall meet at least 4 times per year, upon 7 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. Questions arising at any meeting shall be decided by a majority of votes where each director is entitled to cast one vote.

**Article 18 - Committees**

- 18.1 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 19 - Rules of Order**

- 19.1 All meetings of the Club shall be conducted with the Robert's Rules of Order insofar as they may apply.

**Article 20 - By-Laws and Amendments**

- 20.1 By-Law amendments may be proposed by the Board of Directors, or submitted by a Member to the Club in writing at least 21 days prior to a general meeting of the Club; and must be approved by a simple majority vote of the membership voting in person or by proxy at a meeting of the Club duly called for that purpose.
- 20.2 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 newspaper

announcement and website or email notice.

### **Article 21 - Rules and Regulations**

- 21.1 The Club shall have Rules and Regulations which shall include, but is not limited to, the following:
- a) discipline of a Member: summary of charges regarding misconduct
  - b) discipline of a Member: procedures for discipline hearing
  - 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
- 21.2 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.
- 21.3 Amendments to the Rules and Regulations may be made by a majority vote of the Board of Directors or the regular members at a General Meeting.

### **Article 22 - Indemnity**

- 22.1 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 wilful neglect or default.

### **Article 23 - Finance**

- 23.1 The financial statements of the Club shall be:-
- a) Presented annually subject to the minimum requirements as defined in Article 23.1d
  - b) Based on a defined fiscal year end as defined in Article 23.1e
  - c) Presented to the members at the Annual General Meeting; The audit or the Financial Review Engagement statement shall be presented to the Annual General Meeting for adoption.
  - d) Completed by the Treasurer or designate, if the Club's annual gross revenue is less than \$10,000
  - e) The fiscal year of the Club shall end on September 31 of each year, unless otherwise ordered by the Board of Directors.



**Article 24 - Dispute Resolution**

- 24.1 The Club shall adhere to the Dispute Resolution process as published and approved by The OSA from time to time.
- 24.2 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.
- 24.3 The Dispute Resolution process shall not to be used for game discipline, which follows the normal discipline and appeals process.
- 24.4 The Club shall make available to any Member the Dispute Resolution process when requested.

**Article 25 - Harassment**

- 25.1 The Club shall adhere to the Harassment Policy as published and approved by The OSA from time to time.
- 25.2 The Harassment Policy shall apply to all employees, directors, officers, volunteers, coaches, game officials, administrators, players, Members and registrants of the Club.
- 25.3 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.
- 25.4 The Club shall make available to any Member the Harassment Policy when requested.

**Article 26 - Appeals**

- 26.1 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.
- 26.2 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.
- 26.3 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 relocation process outlined in the Club's published rules has not been followed.
- 26.4 An individual shall not appeal a decision made by the Club regarding a player's team assignment.
- 26.5 A team shall not appeal a decision made by the club regarding the team's placement in

other clubs or leagues. Teams will not be compensated for non participation in other clubs or leagues.

**Article 27 - Other Regulations**

- 27.1 The Club may make or amend such miscellaneous Rules and Regulations as may be deemed necessary to promote, develop and govern the game of soccer.
- 27.2 The club may impose such other regulatory and punitive measures, as deemed necessary for the efficient administration of the playing structure within its jurisdiction.
- 27.3 No such regulations may violate the individual's rights or freedom except as may be required to protect the rights and freedom of any other individual and to ensure the stability of the basic structure of the game.

**Article 28 - Dissolution**

- 28.1 In the event of dissolution, all debts and liabilities shall be paid.
- 28.2 Any remaining assets shall be disposed of and distributed by the Board to one or more than one charitable or non profit organization which operates solely in North Bay as the Board elects.

**Article 29 - Definitions / Terminology**

- 29.1 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