



# WHITBY IROQUOIS SOCCER CLUB

## CONSTITUTION

### **Article 1: NAME**

The name of this Club shall be ***Whitby Iroquois Soccer Club***, (hereinafter referred to as "the Club"). The headquarters of the Club shall be located within the District Boundaries of the Durham Region Soccer Association, (hereinafter referred to as the District Association").

### **Article 2: OBJECTIVES**

The Club shall have the following objectives

1. To promote, develop and foster growth and enjoyment of the game of soccer within the Town of Whitby.
2. To help individuals 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 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. FIFA
2. The CSA
3. The OSA
4. District Association



## **Article 4: MEMBERSHIP**

There are three classes of Membership, namely: Regular Member, Honourary Member and Life Member.

### **Voting Members**

#### Regular Member

A regular member as defined herein is registered with the Club, entitled to one vote each and is either:

- a registered player (over the age of 17)
- parents or guardians of a registered player under the age of 18
- a registered Club team official
- a registered Club game official (over the age of 17)
- 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 only one vote at members' meetings.

1. Player - a player (over the age of 17) shall become a regular member upon registration with the Club.
2. Parent/Guardian – a parent or guardian shall become a regular member upon registration of their child (under the age of 18) with the Club's Registrar.
3. Team Official – a coach/assistant coach/team manager shall become a regular member upon acceptance by a Club Administrator.
4. Game Official - a game official shall become a regular member upon acceptance by a Club Administrator. A game official is an individual who is registered with the OSA to officiate soccer games.
5. Administrator - 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 member of the Club staff, Convenor and Director shall be classified as an administrator.

Any member who is not in good standing as determined by the Club's Board of Directors shall not be considered an eligible voting member of the Club.

## **Non-Voting Members**

### Honourary Member

The Board of Directors may designate an individual as a Honourary Member for a period of time to be specified by the Board.

A Honourary 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 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 of no more than 15 individuals, or such number not to be less than 5, 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  
Ten (10) Directors

A Director may hold more than one position at the discretion of the Board.

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

A Director shall serve for a term of two (2) years.

*After an initial Board of Directors has been appointed at the Annual General Meeting, the Board as its first formal duty shall appoint Executive within one week.*



## Director Vacancy

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

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) until the next Annual General Meeting.

## 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
  - 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.



- Behaviour inconsistent with Club Policies & Procedures

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 in accordance with the Club's Policies and Procedures. If the Board of Directors removes a Director, the Board may appoint a successor to the position(s) until the next Annual General Meeting.

#### Conflict of Interest and Standards of Conduct

The Directors shall be subject to the *Conflict of Interest Policy* in the Club's published Policies and Procedures.

#### 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 the revoking of 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 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.

#### *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 conduct the financial affairs of the Club and ensure that full and accurate records are kept of the accounts of the Club; shall report to the Board of Directors monthly in writing; and shall submit an Annual Report 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 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.



### *Registrar*

The Registrar shall be responsible for registration of all Club players, team officials and administrators in accordance with OSA rules. In addition, the Registrar shall maintain an accurate record of such registrations on the Club's electronic database.

### *Other Director Positions*

The duties of other Director Positions shall be determined by the Board of Directors consistent with the Club's Policies and Procedures.

### 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.

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.

## **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 one or more of the following:

- website notice
- posting at Club office
- any other method determined by the Members



Twenty-five voting Members of the voting Membership 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 December 31 each year.

The agenda of the Annual General Meeting shall include:

1. Introductions
2. Credentials Report
3. Minutes of Previous Annual General Meeting
4. President's Address
5. Directors' Reports
6. Treasurer's Report
7. Auditor's Report
8. Appointment of Auditors
9. Other Reports
10. Questions & Answers
11. Amendments to the By-Laws
12. Nomination and Election of Directors
13. Any Other Business
14. 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 e-mail, signed by not less than 25 Members 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 under the age of 18 shall have the right to attend and speak, but only those regular Members aged 18 and over shall have the right to vote.

Proxy Voting at General Meeting:

Voting by proxy is not permitted.

Board of Directors Meeting:

The Board of Directors shall meet monthly upon 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. Questions arising at any meeting shall be decided by a majority of votes where each director (with the exception of the President) is entitled to cast one vote. The President shall have no vote except, in the case of a tie, shall cast the deciding 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 Policies and Procedures of the Club.

## **Article 9: CONSTITUTIONAL AMENDMENTS**

(a) Constitutional 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 two-thirds vote of the Membership and by a majority vote of the Board of Directors, at a meeting of the Club duly called for that purpose.

(b) Members entitled to vote shall be notified with the Club's notice of the said Members' meeting about constitutional amendments.

Such notification shall be by one or more of the following

- website notice
- posting at Club office
- any other method determined by the Members

## **Article 10: POLICIES AND PROCEDURES**

The Club shall have Policies and Procedures which shall include, but is not limited to the following:

### **Add headings from P&P**

The Board of Directors may approve and publish Policies and Procedures which comply with this Constitution and which comply with the Policies and Procedures of all higher level governing organizations.

Amendments to the Policies and Procedures may be made by a majority vote of the Board of Directors.



## **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.

## **Article 12: FINANCE**

The accounts of the Club shall be audited annually by a Public Accounting firm approved by the Members of the Club.

The audit statement shall be presented to the Annual General Meeting for adoption.

At the Annual General Meeting of the Club, a Public Accounting firm shall be appointed to perform the audit.

The fiscal year of the Club shall end on September 30th of each year.

## **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 to 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**

a) 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.

b) 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.

c) 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.



d) 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 Constitution shall have the same meaning as used by the OSA in its letters patent, By-Laws and published rules.