

# CONSTITUTION

OF



**MINOR SOCCER ASSOCIATION**

**STRATHROY-CARADOC**  
*Minor Soccer Association*  
**CONSTITUTION**

**ARTICLE 1            NAME**

- 1.1    The name of this organization shall be the Strathroy-Caradoc Minor Soccer Association, hereinafter referred to as, the Association.
- 1.2    The Association is a corporation without share capital incorporated under the Ontario Corporation Act (Ontario Corporation Number 1344057).

**ARTICLE 2            HEAD OFFICE**

- 2.1    The Head Office of the Association shall be Yorkview Community Park, 198 York Street, Building 2, Strathroy, Ontario N7G 3T6, located in the Township of Strathroy-Caradoc, in the Province of Ontario.

**ARTICLE 3            OBJECTIVE**

- 3.1    To govern, foster and promote the game of soccer, both indoor and outdoor, to boys and girls between the ages of four and nineteen, in Strathroy and surrounding area.
- 3.2    The formation and organization of youth soccer teams.
- 3.3    Arranging matches, competition and tournaments, as well as establishing and granting prizes, awards and distinctions.
- 3.4    Teaching fair play, sportsmanship and skill to the players, coaches, and referees.

**ARTICLE 4            LIMITATIONS**

- 4.1    It is ordained and declared that the Association shall be carried on without the purpose of gain for its members and any profit or other acquisitions to the Association shall be used in promoting its objective.

## **ARTICLE 5            OBLIGATIONS**

- 5.1    Enforce and uphold all Association rules.
- 5.2    Promote good soccer and participate in players, coaches and referee development programs.

## **ARTICLE 6            MEETINGS**

- 6.1    Meetings shall be conducted in accordance with Robert's Rule of Order insofar as they apply.
- 6.2    The Association shall meet every month. The meetings shall be held on the second Tuesday of each month. The President may postpone and reschedule a meeting to another day if a regularly scheduled meeting cannot be held due to the lack of a quorum.
- 6.3    Additional meetings may be called by the Board of Directors should they be required. (Example: Registration, Schedules)
- 6.4    The Annual General Meeting of the Association shall be held on the second Tuesday of October in each year. The acceptance of new members to the Board of Directors shall occur only at this time.
- 6.5    The Financial Report shall be presented at the meeting, copies of which shall be sent to each member seven (7) days prior to the Annual General Meeting.
- 6.6    The President shall, in the event of a tie vote at any meeting, cast his/her vote to break the tie vote.
- 6.7    Not less than 6 members of the Board of Directors shall constitute a quorum for all meetings.
- 6.8    Order of Business

### **General Meeting**

- Call To Order
- Minutes of the Previous Meeting
- Errors or Omissions
- Business Arising From The Correspondence
- Financial Report
- Correspondence
- Business Arising From The Minutes
- Committee Reports
- New Business

- Round Table Discussion
- Adjournment

### **Annual General Meeting**

- Call To Order
- Minutes of the Previous Meeting
- Errors or Omissions
- Business Arising From The Minutes
- Financial Report
- Registrar's Report
- Correspondence
- Business Arising From Correspondence
- Committee Reports
- New Business
- Round Table Discussion
- President's Address
- Election of Officers
- Consideration of Constitution Amendments
- Adjournment

## **ARTICLE 7            MEMBERSHIP**

- 7.1      Membership in the Association shall be open to all residents of the Township of Strathroy-Caradoc and surrounding districts who are interested in supporting the activities of the Association.
- 7.2      Members are:
- currently registered players, coaches, referees and conveners, whom are in good standing
  - official members appointed by the Board of Directors on an annual basis to carry out specific functions
  - others whom in the opinion of the Board of Directors are currently making a major contribution in time or effort
- 7.3      The Association reserves the right to revoke or suspend the membership of any member who fails to adhere to the rules of the Association or who fails to adhere to the basic tenants of good conduct and sportsmanship.
- 7.4      Members belonging to the Association shall at times conduct themselves in an exemplary manner and will refrain from public outbursts and displays of bad feelings in front of players, coaches, referees and the general public. Public intoxication will not be tolerated by the Association and will result in an automatic suspension.

## **ARTICLE 8            BOARD OF DIRECTORS**

8.1    The elected officers of this Association shall be as follows:

- President
- Vice President
- Secretary
- Treasurer
- Club Head Coach
- Club Head Referee

8.2    In addition, the following persons shall be members of the Board of Directors:

- Past President
- Directors (maximum of 17)

8.3    The business of the Association shall be conducted by the Board of Directors, who shall have full control of the affairs of the Association.

8.4    Should an elected officer vacancy occur during the term of office, the Board of Directors shall conduct an election to fill the position.

8.5    The Board of Directors shall create and disband from time to time various sub-committees to which it will delegate responsibilities and goals. The President shall be, ex-officio, a member of all Committees.

8.6    These various operating sub-committees are answerable to the Board of Directors which shall as it deems necessary, declare the scope of activity of such operating committees.

8.7    The President, Treasurer, and Club Head Referee shall be for a term of two (2) years, and these positions shall be elected at the Annual General Meeting of the Association, held in an even numbered year.

8.8    The Vice President, Secretary and Club Head Coach shall be for a term of two (2) years, and these positions shall be elected at the Annual General Meeting of the Association, held in an odd numbered year.

8.9    If, in the opinion of any four (4) members of the Board of Directors, a fellow Director is conducting themselves in a manner detrimental to the Association in any way, the President shall call a meeting of the Board of Directors to review the problem.

8.10   A request for such a special meeting shall be submitted to the President in writing detailing the complaints against the Director and signed by four (4) Directors in good

standing. The President shall call a meeting of the Board of Directors within one (1) week of the receipt of the written request. Removal of a Director shall require a two-thirds majority of the Board of Directors present.

## **ARTICLE 9            DUTIES OF THE BOARD OF DIRECTORS**

### **9.1    President**

- understands the position demands a two year commitment
- responsible for all phases of the Association business and is accountable to the membership
- preside at all meetings of the Association at all times, unless he/she otherwise delegates the responsibility
- signing officer

### **9.2    Vice President**

- shall assume the powers of the President either in the absence of or under the instructions of the President or Association
- undertake those duties assigned by the President
- signing officer

### **9.3    Secretary**

- record all business conducted at the General and Annual General Meetings
- preparation of the Minutes of the Last Meeting one (1) day prior to the scheduled meeting for pick-up by the Board of Directors
- undertake duties assigned by the President or Association
- preparation of any Amendments to the Constitution seven (7) days prior to the Annual General Meeting
- signing officer
- to generate and receive the correspondence of the Association, including that with the Provincial Association, District Association, all associated Leagues and Clubs, the Township of Strathroy-Caradoc, its Recreation Director and their Board, members of the Association, including its Board of Directors, coaches and parents
- prepare the Association's pre-registration mailing

### **9.4    Treasurer**

- to record accurately the financial affairs of the Association and report same to the Board of Directors and the Association
- preparation of the Financial Report to the Board of Directors, seven (7) days prior to the Annual General Meeting
- provide a written Financial Report at each scheduled meeting of the Association
- signing officer

#### 9.5 Club Head Coach

- is the key person in the development of coaches within our Association
- responsible for the implementation and development of required coaches clinics, programs etc., in all divisions within the Association including the Mini Program, Recreational Program, Intermediate and Premier Programs
- as well, set programs in player development can be offered throughout the season for the Recreational, Intermediate and Premier Programs (Example: Goalie Clinics)

#### 9.6 Club Head Referee

- is the key person in the development of referees within our Association
- responsible for the implementation and development of required referee clinics, programs etc., in all divisions within the Association including the Mini Program, Recreational Program, Intermediate Program, and Premier Program
- securing and scheduling of referees at all levels including the Mini Program, Recreational Program, Intermediate Program, and Premier Program for all league games, rescheduled games, as well as all tournaments hosted by the Association

#### 9.7 Past President

- shall participate in the deliberations of the Association, acting in an advisory capacity

### **ARTICLE 10 DISCIPLINE, CODE OF CONDUCT, APPEALS**

- 10.1 Any member who infringes on the Constitution, or the Rules and Regulations, or acts in a manner detrimental to the Association, may be disciplined by the Association. A member may be fined, reprimanded, suspended or expelled from membership for cause.
- 10.2 An individual whose membership has been suspended loses all rights of membership, until the suspension has been terminated.
- 10.3 The Board of Directors shall deal with all disciplinary matters within the Association. A discipline hearing shall be dealt with by a special meeting of the Board of Directors, within 14 days of the Association becoming aware of the alleged infringement. The individual who is the subject of the allegation is entitled to attend such a hearing if he wishes, to address the allegations before a decision is reached by the Board of Directors.
- 10.4 The decision of the Board of Directors is binding and final.

10.5 Termination of Membership:

A Member shall be deemed to have his membership in the Association terminated if:

- the member submits a signed letter of resignation to the Association
- the members is expelled by the Association's Board of Directors
- the members is no longer registered with the Association

**ARTICLE 11            CONTRACTS, AGREEMENTS AND AFFILIATIONS**

11.1 The Board of Directors or its delegated representatives shall have the sole power and authority to enter into contracts, agreements and affiliations on behalf of the Association.

11.2 The Board of Directors shall be responsible for all of the Association's financial transactions and shall be empowered to take whatever action it deems necessary to meeting the Association's obligations.

**ARTICLE 12            RULES AND REGULATIONS**

12.1 The Association may make such Rules and Regulations as may be deemed necessary for the efficient administration and promotion of the game of soccer within the Association's jurisdiction.

12.2 These Rules and Regulations will form part of the Constitution and may not contravene the Constitution.

**ARTICLE 13            AMENDMENTS TO THE CONSTITUTION**

13.1 All proposed Amendments to the Constitution must be submitted and received in writing by the Secretary of the Association not less than twenty-one (21) days prior to the Annual General Meeting.

13.2 Copies of the same shall be forwarded to all members of the Board of Directors by the Secretary seven (7) days prior to the Annual General Meeting.

13.3 Properly proposed Amendments to the Constitution shall require a two-thirds (2/3) majority vote of the eligible members present at the Annual General Meeting to pass.

## **ARTICLE 14            FINANCIAL ADMINISTRATION**

- 14.1 The payment of accounts shall be made by cheque signed by the Treasurer and countersigned by the President, Vice President, or Secretary. Payment of expenses exceeding \$500 requires approval from the Board of Directors.
- 14.2 All funds received on account of the Association shall be deposited to the credit of the Association in a chartered bank, credit union or trust company designated by the Board of Directors.
- 14.3 The financial accounts of the Association shall be maintained by the Treasurer and at each meeting of the Board of Directors, the Treasurer shall submit for approval a statement of the Association's financial position.
- 14.4 Assigned coaching staff of teams within the Association will be responsible for all equipment of the Association which is in the team's possession and will make certain that it is maintained in good condition. The coaching staff will be responsible for the return of all Association equipment as soon as the last game has been played for the season.

## **ARTICLE 15            DISCLAIMER**

- 15.1 Upon dissolution of the Association and after the payment of all debts and liabilities, its remaining property shall be distributed or disposed of to charitable organizations which carry on their work solely in Canada.
- 15.2 The Board of Directors shall serve as such without remuneration and no Director shall directly or indirectly receive any profit from their position as such, provided that directors may be paid reasonable expenses incurred by them in the performance of their duties.