

# **DOLLARD SOCCER CLUB**

## **BY-LAWS**

**REVISED November 13, 2005**

### **Article I Duties**

#### **Section 1. THE EXECUTIVE BOARD**

Establishes and agrees upon the programs for Dollard Soccer Club.

Is responsible for establishing the rules and regulations governing the Inter-Park program.

#### **Section 2. PRESIDENT**

Heads the club and directs its activities in accordance with the Constitution. Chairs the Executive Board and Executive Committee meetings. Is responsible for liaison for external communications. (I.E. City Hall, Government of Quebec, FQSF, CSA)

#### **Section 3. VICE-PRESIDENT ADMINISTRATION**

Responsible for activities of the Administration Sub-Committee. Co-ordinates and directs the activities of the following officers:

Secretary

Registrar

Publicity Director

Purchasing Director

Equipment Director

Scheduler

Is responsible for the physical facilities used by the Association, i.e., Fields, Office Equipment and any other Club Equipment.

#### **Section 4. VICE-PRESIDENT EXTERNAL LEAGUES (INTERCITY)**

Administers the Club's participation in External Leagues. Is responsible for the selection of Coaches for the External Leagues by means of a committee consisting of VP External, VP Technical & Head Coach. Directs and coordinates the activities of the following officers:

Inter-City League-Representative

Inter-city Director(s)

Sanctions all applications by External League teams for tournaments. Represents the Club at External League hearings involving Dollard Teams

#### **Section 5. VICE-PRESIDENT HOUSE LEAGUE 11 ASIDE**

Administers the Club's 11 Aside house League programs. Directs and co-ordinates the activities of the Director (s) Inter-Park 11 Aside.

Is responsible for all joint activities with other Clubs, Associations and/or Leagues at the Inter-Park 11 Aside level.

#### **Section 6. VICE-PRESIDENT HOUSE LEAGUE 7 ASIDE**

Administers the Club's 7 Aside house League programs. Directs and co-ordinates the activities of the Director (s) Inter-Park 7 Aside.

Is responsible for all joint activities with other Clubs, Associations and/or Leagues at the Inter-Park 7 Aside level.

#### **Section 7. VICE-PRESIDENT HOUSE LEAGUE MICRO**

Administers the Club's Micro house League programs. Directs and co-ordinates the activities of the Director Micro.

Is responsible for all joint activities with other Clubs, Associations and/or Leagues at the Inter-Park Micro level.

#### **Section 8. SECRETARY-TREASURER**

Responsible for overseeing the finances of the Club. Prepares the annual budget for approval by the Executive Committee. Prepares monthly and year-end financial statements as required by the

# **DOLLARD SOCCER CLUB**

## **BY-LAWS**

**REVISED November 13, 2005**

Laws of the Province of Quebec. Is responsible for Grant Applications. Is responsible for ensuring that the Annual Incorporation and Financial Statements required by the laws of the Province of Quebec are met. Directs and co-ordinates the activities of the following officers:

Tournament Director

Statistician

Referee coordinator

Fund Raising Manager

### **Section 9. VICE-PRESIDENT TECHNICAL**

Ensures that the Club administers the game of soccer in accordance with the rules of the game as enacted by FIFA, CSA, FQSF, and the Lac St. Louis Region. Is responsible for ensuring that coaches and referees are properly certified in accordance with the requirements of the appropriate authorities. Shares the responsibility for the selection of Coaches for the External Leagues, as a member of the External League Coaches Selection Committee. Directs and co-ordinates the activities of the following officers:

Referee in Chief

Head Coach

Technical Director

Indoor Program Co-ordinator

The above eight officers constitute the Executive Board as outlined in the constitution

### **Section 10. DIRECTOR MICRO**

Selects the divisional Convenors. Is responsible in conjunction with the Divisional convenors for selecting Micro coaches. Is responsible for the assignment of players to Teams

### **Section 11. DIRECTOR(S) INTER-PARK, BOYS**

Selects the Boys divisional Inter-Park Convenors. Is responsible in conjunction with the Divisional convenors for selecting Inter-Park coaches. Is responsible for the assignment of players to Inter-Park Teams. Is responsible for organizing Inter-Park all-star teams with Tournament Director.

### **Section 12. DIRECTOR(S) INTER-PARK, GIRLS**

Selects the Girls divisional Inter-Park Convenors. Is responsible in conjunction with the Divisional Convenors for selecting inter-Park Coaches. Is responsible for the assignment of players to Inter-Park Teams. Is responsible for organising Inter-Park all-star teams, with Tournament Director.

### **Section 13. DIRECTOR(S) INTER-CITY**

Selects divisional Inter-City Convenors. Chairs monthly coaches and manager meetings: Relays tournament and technical program information, works with the scheduler in setting practice schedules, and oversees passporting of players and coaches.

### **Section 14. THE REGISTRAR**

Maintains accurate records of the Club membership. Is responsible for organizing and administering registration procedures. Collects and remits to the Secretary-Treasurer all fees associated with registrations. Provides registration records to Internal Leagues and External Vice-Presidents. Is responsible for the Club's equipment employed in the registration tasks. i.e. Computer, Printer.

# **DOLLARD SOCCER CLUB**

## **BY-LAWS**

**REVISED November 13, 2005**

### **Section 15. SCHEDULER**

Coordinates the facilities utilization between Internal Leagues, External Leagues and other users. Establishes schedules for all games and practice sessions. Reschedules cancelled games.

### **Section 16. PUBLICITY DIRECTOR**

Is the sole contact for the Club for all Publicity purposes. Provides written coverage of all Club events for the news media. Prepares and distributes notices of Club functions and events. In particular, registration dates, annual and special meetings of the Club.

### **Section 17. PURCHASING DIRECTOR**

Is responsible for all procurement activities of the Club. Obtains a minimum of three quotations for all-major equipment purchase. Is responsible for the timely ordering of equipment. Presents proposals received and recommendations to the Executive Board for approval.

### **Section 18. EQUIPMENT DIRECTOR**

Is responsible for receiving, safe keeping, issuing and collection of all Club property. Keeps proper records of disbursement of Club Property and inventory of equipment held in storage.

### **Section 19. REFEREE CO-ORDINATOR**

Schedules Referees with approval of Referee-in-chief for all Inter Park and Inter City home games and referees and linesmen when required for tournaments and play-off games. Maintains records of referees' games and distributes payments to referees issued by the Secretary-Treasurer. Schedules bi weekly meetings with referees for payments and assignments

### **Section 20. CHIEF REFEREE**

Is responsible for providing and assigning suitably qualified referees for Internal League, External League 7 aside, External League linesmen 11 aside, and Play-off games. Organizes and conducts referee clinics. Maintains records of referee qualification and performance. Evaluates referees.

### **Section 21. STATISTICIAN**

Collects and maintains Inter Park statistics as required by the Inter-Park rules established by the Executive Board. Provides Inter Park standings on a bi-weekly basis. Calculates referee payments on a bi weekly basis in conjunction with the referee co-ordinator(s)

### **Section 22. RECORDING SECRETARY**

Records minutes of all Executive Board and Executive Committee meetings. Maintains correspondence files for all Club incoming and outgoing correspondence. Is responsible for making and distributing agendas and minutes of meetings. Responsible for correspondence through email, fax and telephone.

### **Section 23. INDOOR COORDINATOR**

Administers the Indoor program. Is responsible for availability of gymnasium and arenas for Indoor programs. Is responsible for managing equipment for the Indoor program.

### **Section 24. TOURNAMENT DIRECTOR**

Is responsible for organizing and running all tournaments hosted by the Club. Arranges participation of Club teams in External Tournaments and festivals. Maintains records of tournaments available

# **DOLLARD SOCCER CLUB**

## **BY-LAWS**

**REVISED November 13, 2005**

### **Section 25. HEAD COACH**

Responsible for assuring the proper training and certification of all coaches. Establishes a process for the selection of Coaches, upon consultation with the VP Internal and Inter-Park Leagues and the VP External Leagues.

### **Section 26. FUND RAISING MANAGER**

Is responsible for organising and running fundraising activities that are sanctioned by the board members. Responsible for soliciting and overseeing the sponsorships for the club, with the approval from board members. Helps in selling advertising for the yearbook.

### **Section 27. TECHNICAL DIRECTOR**

Administers the technical programs as per contractual agreement.

### **Section 28. INTER-CITY LEAGUE REPRESENTATIVE**

Represents the Club at the Lac St. Louis Youth League meetings. Reports on League matters. Is responsible for registration procedures for Lac St. Louis Youth League

## **Article II**

### **Paid Positions.**

#### **Section 1. RECORDING SECRETARY**

#### **Section 2. REGISTRAR**

#### **Section 3. SCHEDULAR**

#### **Section 4. REFEREE CO-ORDINATOR**

#### **Section 5. TECHNICAL DIRECTOR**

#### **Section 6. REMUNERATION**

The remuneration of each of the paid positions and of any other officers and agents of the club shall be fixed from time to time by resolution of the existing board.

## **Article III**

### **Resignation, suspension, or expulsion of members.**

#### **Section 1. RESIGNATION**

Any member may resign from the club by letter addressed to the secretary treasurer or in his absence to the president of the club. The resignation becomes effective upon reception of said letter or upon the date indicated therein.

The said resignation does not exonerate the member from his financial obligations to the club, including annual fees, except as otherwise stipulated by the executive board.

# **DOLLARD SOCCER CLUB**

## **BY-LAWS**

**REVISED November 13, 2005**

### **Section 2. SUSPENSION OR EXPULSION**

The executive board through its disputes and disciplinary committees may, for any time period it may determine, suspend or expulse any member or player of the club, who, in its opinion, does not respect the club's Constitution and By-laws, those of the municipality of Dollard-des-Ormeaux, FIFA, CSA, FQSF, and the Lac St-Louis region or whose conduct is judged to be detrimental to the interests and reputation of the club.

However before rendering any final decision, the said member or player must be advised in writing of the time, hour, place and date of a hearing to provide the member or player with the opportunity to present a defence to the allegations of misconduct presented against him.

Notwithstanding the forgoing the executive board may adopt and put into force technical regulations which may include automatic disciplinary sanctions.

The executive board may intervene directly at any time in any dispute concerning one or more of its members or players, and its decision is final and binding.

### **Article IV**

#### **Resignation and removal from office of Executive Board Members, Appointed Members, and Employees.**

##### **Section 1. RESIGNATION**

Any elected board member, appointed member or employee of the club may resign from his position by letter addressed to the secretary treasurer, or in his absence the President of the Club. The resignation is effective immediately upon reception of the said letter. Any said vacancy will be filled by a majority vote of the existing Board Members; including the President.

##### **Section 2. REMOVAL FROM OFFICE OF ELECTED BOARD MEMBERS**

Any Executive Board Member of the club may be removed for cause at any meeting of the members called for that purpose by a vote of a majority of the members entitled to vote at the meeting, and by resolution at the same meeting or at any subsequent meeting. Another duly qualified person may be appointed in his stead. The person so appointed shall hold office during such time only as the Executive Board Member in whose place he was appointed would have held the same if he had not been removed.

##### **Section 3. REMOVAL FROM OFFICE OF APPOINTED MEMBERS AND EMPLOYEES**

The Executive Board Members, by an affirmative vote of the majority of the Board, may remove for cause any appointed Executive Committee Member from office as well as any other appointed Director, Officer, or Employee of the Club.

##### **Section 4. REMOVAL FOR CAUSE**

Without restricting the generality of the term, Removal for Cause, the following are specific examples where removal from office or position of a member is warranted: interdiction, bankruptcy, insolvency, loss of one of the qualities for holding office or position affecting the performance of duties required by the office or position, expulsion, as described in Article III, section 2, of the present by-laws or 3 consecutive absences from Board meetings requiring the presence of the member's office or position, without prior justification.