

# **DOLLARD SOCCER CLUB**

## **CONSTITUTION**

**Revised November 30<sup>th</sup> 2009**

### **DOLLARD SOCCER CLUB**

#### **Preamble**

Dollard Soccer Club is devoted to the organization, promotion and administration of the game of soccer, as defined by the FIFA laws of the game.

### **ARTICLE I**

#### **Dollard Soccer Club**

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

The name of the Association shall be Club de Soccer Dollard / Dollard Soccer Club.

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

The seal of the Association shall present: -  
A Soccer ball with the inscription "Dollard Soccer".

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

Dollard Soccer Club is incorporated under the provisions of the class III (non profit) Business Corporations Act of the province of Quebec.

### **ARTICLE II**

#### **Membership**

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

Membership shall be open to all persons of legal age or persons whose minor children  must not be less than four years of age during the registration year January 1 to December 31, and residing within the City of Dollard des Ormeaux. However, the club may at its discretion register non residents as players and volunteers.

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

Persons in good standing, participating in the organization or administration of the Club's activities or through registration of their minor children shall be considered members.

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

Individuals of legal age, in good standing, residing outside of the City of Dollard des Ormeaux, who are participating in the organization, as volunteers shall be considered as members of the Club with the following restrictions:

Any non-Resident, who's candidacy has been approved by the Executive Committee and who meets all other strictures in this Constitution may also run for the positions of President or Secretary-Treasurer.

They shall not have the right to vote on article XV, Section 2, and revision to the constitution.

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**ARTICLE III**

**Boundary**

**Section 1.**

Dollard Soccer Club shall organise soccer for its participants who must be residents of the City of Dollard des Ormeaux except for any non resident chosen at the discretion of the club, or as otherwise determined by the Executive Board within the guidelines of the City of Dollard des Ormeaux.

**Section 2.**

Every resident of the City of Dollard des Ormeaux shall be eligible to participate in the game of soccer as promoted by the Club.

**ARTICLE IV**

**Voting**

**Section 1.**

Each registered player in good standing shall be entitled to one vote which can only be exercised once, by one of his/her legal guardians.

**Section 2.**

Every registered volunteer who is of legal age shall be eligible to one vote only, regardless of number of positions the member may hold with the club.

**Section 3.**

Members must be present in order to be able to vote. Vote by proxy is prohibited.

**Section 4.**

All voting will be by a show of hands except elections, which shall be by written ballot. A simple majority shall carry all votes except as to changes to this constitution, which shall be in accordance with paragraph Article XV, Section 2.

**Section 5.**

The President shall not be entitled to vote except in the case of tie votes or elections.

**ARTICLE V**

**Operational and Fiscal Year**

**Section 1.**

The operational and fiscal year end of the club shall be October 31<sup>st</sup> of each year.

**ARTICLE VI**

**Organization**

**Section 1.**

The organization shall consist of the following committees whose members shall be members of the organization: a) The Executive Board b) The Executive committee

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### **ARTICLE VII**

#### **The Executive Board**

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

The Executive Board shall consist of the President, who shall act as its Chairperson, Vice-President Administration, Vice-President External Leagues ( intercity ), Vice-President House league 11 aside, Vice-President House league 7 aside, Vice-President Micro, Secretary-Treasurer, Vice-President Technical and Vice-President Senior.

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

The Executive Board shall act as trustee of the Club, and as such shall be responsible for the management of its operations and business and financial matters. The Executive Board shall have powers and be subject to the obligations that pertain to such Boards under the laws of the City of Dollard des Ormeaux and the Province of Quebec. The Executive Board however shall not have the authority to buy or sell or encumber real property unless specifically authorized to do so by a general meeting of the Club. The Executive Board shall prepare an Annual Budget for adoption by the Club, it shall supervise the receipt of income and expenditure of funds in accordance therewith following its adoption.

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

The Executive Board shall ensure that the provisions of the constitution, the Club by-laws and rules and regulations are obeyed and that future resolutions of the Club are carried out.

##### **Section 4.**

The Executive Board shall be responsible for the employment and supervision of all salaried workers of the Club.

##### **Section 5.**

The Executive Board shall select members from amongst its own membership or the membership of the Executive Committee to represent the Club at any soccer organization or meetings or conventions outside the City of Dollard des Ormeaux, Quebec.

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

The Executive Board shall submit a comprehensive report on the activities of the past operational and fiscal year end of the club, including an audited statement at the Annual General meeting, commencing with the year ending October 31<sup>st</sup> 2000.

##### **Section 7.**

The Executive Board shall establish the Disputes and Disciplinary Committee and must include at least one Executive Board member of the minimum 3 member committee.

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### **ARTICLE VIII**

#### **The Executive Committee**

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

The Executive Committee shall consist of:-

1. The members of the Executive Board, and the following appointed members:
2. Director of Micro
3. Director(s) Inter-Park Leagues, Boys 7 & 11 aside
4. Director(s) Inter-Park Leagues, Girls 7 & 11 aside
5. Director(s) Intercity
6. Registrar
7. Scheduler
8. Publicity Director
9. Fund Raising Manager
10. Purchasing Director
11. Equipment Director
12. Referee in Chief
13. Head Coach
14. Tournament Director
15. Statistician
16. Referee Co-ordinator
17. Interpark External League Representative
18. Inter-City League Representative
19. Senior League Representative
20. Recording Secretary
21. Indoor Program Co-ordinator
22. Any other position nominated by a Vice-President and approved by the Executive Board.
23. Ombudsman (nonvoting)
24. Director(s) Senior

The President shall act as the chairperson of the Executive Committee when meeting as a whole.

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

The Executive Committee and the sub-committees shall conduct all the activities of the Club

The sub-committees shall be: -

1. The Administration sub-committee, chaired by the Vice-President Administration and consisting of: -
  - Vice-President Administration
  - Registrar
  - Publicity Director
  - Purchasing Director
  - Equipment Director
  - Secretary
  - Scheduler

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2. The External Leagues sub-committee, chaired by the Vice-President External Leagues and consisting of: -
  - Vice-President External Leagues
  - Inter city League Representative
  - Senior League Representative
  - Director(s) of Inter city
  
3. The Technical sub-committee, chaired by Vice-President Technical, and consisting of: -
  - Vice-President Technical
  - Referee in chief
  - Head Coach
  - Indoor program Co-ordinator
  - Technical Director
  
4. The Secretary Treasurer sub committee, chaired by the Secretary Treasurer and consisting of:
  - Secretary Treasurer
  - Fund Raising Manager
  - Tournament Director
  - Statistician
  - Referee co-ordinator
  
5. The 7 aside house league sub committee, chaired by the Vice president House league 7 aside and consisting of :
  - Vice president House league 7 aside
  - Director(s) 7aside House league
  
6. The 11 aside house league sub committee, chaired by the Vice president House league 11 aside and consisting of :
  - Vice president House league 11 aside
  - Director(s) 11aside House league
  
7. The Micro house league sub committee, chaired by the Vice president Micro and consisting of :
  - Vice president Micro
  - Micro Director(s)
  
8. The Senior sub committee, chaired by the Vice president Senior and consisting of :
  - Vice president Senior
  - Senior Director(s)
  - Senior Treasury
  - Senior fund raising manager
  - Senior Tournament Director
  - Senior Statistician

**Section 3.**

The Executive Committee, when meeting as a whole, shall approve all expenditures of Club Funds.

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**ARTICLE IX**

**The Nominating Committee**

**Section 1.**

The Nominating Committee shall consist of a minimum of:  
One member of the Executive Board.  
One member of the Executive Committee who are not members of the Executive Board.  
The chairperson of the Nominating Committee shall be selected from amongst its members.

**Section 2.**

The Executive Committee shall appoint the Nominating Committee no later than August 31st of every operational year.

**Section 3.**

The duties of the Nominating Committee shall be to present a slate of nominations for all positions on the Executive Board at the Annual General Meeting.

**ARTICLE X**

**Meetings**

**Section 1.**

The Executive Board shall meet once a month and at such other times as is deemed necessary by the President or by any three Board members.

**Section 2.**

The Executive Committee shall meet once a month. and / or at such other times as is deemed necessary by the President or by any three Board members.

**Section 3.**

The Sub-Committees shall meet at least once a year and as often as is deemed necessary by the sub-committee chairperson.

**Section 4.**

The General Membership shall meet at such times as is deemed necessary by the Executive Board.

**Section 5.**

The Annual General Meeting shall be held at a time and place (within the City of Dollard des Ormeaux) determined by the Executive Board subsequent to the end of the operating year, but no later than November 30th of any calendar year.

**Section 6.**

Robert's Rules of Order, latest edition shall be used as a standard reference for all procedural purposes at all Meetings.

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**ARTICLE XI**

**Quorum**

**Section 1.**

Executive Board meetings: The Quorum shall consist of four members.

**Section 2.**

Executive Committee meetings: The Quorum shall consist of ten members of the Executive Committee including at least four members of the Executive Board.

**Section 3.**

General Meetings: The Quorum shall consist of fifteen members including ten members of the Executive Committee, four of whom shall be members of the Executive Board.

**Section 4.**

Nominating Committee: The Quorum shall be the chairperson and one other member of the Committee.

**Section 5.**

Disputes and Disciplinary Committee: The quorum shall be three members, one of which must be a Board member.

**ARTICLE XII**

**Notice of Meetings**

**Section 1.**

Notice of all General Meetings shall be given by mail and/or by public announcement to all members of the Club at least thirty days in advance of the meeting.

**ARTICLE XIII**

**Candidates for President and VP-InterCity**

**Section 1:**

Candidates for the position of President shall have been a member of the Executive Committee for at least two years.

**Section 2:**

Candidates for the position of Vice President, Inter City, shall have been an Inter City Staff for at least two years.

**ARTICLE XIV**

**Elections**

**Section 1.**

Elections for the positions of the Executive Board shall take place at the Annual General Meeting.

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### **Section 2.**

Elections shall take place in sequential order of positions as outlined in Article VII, Section 1.

### **Section 3.**

The nominating Committee shall place in nomination candidates for all positions provided it has candidates for these positions. All nominations must be submitted in writing to the nominating committee and received at least 10 days prior to the AGM.

### **Section 4.**

Where there is no candidate for a board position then nominations for that position may be made by any member at the AGM and shall be accepted if the nominee expresses a willingness to serve if elected.

### **Section 5.**

Each member of the Executive Board shall be elected for a two-year term.

As per the following:

For ODD Calendar Year: President, Secretary-Treasurer, and V.P. External Leagues V.P. House league 7aside.

For EVEN Calendar Year: V.P. house league 11 aside, V.P. Micro, V.P. Administration, V.P. Technical and V.P. Senior.

Each member of the Executive Board may not be elected to the same position for more than two consecutive terms (unless the nominating committee is unable to fill the position. Then the member may run for the same position if it is left unchallenged.) Each member of the Executive Board may, however, after having served two consecutive terms in one position, be elected to a different position. Positions on the Executive Board that remain vacant after the Annual General meeting or vacancies that occur during the operational year shall be filled by the majority of the existing Board Members; including the President.

## **ARTICLE XV**

### **Revisions or Amendments to the Constitution and By-Laws**

#### **Section 1.**

By-laws may be adopted or revised by a simple majority at an Executive Committee meeting, with quorum, provided they are not in conflict with this Constitution.

#### **Section 2.**

Amendments to this constitution may be made at any General Meeting of the Club by a simple majority of the members present and voting in favour of the proposed amendment provided further however, that any proposed amendments must have been proposed in writing by at least ten voting members of the Club and has been approved by the Executive Board at least thirty days prior to the General Meeting of the Club at which the voting is to take place.

## **ARTICLE XVI**

### **Duties**

#### **Section 1.**

The duties of all members of the Executive Board and the Executive Committee shall be defined in the Club's By-Laws.

## **ARTICLE XVII**

### **Auditor**

#### **Section 1.**

An auditor shall be appointed at the Annual General meeting

