

# Superstar Women Over Thirty (SWOT) Recreational Soccer Club

## CONSTITUTION

### Article 1: NAME

The name of this club shall be the SUPERSTAR WOMEN OVER THIRTYRECREATIONALSOCCER 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 and develop the game of soccer for women
2. To engage in community-building activities through the game of soccer.

### Article 3: AFFILIATIONS

The Club shall be a member of the Durham Region 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 bodies to which it is affiliated:

1. The OSA
2. The District Association

### Article 4: MEMBERSHIP

#### Regular Member

The regular member is either:

- a registered player
- 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 one vote at Members' meetings.

A player shall become a regular Member when approved and registered by the Club's Registrar.

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. A Director shall be classified as an administrator

#### Fees

Membership fees for regular Members shall be set annually by the Board of Directors based on a balanced budget.

## **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 of 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 at least six individuals, or such number not to be less than six, as may be amended from time to time in accordance with the Club's By – Laws. These individuals shall hold the position of:

President	term expiring in even years
Facilities	term expiring in even years
Public Relations	term expiring in even years
Teams	term expiring in even years
Treasurer	term expiring in odd years
Events	term expiring in odd years
Vice-President	Aligned with one of other position on annual basis
Registrar	term expiring in odd years
Secretary & Equipment	term expiring in odd years

A Director may hold more than one position

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.

A Director shall serve for a term of two years or until his or her successor is elected or appointed.

### **Director Vacancy**

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

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

## **Removal of Director**

No member of the Board of Directors shall be removed for arbitrary reasons but may be removed if:

1. the Director fails to perform or 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 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 affected the Club

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.

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

## **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. 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 an appointment as outlined in the Club's published rules.

## **Duties of Directors**

### *President*

Except as provided for in the Dispute Resolution Policy of the OSA, the President shall preside at all general meetings of the Club, and of the Board of Directors and shall be ex officio a Member of all committees, except for a nomination committee; shall appoint all chairs of standing and special committee subject to ratification by the Board of Directors; coordinate all duties of the Board of Directors, committee, staff; and shall be the spokesperson for the Club.

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,

### *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. Due to the nature of the League this position is aligned with one of the other board position on annual basis

### *Public Relations*

This position shall coordinate all sponsorship and advertising activities. This position will also engage and/or develop relationships with different community organizations and be in charge for all media communications (i.e. News advertising, SNAP, etc )

### *Secretary & Equipment*

Conduct the general correspondence of the organization that is not the proper function of another office. Prepare, prior to each meeting in consultation with the presiding officer an order of business, and, in the absence of the president and the vice – president, preside until the immediate election or appointment of a new presiding officer.

This position shall coordinate all activities required to obtain required equipment and uniforms (outdoor and indoor) for all league games as agreed at the beginning of each season.

### *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. In the absence of the president, preside until the immediate election or appointment of a new presiding officer

### *Registrar*

The Register shall ensure all appropriate information is included in Registration forms  
Receive all player registrations. Ensure all player are registered as per OSA and DRSA requirements

### *Teams*

This position is responsible for the teams formation (indoor and outdoor) as specified in the procedures. Balanced teams is the foundation of the SWOT league

### *Events*

This position shall coordinate and ensure that all club events are organized and implemented as agreed by board of directors. They include: Season Awards Ceremony, Cup days and other fundraising events.

### *Facilities*

This position shall coordinate all activities required to obtain required fields (outdoor and indoor ) for all league games, cup days and pick-up games as agreed at the beginning of each season  
Also, will prepare league games (regular season and playoffs) schedule and arrange required referees.

## **Nominations and Elections**

Nominations for positions on the Board of Directors may be made by any Member one week prior to the Annual General Meeting or Special General Meeting called for that purpose. Nominations will be submitted to the President via email.

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

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. 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.

For the role of President of the Board of Directors, candidates shall be existing members of the Board of Directors. Should there be no candidates from the existing Board of Directors able to accept the nomination, candidates from General Membership will be accepted

## **Article 6: MEETINGS**

### **General Meeting**

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 any of the following methods:

- regular mail
- email
- website notice
- any other method determined by the Members

Quorum consists of the members present 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 within 6 months of the year end date. The agenda of the Annual General Meeting shall include:

1. Roll Call
2. Minutes of Previous Annual General Meeting
3. President's Address
4. Treasurer's Report
5. Consolidated Financial Statement Presentation
6. Auditor (Independent Accountant) Report
7. Appointment of Auditors (Independent Accountant)
8. Other Reports and Other Business
9. Amendments to the By Laws
10. Election of Officers and Directors
11. Adjournment

Quorum consists of the members present 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

### **Voting at General Meeting:**

Every regular Member aged 18 and over shall have the right to attend, speak and cast one vote at Members' meeting of the Club

### **Proxy Voting at General Meeting:**

Every regular Member entitled to vote at a meeting of Members may by means of proxy appoint a person, who need not be a Member, as the Member's nominee to attend and act at the meeting in the manner, to the extent and with the power conferred by the proxy.

An individual may only hold one proxy.

The format for the proxy shall be in writing by the giver of the proxy and for any matter of business for which a vote may be required.

### **Board of Directors Meeting**

The Board of Directors shall meet at least 4 times per year, upon 14 days notice given by the President, 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

Every Board Member is entitled to vote at a meeting by means of proxy appoint another Board Member that is in attendance. An individual may only hold one proxy.

### **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 maybe otherwise stipulated in this By – Law or other Rules and Regulations of the Club

## **Article 9: BY – LAWS AND AMENDMENTS**

(a) By – Law amendments to:

- Article 1: the Club's name, and  
The name of the District Association with which the Club is affiliated;
- Article 3: the name of the District Association with which the Club is affiliated;
- Article 4: the Regular Member Types only and the applicable paragraph for each;
- Article 5: the number of Directors on its Board of Directors,  
the additional positions a director may hold and the election year for the additional positions, and the description of 'Other Director Positions',
- Article 6: the method of notification of a General Meeting;
- Article 9: the method of notification about proposed amendments to the By – Laws; and
- Article 12: the financial year end of the Club.

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 majority vote of the Board of Directors, and by a 2/3's vote of the Membership voting in person or by proxy at a meeting of the Club duly called for that purpose

- (b) Subject to the foregoing, all By – Laws of the Club shall be adopted or amended, as the case may be, by a majority vote of the Board of Directors, and by a 2/3's vote of the Membership voting in person or by proxy at a meeting of the Club duly called for that purpose, provided such By – Laws or amendments conform to The OSA published rules.
- (c) By – Laws or amendments thereof required by changes to the OSA published rules shall be considered at the next Members' meeting of the Club following at least 45 days after notification of the required change has been published by The OSA
- (d) All Members entitled to vote shall be notified with the Club's notice of the said Members' meeting about By – Law amendments referred to in subparagraph (a) and proposed By – Laws or amendments referred to in subparagraph (c). Such notification shall be by website notice or letter (hand delivered or mailed)

## **Article 10: RULES AND REGULATIONS**

The Board of Directors may approve and publish Rules and Regulations which are not inconsistent with this By-Law or inconsistent with the Rules and Regulations of a higher level governing organization.

Amendments to the Rules and Regulations may be made by a majority vote of the Board of Directors or the Members at a General Meeting

## **Article 11: INDEMNITY**

Members of the Board of Directors or other servants of 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 Financial Statements of the Club shall be signed with a Notice to Reader prepared by a Public Accountant, Certified General Accountant, or a Certified Management Accountant for annual gross revenues less than \$100,000.00 but greater than or equal to \$10,000.00.

The Financial Review Engagement statement shall be presented at the Annual General meeting for adoption.

The fiscal year of the Club shall end on September 30, unless otherwise ordered by the Board of Directors

Upon the request and 7 days notice by any Member, the Treasurer will provide documentation in support of any expenditure,

## **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 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 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 By – Law shall have the same meaning as utilized by The OSA in its letters patent, By – Laws and published rules.