

RC UNITED SOCCER CLUB CONSTITUTION AND BYLAWS



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CONSTITUTION

Article 1 – Name

The name of the Club shall be “RC United Soccer Club”.

Hereby known as the “Club” shall be affiliated with the Canadian Soccer Association (CSA), through the Prince Edward Island Soccer Association (PEI Soccer).

Article 2 – Purpose

- a) To manage and operate a soccer club within Cornwall, Hunter River, and surrounding areas, for all youths and seniors as per CSA rules.
- b) To provide all Club members the opportunity to play soccer in an organized team-oriented program and to compete at levels consistent with individual interests and abilities.
- c) To foster and promote sportsmanship, fair play, soccer skills, personal fitness, and teamwork.
- d) To provide people with the opportunity to develop coaching, managing, refereeing, and other soccer leadership skills.

Article 3 – Membership

- a) Any residents of Cornwall, Hunter River and surrounding areas shall be eligible for membership. Parents or guardians whose children are residents of Cornwall, Hunter River and surrounding areas shall also be eligible for membership.
- b) The act of registering a child for any program of the organization shall constitute application for membership or parent or legal guardians. Registering as a senior player shall constitute application for membership. Serving as a coach, assistant coach, referee, or in any other capacity designed by the Board shall likewise constitute application for membership. Applications in these categories shall be automatically accepted into membership. Any other qualified person may submit an application in writing to the secretary for consideration by the Executive Board.
- c) Upon acceptance of an application, the applicant shall become a full and active member subject to and bound by these By-Laws and any other rules as may be established by the Club.
- d) Member in Good Standing: A member in good standing is defined as a member who is not indebted to the organization. Members can be removed at the discretion of the Board.
- e) Copy of By-Laws: The secretary shall upon request furnish any member with a copy of these By-Laws and with the rule promulgated by the Board of Directors.

Article 4 – Board of Executives

The Board of Executives of this Club shall consist of President, Vice President, Secretary, Treasurer, Registrar, and Immediate Past President. The Board of this club shall consist of the Board of Executives and all directors. Electoral terms for the Board of Executives shall occur biennially. During Year 1, elections will be held for the positions of President and Secretary. In Year 2, elections will be conducted for the positions of Vice-President and Treasurer.

4.1 Powers

- a) The business of the Club shall be managed by a Board of Executives who may exercise all the powers of the Club except as otherwise provided by the Club By-Laws.
- b) The Board shall possess final authority and discretion to appoint coaches and to arbitrate disagreements and administer the rules established by the membership agreements and administer the rules established by the membership on composition of teams which will be

sponsored by the Club, and to determine all investments and expenditures to be made in fulfilling the purposes of the Club.

- c) In the event of a vacancy on the Board of Executives, the remaining Executives may exercise the powers of the full Board until the vacancy is filled.

4.2 Nomination and Election

- a) The Board of Executives in no event shall consist of less than five (5) and not more than nine (9) people.
- b) The election shall be by the majority vote of those present at the Club's annual general meeting.
- c) Members shall bring forward a nominee, which shall nominate persons to serve as Executives.
- d) A slate of nominees consisting of at least one person for each officer and director position shall be presented at the annual meeting.
- e) In addition, any member in good standing may be nominated for any office from the floor, no second being required.
- f) The nominee receiving a plurality of the voted cast for each office shall be elected.

4.3 Vacancy

- a) Any Vacancy in the Board of Executives may be filled by a vote of the members, or in the absence of action by the members, by the Directors.

4.4 Tenure

- a) After his/her election, each Executive shall hold office for two (2) consecutive years. No Director shall hold office in the same position for longer than four (4) consecutive years, except that he or she shall continue to serve thereafter until his or her successor is chosen and qualified.
- b) Any Director may resign by giving his or her written resignation to the Club. Such resignation shall be effective upon receipt.

4.5 Removal

- a) Any elected officer may be removed for cause by a vote of two-thirds of the Board, providing reasonable notice and the opportunity to be heard by the Board is made available to the affected officer prior to action.

Article 5 – Duties of the Board of Executives

5.1 President

The President is the chief executive officer of the Club providing general supervision and control of its business. The President shall:

- a) Represent the Club in all dealings with other groups or organizations impacting on the Club's programs, adhering to the policies established by these By-Laws and to any guidance which may be supplied by the Boards.
- b) Serve as the Chairperson for all open business meetings of the association.
- c) Have the authority to call a meeting of the Executives at any time, providing each member is given adequate notice.
- d) Have the casting vote when necessary.

5.2 Vice President shall:

- a) In the absence of the President, the Vice-President shall assume the duties of the President.
- b) In addition, the Vice-President shall have such duties as designed by the Board.

5.3 Past President shall:

- a) The Past President is a member of the Executive Board with the same voting power as Board members for one (1) year term.
- b) The Past President shall attend all general, special, and executive meetings in an advisory capacity.
- c) He/she may carry out other duties/projects as requested by the Board.

5.4 Treasurer shall:

- a) The Treasurer shall be in charge of the finances of the Club, maintaining an acceptable accounting system, keeping accurate records of all receipts and disbursements, and preparing a financial report for the presentation at the annual meeting.

5.5 Secretary

- a) The Secretary shall keep the minutes of all the Clubs' meetings and the Clubs' Board meetings, along with the responsibility of maintaining these as permanent records available for examination by any member.
- b) The Secretary shall, at the direction of the President or Boards, attend all correspondence of the Club.

5.6 Registrar

- a) The Registrar shall be appointed by the Board of Directors and reports to the Treasurer. Responsibilities include maintaining records of all players, registering teams/players for both Challenge and Provincial, providing necessary reports to the Board, responsible for entering all data onto the PEI Soccer registered database and coordinating player registration.

Article 6 – Duties of the Directors

The duties of all directors of the Club shall include overseeing the governance, financial management, and strategic direction of the organization to ensure alignment with its mission and values. Directors shall collectively develop policies, ensure compliance with legal and regulatory standards, and safeguard the club's resources while fostering inclusivity and fair play. They should promote collaboration among members, support club activities, monitor the performance of programs, and resolve disputes constructively. Furthermore, directors shall uphold transparency, act in the best interests of the club, and advocate for the development and growth of soccer within the community.

Article 7 – Staff

7.1 Staff consist of Technical Coordinator, Executive Coordinator, Grassroots Lead, Grassroots Coordinators, Grassroots Student Coaches, Canteen, and Field Maintenance

7.2 No staff shall hold a volunteer position on the Board of Executives or Directors

7.3 Reporting to the Board

- a) Supervisory Structure
- b) Employees shall report to the Board of Directors through designated supervisors or committees, as determined by the Board.
- c) Regular Reporting
- d) Employees must provide regular updates and reports regarding their assigned duties, progress on organizational goals, and any challenges encountered. The Board may request reports:
 - i. Monthly

- ii. Quarterly
 - iii. Annually, or as deemed necessary.
- e) Special Reports
- f) Employees are required to submit additional reports as requested by the Board to address specific projects, organizational concerns, or incidents.

7.4 Compliance with Duties

- a) Adherence to Assigned Roles
- b) Employees shall perform their duties as outlined in their job descriptions, employment agreements, and any additional directives issued by the Board of Directors.
- c) Alignment with Organizational Policies
- d) All employees shall comply with the organization's policies, including but not limited to:
 - i. Ethical standards
 - ii. Conflict of interest policies
 - iii. Confidentiality agreements
 - iv. Operational procedures
- e) Responsibility to the Mission
- f) Employees must ensure that their actions and efforts align with and support the mission, vision, and values of the organization.

7.5 Performance Reviews

- a) The Board, or its designated representatives, shall conduct periodic reviews of employee performance to ensure compliance with expectations.
- b) Employees shall cooperate fully with performance evaluations and provide any required documentation or information.

7.6 Disciplinary Action

- a) Failure to report to the Board or fulfill duties as directed may result in disciplinary action, including but not limited to:
 - i. Written warnings.
 - ii. Suspension
 - iii. Termination of employment
- b) The Board reserves the right to take appropriate action based on the severity and frequency of non-compliance.

Article 8 – Meetings

8.1 Annual General Meeting

- a) The annual meeting of the Club, which will include the Board of Directors and Club membership, shall be held no later than two (2) weeks after the PEI Soccer AGM, the date, time, and place is to be established by the Executive Board.
- b) All members of the executive board must attend unless notice is given in advance.
- c) The purpose of the annual meeting shall be to review the past year's activities through reports of the Directors, to consider the By-Laws and Rules under which the Club conducts its programs, to elect Board of Directors, and any other such business that the Board may deem necessary.
- d) Notice of the annual meeting of the Club shall be provided to the Board and the Club members at least seven (7) days prior to the meeting.

8.2 General Board Meetings

- a) Meetings shall be called as required. The President must call a minimum of four (4) meetings annually.

8.3 Special Meetings

- a) Special meetings of the Club may be called at any time by any member of the Board of Directors. It shall be the duty of the Secretary to call a special meeting whenever requested to do so. The request shall contain a statement of the reasons for requesting such a meeting.

8.4 Attendance Expectations

All executives and directors are expected to attend at least two-thirds (2/3) of scheduled board meetings annually. This is critical to ensure effective governance and decision-making.

Definition of Scheduled Meetings:

- For the purpose of this bylaw, "scheduled meetings" refers to all regular and special meetings convened by the Board of Directors within a calendar year.

8.4 Consequences of Non-Compliance

- a) If an executive or director misses more than one-third (1/3) of the scheduled meetings in a given year, they will be subject to removal from the board.
- b) Removal Process:
- c) The removal of an executive or director for missed meetings shall follow these steps:
 - i. A notification will be sent to the individual regarding their attendance record.
 - ii. The individual will have the opportunity to explain the reasons for their absences at the next scheduled board meeting.
 - iii. A vote will be conducted by the remaining board members to determine the individual's continued membership on the board.

Article 9 – Quorum

A simple majority shall constitute a quorum.

Article 10 – Voting

10.1 Procedures

- a) Each member shall have one (1) vote. Members must vote in person.
- b) Annual General Meeting – the President will appoint scrutinizer(s) if deemed necessary.
- c) The Club's Secretary will record voting power. Voting for Board of Directors positions shall be done by secret ballot.

10.2 Voting Approval

- a) Executive Matters – Majority votes of those present.
- b) Constitution Amendments – 2/3 majority votes of those present.
- c) By-Law Amendments – 2/3 majority votes of those present.
- d) Official Playing Rules – 2/3 majority votes of those present.
- e) Election of Officers – Majority votes of those present.
- f) Miscellaneous Matters – Majority votes of those present.

Article 11 – Amendments of Articles

- a) No amendments or alterations shall be made to any party of the Constitution of this Club except at the Annual General Meeting and a majority vote cast.
- b) Notice of any proposed amendments or alterations must be filed with the Club in writing at least one month prior to the Annual General Meeting.
- c) Any member may propose changes to the By-Laws.
- d) Where no specific guidance is contained herein, the PEI Soccer Association Constitution will be governed.
- e) Rules and Regulations & Policies and Procedures may be amended, altered, or repealed in whole or in part at any meeting of the Board of Directors by simple majority.

Articles 12 – Dissolution

It is specifically provided that in the event of dissolution or the winding up of the Club, all its remaining assets after payment of its liabilities shall be distributed to one or more recognized charitable organizations in Canada.

Article 13 – Indemnity

Every member or other servant of the Club shall be indemnified by the Club against all costs, losses, and expenses incurred by them respectively in or about discharge of their respective duties, except such as happens from their own respective willful neglects or defaults. This is laid out through the policies of the PEI Soccer.

BY-LAWS

Article 1 – Registration

At the time of registration, each parent or guardian will receive annual membership. A senior player, at the time of registration, will also receive annual membership. A fee for such membership may be charged at the discretion of the Association.

Article 2 – Definition of Age Divisions

- a) All “under” divisions refer to those who are that age or less as of January 1st of that year. Example: U10 means “10 & under.” The player must remain 10 years or under until after December 31st of that year.
- b) Ages should be verified by Birth Certificates at the time of registration. (Applies to all new registrants not yet in our computer files).
- c) Age groups may be combined if there is a lack of players, as long as no player is playing below his/her age group.

Article 3 – Player Eligibility

- a) All players shall be registered on the Clubs registration forms. Players must be properly registered before participation is allowed in any games or practices.
- b) All players participating in Club shall be registered with the PEI Soccer through the RC United Soccer Club.
- c) Players resigning after June 15th will not be eligible for any kind of refund.
- d) The Club Executive shall establish necessary limits on the number of registrations and have the right to reject subsequent registrations or maintain a waiting list.
- e) Players are encouraged to play within their appropriate age category, however, in some circumstances a player may play in an older age division. Players are not permitted to play in a lower age category.

Article 4 – Minimum/Maximum Players

- a) A minimum of eight (8) players is needed for any youth game to begin.
- b) A minimum of five (5) players is needed for any grassroots game to begin.
- c) A minimum of thirteen (13) players is required to register as a youth team.

Article 5 – The Game

- a) Duration of Club games; Set by PEI Soccer
- b) The home team must provide the game sheet which will be filled out by both coaches prior to kick-off. Only the players in attendance at that game should be included on the game sheet.
- c) When filling out the game sheets coaches must ensure that the full first and last name as per master roster/registration form is used.
- d) The Home team is responsible for sending in the game sheet to PEI Soccer.

Article 6 Membership Dues

The Annual membership fees shall be set each year at the General Meeting of the Executive Council.

Article 7 – Suspensions

A Player and/or parent/guardian, coach, manager, team, referee, or Club Official may be suspended for failing to comply with the terms of the Club's Constitution and By-Laws, General Operating Rules, or the Clubs Board decisions. Appeals will be handled by the Clubs' Executive Board and/or a third-party advisor.

Article 8 – Sponsors

- a) Sponsorship fees for the teams shall be set by resolution of the Clubs' Board.
- b) No Coach or Manager of a team shall approach or solicit a sponsor regarding additional money, equipment, jackets, suits, travel expenses, etc . without board approval.
- c) Any sponsor contact is the sole responsibility of the Club Board or its designated representative.

Article 9 – Official Playing Rules

The PEI Soccer playing rules shall be adopted as the Official Club playing rules.

Article 10 – Coaching Regulation

- a) Coaches will be appointed annually to teams by the Clubs' Board.
- b) All coaches will be represented on the Clubs' Board by the Youth Director. All coaches will act in accordance with these By-Laws and will familiarize themselves with the By-Laws and playing rules of the club and league in which their team is playing.
- c) Coaches will ensure that their team players receive a game and practice schedule.
- d) Coaches are responsible for the recovery of the equipment bag and contents that are issued to them.
- e) All coaches are required to abide by the organization's Constitution, By-Laws, and the Coaches Code of Conduct. Compliance with these documents is essential for maintaining the integrity and values of the organization.

Consequences of Non-Compliance

- a) Coaches who fail to adhere to the Constitution, By-Laws, or Coaches Code of Conduct will be subject to dismissal from their coaching position.
- b) Re-application Prohibition
- c) Individuals dismissed for non-compliance will not be eligible to re-apply for any coaching positions within the organization.

Article 11 – Uniforms and Equipment

- a) Proper uniforms and equipment shall be worn in accordance with the standards laid down by the PEI Soccer or jurisdictional policies of the Club.
- b) All participants must wear shin guards at all games and practices.
- c) Proper uniforms will be provided for all players by the Club. The uniforms shall remain the property of the Club.

Article 12 – Youth Teams Policies and Guidelines

- a) Coaching at the Youth level should follow the Club's Aims and Objectives. Coaches also have the responsibility to:
 - i. Prepare a program that will promote teamwork, skill development, fair play, and sportsmanship through quality instruction.

- ii. To educate our youth on the importance of respecting the rules of the game and its officials.
 - iii. To encourage the free flow of communication between players and coaches also between coaches and parents.
- b) Youth Team Coaching Application shall outline qualifications and experience and will be reviewed by a committee of three (3).
- c) Proof of qualifications must be presented before the beginning of the season along with an up-to-date Police/RCMP background check.
- d) Qualifications of Team Coaches must have:
 - i. Respect in Sport
 - ii. Making Ethical Decisions
 - iii. Making Headway
 - iv. Emergency Action Plan
 - v. Active Start (U4-U6)
 - vi. Fundamental (U6-U9)
 - vii. Learn to Train (U8-U12)
 - viii. Soccer for Life (U12+)

Article 13 – Harassment Policy

- b) The Club is committed to providing a sports and work environment in which all individuals are treated with respect and dignity.
- c) Each individual has the right to participate and work in an environment which promotes equal opportunities and prohibits discriminatory practices.
- d) All complaints of harassment will be reviewed and dealt with by the Clubs’ Board.

Article 14 – Player Discipline Guidelines

All player suspensions of game(s) will be administered by PEI Soccer.

Article 15 – Signature and Certification

- a) Contracts, documents, or any instrument in writing that requires the signature of the Club shall be signed by the President, Vice-President, Secretary and the Treasurer and such other Directors of the Board that may be authorized by the resolution of the Board.
- b) The signing officers of cheques shall be the President, Vice President, Secretary, and the Treasurer, but only two (2) of the above signatures are required on each cheque.

Article 16 – Fiscal Policy

16.1 Budget

- a) A balanced budget shall be prepared by the Treasurer for the approval of the Board before registration for the program commences to permit a per-player fee to be calculated.
- b) Approval of all the budgets requires a majority vote.
- c) The fiscal year shall follow the calendar year from January to December.

16.2 Expenditure

- a) The Board of Directors shall have sole authority to initiate and approve any expenditure on funds.
- b) Budgeted expenditures may be authorized by a simple majority of the Board and paid in the name of the Club.

- c) Expenses not included in any current program budget must be approved by the 2/3's majority of the board prior to their incurrence.
- d) Expenditures which do not directly support current programs shall be limited to capital equipment equally benefiting all members.
- e) Funding that is allocated to stay for field maintenance

16.3 Accounts

- a) Organizational funds shall be promptly deposited in either a savings or a chequing account maintained in the name of RC United Soccer Club.
- b) Two signatures shall be authorized on any instrument drawing on these funds, one of which shall be the Treasurer's and the other the President, Vice President, or Secretary's.

16.4 Investments

- a) Investing funds into GIC or investments with approval of Board of Executives

16.5 Audit of the Books

- b) The books and records of the Club shall be kept by the Club Treasurer and shall be reviewed annually, if requested by the Executive, by an independent auditor.
- c) This independent auditor shall be designated by the Executive at its first regular general meeting following the Annual General Meeting.

Article 17 - Fields

- a) The name of the Elmer G. MacDonald Soccer Complex shall remain unchanged.
- b) Field names at Elmer G. MacDonald Soccer Complex shall remain unchanged.
- c) Land must either be kept as a place to play soccer, if that is not viable, then given to another non-profit youth sports organization and if that is not possible then sold and the proceeds donated to a charity.