

# CITADEL WOMEN'S 7 A-SIDE SOCCER LEAGUE

## **Constitution**

Ratified January 10<sup>th</sup> 2018

### **Article 1 - Name**

- a. The name of this organization shall be the Citadel Women's 7 A-Side Soccer League hereinafter referred to as "The League".

### **Article 2 - Objectives**

- a. The objective of the League shall be:
  - To provide organized soccer for members.
  - To encourage an atmosphere of good sportsmanship.
  - To provide scheduled games for its member teams.
  - To maintain and enforce a standard set of playing rules.

### **Article 3- Head Office And Fiscal Year**

- a. The Association shall be incorporated under the Societies Act for Non-Profit Organizations with its Head office in the Halifax Regional Municipality in the Province of Nova Scotia.
- b. The fiscal year of the Association shall be the one-year period ending September 30<sup>th</sup>.

### **Article 4 - Status Of League**

- a. It is expressly recognized that this Constitution and any amendments thereto are to be established by the membership of the League.

### **Article 5 - Organization**

- a. The League shall be composed of members, as herein set out, and shall be managed by the Executive constituted as stated in these Articles.

### **Article 6 - Membership**

The membership shall be composed of:

- a. All senior teams formed by Soccer Nova Scotia registered players for the purpose of participating in the league, duly registered and in good standing with the Citadel Women's 7 A-side Soccer league as well as belonging to a club, in good standing with Soccer Nova Scotia.
- b. All Clubs.
- c. Associated members who are individuals not affiliated with any team but who desire to assist the League in obtaining its objectives. Associate members will not have voting privileges for any meetings of the League, including annual and special meetings.
- d. All League games must be played within the boundaries of the Halifax Regional Municipality.

#### **Article 7- Membership Fees**

- a. Annual fees are as follows:
  - i. For members, are those fees charged by the League to cover participation costs for the season.
  - ii. For associated members, the annual fee is established by a majority of delegates present and entitled to vote at an Annual General meeting of the League.
- b. Annual fees shall be paid in the following manner:
  - i. On terms arrived at the previous Annual General Meeting, all fees must be paid in full on the agreed registration date.
  - ii. Associate members must have their annual fees paid in full by June 1.

#### **Article 8 - Annual General Meeting**

- a. The Annual General Meeting of the League shall be held no later than Jan 15<sup>th</sup>.
- b. All members shall receive fourteen (14) days notice of the time and location of the Annual General Meeting.
- c. Order of business for the Annual General Meetings:
  - i. Minutes of the previous Annual General Meeting
  - ii. President's Address
  - iii. Officer's Reports
  - iv. Treasurer's Report, Financial Statement & Budget
  - v. Other Reports
  - vi. Unfinished Business
  - vii. Amendments of the Constitution
  - viii. Election of Officers
  - ix. Any other business
  - x. Adjournment

- d. The Chairperson may at her discretion, introduce any special business for discussion after the approval of the minutes.

### **Article 9 - Special General Meeting**

- a. A Special General Meeting may be called by the Executive by its own motion.
- b. All members shall receive fourteen (14) days notice of the date, time and location of any Special General Meeting and only business for which the meeting has been called will be addressed.

### **Article 10 - Rules Of Order**

- a. All meetings of the League shall be conducted in Robert's Rules of Order.

### **Article 11 - Presiding Officer**

- a. The President at all General Meetings of the League and in her absence, the Vice-President shall take the chair;
- b. The absence of both those Officers shall require the selection from the Executive, by the Executive Committee of a pro tem Presiding Officer.

### **Article 12 - Quorum**

- a. Twenty-five percent (25%) of the voting membership (teams) shall constitute a quorum at all General Meetings.

### **Article 13 - Voting**

- a. Those who shall be qualified to vote and to take part at Annual or Special General Meetings of the League shall be delegated and accredited by members (teams) who are in good standing. Each member (teams) may accredit one (1) delegate to represent that team at Annual or Special General Meetings. Votes may only be cast by accredited delegates in attendance at the meeting. Accredited delegates have one (1) vote; however, they may cast up to one (1) proxy vote representing a team in good standing with the League, providing the delegate forwards to the League Secretary forty-eight (48) hours prior to the meeting a permission letter from the affected team allowing the team's vote to be cast by proxy by a named delegate. The permission letter shall be signed by the authorized representative of the team wishing for its vote to be cast by proxy. Emails and Fax copies will be accepted as a form of authorization.
- b. At all meetings of the League, voting shall be by show of hands unless a poll is requested. Decisions shall be reached by a simple majority unless otherwise required by the Constitution and Rules and Regulations of the League.

- c. If a poll is required, appointed scrutineers shall total the votes and report same to the Presiding Officer, who shall announce the results to the Assembly for the record.
- d. The President (or chair) shall have a casting vote only in the event of a tie vote.
- e. Members of the League Executive may sit as voting delegates (representing a member team) at Annual General Meetings, Special General Meetings or General Meetings.

**Article 14 - Operation of the League**

- a. The operation of the League shall be governed by the Executive. The Executive shall be determined at the League's Annual General Meeting.
- b. The management of the activities of the League shall be vested in the Executive who, in addition to the powers and authorities of these Articles expressly conferred upon them, may exercise all such powers and do all such acts and things as may be exercised or done by the League as specified in the rules and regulations and are not hereby or by Statute expressly directed or required to be exercised or done by the League by General Meeting. The Executive may appoint committees or other persons as deemed necessary without cost to the League.
- c. League meetings will be held as required and open to all.
- d. Quorum for Executive meetings shall be 3.
- e. The Executive may, within the financial and other resources available, authorize other minor expenditures not specifically provided for in the annual Budget, not to exceed \$200.00.

**Article 15 - Term of Office**

Officers will hold their position for a 2-year term. Terms will be staggered as follows:

- a) President, Treasurer, Member at Large, Past President
- b) Vice President, Secretary, Registrar, Member at Large

**Article 16 - League Executive**

- a. The Executive shall consist of the following officers, who shall be current or former Citadel 7-Aside league players:
 

1. President	5. Registrar
2. Vice- President	6. Past President
3. Secretary	7. Member at Large
4. Treasurer	8. Member at Large

- b. The duties of the Executive shall include the responsibility for the day-to-day administration of the League within the framework of the full authority of approved policies of the League and in conjunction with the approved recommendation(s) of the League Committees. The Executive shall carry out all functions, in addition to those enumerated herein, as provided in the by-laws.

## **Article 17 - Duties of Officers**

### 1) The President

- a) Shall preside at all General and Executive meetings of the League and shall have no vote except in the case of a tie vote. The President will then cast the deciding vote.
- b) Shall be ex-officio member of all committees of the League, standing and ad-hoc, except the Nominating Committee.
- c) Shall be the chief executive officer of the League and shall have the responsibility for the general supervision of all activities of the League;
- d) May delegate some of her responsibilities, including financial signing authority to other members of the Executive.

### 2) The Vice-President

- a) In the absence of the President, the duties of the office shall be carried out by the Vice-President.
- b) Shall be assigned other duties by the President.

### 3) The Secretary

- a) Shall take minutes of all General and Executive meetings of the League, and distribute same among all parties concerned prior to the next League meeting.
- b) Shall be responsible for all correspondence, records, filing reports and of the documents required by the League in its daily operations.
- c) Shall notify all concerned parties of all General and Executive meetings, and of decisions on matters of applications of acceptance and discipline;
- d) Will perform other routine work including the issuance of all notices referred to in the by-laws, unless otherwise specified.

### 4) Treasurer

- a) Shall deposit all monies of the League in a recognized financial institution covered by the Deposit Insurance and approved by the Executive and shall keep all financial records and books of the League.
- b) Will advise and assist the Directors and Officers of the League and approved of the procedures to follow when handling finance matters and will be responsible for receiving

all monies and dues and to pay all expenses of the League. The Treasurer will be responsible for the safe keeping of the financial assets of the League.

- c) Shall produce all financial statements as required and/or upon request of the Executive of the League. She shall prepare an annual report, an annual budget with proposed fees to be submitted to the Executive prior to the Annual General Meeting of the League;
- d) Shall produce at the Annual General Meeting the audited report of the finances of the League.

5) Registrar

- a) Shall be responsible for all segments of the Registration process of the Teams in the League.
- b) Distribute Soccer Nova Scotia Senior Player Registration Forms. Collect when complete and meet with district registrars to register the teams and pay fees.
- c) Create Teams lists for distribution to teams.
- d) Ensure team registrations are completed as per League and SNS registration deadlines.

6) Past President

- a) Shall attend all general and executive meetings
- b) Shall advise the Executive members on League activities
- c) Shall assist when needed at League activities.
- d) Has voting rights on the Executive and at other League meetings.

7) Member(s) at Large

- a) Shall attend general and executive meetings
- b) Shall advise the Executive members on League activities
- c) Shall assist when needed at League activities, monitoring of referees and default
- d) Has voting rights on the Executive

Officers on the Executive cannot vote at Annual and Special General Meetings, except as outlined in Article 18 (a) (a)

**Article 18 - Committees**

**A. Standing Committees**

a. There shall be a minimum of four (4) standing committees to provide specialized input into the following area of concern to the Executive.

- 1. Discipline
- 2. Finance
- 3. Tournament
- 4. Constitution

- a. Each standing committee shall have a Chairperson duly appointed by the Executive. The number and composition of each standing committee shall be prescribed by the Executive annually. Chairpersons shall normally be selected from within the Executive. The other members of the standing committee shall be appointed by the Executive from the general membership of the League with an attempt to have representation from all member districts.
- b. Standing Committee on Constitution and By-laws
  - It shall be the duty of this committee to be responsible for all matters relating to the Constitution and By-laws and for amendments thereto
  - This committee shall also receive and review all resolutions submitted to the League and present them to the membership at the Annual General Meeting.
- c. Standing Committee on Finance
  - It shall be the duty of this committee to oversee the fiscal affairs of the League
  - The Treasurer shall be the Chairman of this committee.
- d. Other committees
  - The league may constitute such other committees, as it deems necessary to ensure the efficient administration of its affairs.
- e. All Standing Committees must meet at least once within the League's fiscal year.

## **B. Ad Hoc Committees**

- a. The President shall be empowered, subject to the approval of the Executive, to establish ad hoc committees to report on issues that in the opinion of the Executive require examination. Such committees shall be duly constituted at the discretion of the Executive and for duration sufficient to enable a report to be submitted.

## **Article 19 - Vacancies**

- a. The office of a member of the Executive shall be vacated:
  - Upon resignation in writing
  - If she becomes of unsound mind or otherwise incapable of performing duties of his position.
  - If she absents himself from two (2) consecutive meetings of the Executive without satisfactory reason; or
  - If she is removed by Resolution of the League for a good and sufficient cause.

## **Article 20 - Laws of the Game**

- a. The League shall support and maintain the Laws of soccer as set out in the Soccer Nova Scotia Policies & Procedures Manual and those set out by the Rules Committee.

## **Article 21 - Other Regulations**

- a. The League may make such miscellaneous Rules and Regulations as may be deemed necessary to govern its affairs.
- b. The League may impose such regulatory measures, as it deems necessary for the efficient administration of its affairs.
- c. No such regulation may violate the individual's rights and freedom except as may be required to protect the rights and freedom of any other individual and to ensure the stability of the League.
- d. Amendments to the Rules & Regulations of the League may be made by a majority vote of the members and ratified at the next General Meeting. The amended rules and regulations will be implemented immediately if they were approved prior to May 1.

#### **Article 22 - Monies Owing**

- a. All monies owing the League shall be due and payable within thirty (30) days of invoicing unless otherwise stipulated.
- b. Penalties for late payment or non-payment of monies due shall be established by the Executive.

#### **Article 23 - Gender**

- a. All references to the masculine gender as contained in the Constitution and Rules of the League shall be constructed to include the feminine gender, and all references to the feminine gender shall be constructed as including the masculine gender.

#### **Article 24 - Amendments to the Constitution**

- a. All proposed amendments to the Constitution shall be forwarded in writing to the League no later than thirty (30) days prior to the Annual General Meeting or a Special General Meeting called for that purpose.
- b. Copies of proposed amendments to the Constitution shall be sent to all members no less than fourteen (14) days prior to the General Meeting at which they will be considered.
- c. Amendments to the Constitution will require two-thirds (2/3) majority vote of those members present at the General Meeting.