



# Fort Saskatchewan Soccer

## Rules and Regulations

Approved at November 27, 2017 AGM

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### ARTICLE 15 – TENURE AND ELECTION

1. Executive Committee members who are elected at the Annual General Meeting will take office at the end of the meeting.
2. The President and Registrar shall be elected in odd-numbered years for a two-year term. The role of President may only be filled by a member in good standing who has served on the Executive Committee for a minimum of one year.
3. The Vice President, Treasurer and ~~Volunteer-Fundraising~~ Coordinator shall be elected in even-numbered years for a two-year term.
4. The following Directors at Large positions will be elected annually at the Annual General Meeting:
  - a. Program Director U3-U9
  - b. Program Director U11-U19
  - c. Communications Director
  - d. Equipment Director
  - e. Sponsorship Director
5. A Director at Large may recruit assistants (e.g. Equipment assistant) as the work load requires to help them with their duties throughout the season. All assistant appointments must be approved by the Executive Committee.
6. Voting shall take place by secret ballot if any position is contested. To be elected to the Executive Committee a person must receive the majority of valid votes cast. There shall be successive ballots from which the name of the person receiving the least number of votes in the previous ballot is deleted if no person received a majority of the valid votes cast.
7. If an Executive Committee Member is unable to attend the Annual General Meeting, they must submit their intentions in writing to the President. If any Executive Committee Member is not in attendance and has not submitted their intentions in writing, their position will be put up for re-election.
8. People who wish to fill an executive position must send in their self-nomination to the Fort Saskatchewan Soccer President no later than 14 (fourteen) days prior to the Annual General Meeting. The soccer members in good standing shall hold a vote at the AGM for executive positions which are open for election and that have more than one (1) nominee.
9. No person on the Executive Committee shall hold any one office for more than four consecutive terms.
10. Any Executive member, upon a two-thirds (2/3) majority vote of the Executive Committee present at a duly convened meeting, may be removed from office for failing to abide by, and adhere to, the Rules & Regulations or Code of Conduct & Ethics of Fort Saskatchewan Soccer.
11. An Executive Member can be removed from their position by a two-thirds (2/3) majority vote of the Executive Committee, if the Executive Member is not performing the duties for which they have been elected.

### ARTICLE 16 – DUTIES OF THE OFFICERS

1. The Executive Committee shall be responsible to the members of Fort Saskatchewan Soccer. The Executive Committee shall implement and control the policies, finances, and general affairs of Fort Saskatchewan Soccer in discharging its responsibilities to the Members and Affiliated Associations in full compliance with approved rules, regulations, policies and procedures.

2. The Executive Committee shall have the power to make rules, regulations, policies and arrangements as to all matters of business, duties, management, regulations or otherwise, insofar as it is not already herein expressly provided for. In keeping with their duty to enforce all the laws all the time, and without waiting for official protest or appeal, the Executive Committee shall immediately inquire into the circumstances of any alleged irregularity which may be brought to take appropriate action without delay. This no way shall enable the complainant to gain anything personally there from.
3. The Executive Committee shall not be responsible for any expenditure made or any obligations assumed in the name of the Fort Saskatchewan Soccer by any member unless the Executive Committee thereto has previously given consent.
4. The Executive Committee shall have the power to deal with all protests and appeals and all cases of discipline of any nature whatsoever arising out of games played under its jurisdiction and empowered to use if necessary, its authority in the preservation and enforcement of good order.
5. The President shall be charged with the general management and supervision of the affairs and operations of Fort Saskatchewan Soccer. The President shall be an ex-officio member of all Committees. The President shall when present, preside at all meetings of the members of the Fort Saskatchewan Soccer, of the Executive Committee and Sub-Committees. The President shall supervise the Soccer Sport Coordinator.
6. The Past President provides advice and leadership to the President and Executive Committee regarding past practices and other matters to assist the Executive Committee in governing Fort Saskatchewan Soccer. The Past President supports the President and the Executive Committee for one year on an as-needed basis.
7. The Vice President shall be the senior officer of Fort Saskatchewan Soccer next to the President, and shall preside at all meetings in the President's absence. The Vice President shall have other duties as prescribed in the role description for the position.
8. The Registrar shall plan, coordinate, oversee and maintain records of the seasonal registration process. The Registrar shall ensure the FSMSA staff and Soccer Sport Coordinator are fully prepared to respond to any and all questions regarding the registration process.
9. The Treasurer shall properly account for all funds and work with FSMSA staff to assure correct measurement and control of revenues and expenditures of Fort Saskatchewan Soccer. The Treasurer shall present a full account of receipts and disbursements to the Executive Committee whenever required including the Annual General Meeting and any Special General Meetings.
10. The ~~Volunteer Fundraising~~ Coordinator is responsible ~~to recruit volunteers as needed by Fort Saskatchewan Soccer for the continued success of our programs~~ for organizing our fundraising campaigns and events.
11. The Director-at-Large in charge of Communications shall be responsible for developing, administering and maintaining a Communications program for Fort Saskatchewan Soccer. Program details shall be reported to and require prior approval of the Executive Committee.
12. The Director-at-Large for U11 to U19 Programs shall be responsible for the Fort Saskatchewan Soccer community programs for these age groups. Program details shall be reported to and require prior approval of the Executive Committee.
13. The Director-at-Large for U3-U9 Programs shall be responsible for the Fort Saskatchewan Soccer programs for these age groups. Program details shall be reported to and require prior approval of the Executive Committee.
14. The Director at Large in charge of Equipment shall be responsible for the soccer equipment and shed. The duty encompasses distributing and collecting the equipment for each season, making recommendations to the Executive Committee for purchasing and disposing of any equipment and filing grant applications for equipment purchases. The Director is also responsible for conducting, maintaining and costing an annual inventory for submission to the Executive Committee and the Fort Saskatchewan Minor Sports Association.
15. The Director at Large in charge of Sponsorship shall be responsible for finding funding sources for the continued financial viability of Fort Saskatchewan Soccer programs.