NORTHSHORESHARKS SOCCER CLUB

CONSTITUTION AND BY-LAWS

Date of document

February 9th, 2018

Article 1- Name

A) The organization shall be known as the **North Shore Sharks Soccer Club** and is herein referred to as **N.S.S.S.C**.

B) If player numbers permit, the club will offer the following divisions:

* U15 - Boys and Girls (Premier and/or First Division)
* U13 - Boys and Girls (Premier and/or First Division)
* U11 - Boys and Girls (Premier and/or First Division)
* U9 - Mini's
* U7 - Mini's
* U5 - Mini's

C) Special consideration may be given to children who turn three years of age, prior to the start of the soccer season in June.

Article 2 - Objectives

A) To promote, administer and develop the recreational sport of soccer.

B) To teach fair play and sportsmanship with emphasis on the enhancement of good character and citizenship.

C) To provide entertainment and fun for all participants.

D) To provide competition for all players desiring to participate in the sport of soccer, giving consideration to their individual capabilities and interests.

E) To ensure that all members have the opportunity of presenting and having their views heard.

F) To provide support and opportunity to players, coaches, officials and administrators to improve their skills.

G) To actively promote, adhere to and support the objectives and policies of the provincial and National Associations for Soccer.

**Article 3 - Membership**

A) Any person is eligible to become a member of the Club upon payment of a membership fee. All players are to be treated equally within the Club.

B) The executive may revoke the membership of any member for conduct deemed to be detrimental to the success of the Clubs program or the achievement of the objectives of the Club. Membership so revoked may not be renewed until the executive is satisfied that the member in question is willing to comply with the requirements of the Club.

C) Any member who has not paid his dues in full from the previous season will not be eligible for renewal until the outstanding dues are paid.

D) Memberships are valid from the day of registration until March 31st of the following year.

E) The Executive of the Club shall have the power by a majority vote of the attending members to expel or suspend any member whose conduct shall have been determined by the executive to be adverse to the best interests or reputation of the Club or who willfully commits a breach of the bylaws of the club.

**Article 4 - Meetings**

A) Executive meetings shall be held as often as the President deems necessary.

B) An annual meeting of the club shall be held each year, following public notice at least seven days in advance of the meeting.

C) In all matters, a simple majority of members present at the meeting shall be sufficient for the passing of a motion.

D) Special general meetings of the membership may be called at the request of its members.

**Article 5 - Executive Committee**

A) The Executive committee shall consist of the President, Vice-president, Treasurer, Secretary and Past-President.

B) The Club shall be governed by the Executive committee.

C) Any Executive member unable to carry out their term must submit in writing, to the Executive, citing reasons for leaving the term.

D) All Executive members shall be elected at the annual meeting of the N.S.S.S.C. The length of term for Executive members is not limited, members must be re-elected at each annual meeting.

E) Executive members will not be compensated, in any way, for the duties they perform. Executive members can be dismissed of their duties if the majority of the Executive deems said member is not fulfilling said position.

F) The Executive may establish special committees or coordinators as they deem necessary to provide the Club program. Each of these positions are for a period of one year.

G) In the event of a vacancy occurring on the Executive, they shall appoint a replacement for the remainder of the term if deemed necessary.

H) Each Executive member shall have one vote.

I) The Executive shall serve as the discipline committee of the Club.

**Article 6 - Election of Executive**

A) The Vice-President, prior to the annual meeting shall prepare nominations for each position on the Executive.

B) At the annual meeting nominations shall be called three times, from the floor for each Executive position, excluding Past-President.

C) When more than one nomination is made for the position, an election shall be held by a secret ballot and the candidate securing more than one­ half the votes cast by the voting members present shall be declared elected.

D) When more than two candidates are nominated, and no candidate receives more than one-half the votes cast in the first ballot, the candidate who received the least number of votes in the balloting will be dropped from the nominees and voting will continue until a candidate is elected by receiving more than one-half of the votes cast.

**Article7 - Duties of the Executive**

A) **President**

* Preside at all meetings
* Exercise general supervision over the Club's affairs
* Represent the Club at such times that deem to be appropriate
* Be a signing officer of the Club
* Provide an annual report at the annual meeting
* Assign responsibilities to other Executive members as necessary
* Exercise the powers of the Executive in an emergency situation
* Enforce the Constitution and Bylaws of the Club

**B) Vice-President**

* + - * Have and exercise all the powers of the President in the absence of the latter or in case of his/her inability to act.
      * Chair meetings in the absence of the President
      * Perform such duties as may be assigned to him/her by the President which do not fall within the responsibilities of other members of the Executive
      * Serve as chair of the nominating committee

C) **Secretary**

* Keep an accurate report of the proceedings of the Club
* Notify the Executive the time and place of the meetings
* Publish notices, that require publication, in the time required
* Be responsible for all books, papers and documents of the Club
* Attend to the correspondence of the Club
* Keep the minutes of the Club in a suitable book

D) **Treasurer**

* Have custody of all funds and shall bank all monies at a recognized institution in the name of the club
* Keep an accurate account of all income, expenditures, accounts payable and receivable
* Provide up to date reports on the financial status of the Club when required
* Make all payments by cheque and shall provide an accounting of all financial transactions as required by the Executive
* Have signing authority, along with the President, for the club
* Present a financial statement at the annual meeting

E) **Past - President**

* Provide guidance to the Executive for a period determined at the annual meeting
* Perform such duties as may be assigned by the Executive

**Article 8 - Annual Report**

A) The President shall submit an annual report at the annual meeting of the

Club.

B) The Treasurer shall submit a financial report at the annual meeting of the Club.

**Article 9 - Amendments**

A) Amendments to the Constitution and By-laws may be enacted at any meeting of the Executive by a majority vote of those present. They may also be amended at any meeting of the membership of the Club by a majority vote of those present.

**Article 10 - Fees**

A) The annual registration fees will be established at the time of the annual general meeting. Fees will be established, based on the budget and anticipated expenses.

C) If adjustments to the fee schedule are necessary, a general meeting will be held.

C) A late fee charge, as determined by the Executive, may be charged to those registering after the prescribed times. The late fee charge can be waived (depending on circumstances) at the discretion of the person registering the members.

**Article 11 - Player Registration**

A) All players must register at the prescribed times at the branch in which they live as established by the P.E.I. Soccer Association and must complete the necessary registration forms. Non-registered players will not be permitted to participate in either games or practices. All players must register for the age division in which they belong.

B) The Club reserves the right to move players up to the next age group, with parental consent, as seen fit. Parents wishing to move players up shall make a request in writing, explaining the reasons to the Executive. The Executive will then consider the request and make a decision. These players will have all the rights of normally registered players in that age bracket.

C) Any player who cannot be accommodated in an age group will be refunded their registration fee.

**Article 12- Sponsorship**

A) Sponsorship for teams in the N.S.S.S.C. will be welcomed. Whether the sponsors were solicited by the Club or came to the Club on their own, they must be approved by the Executive.

**Article 13 - Fundraising**

A) All fundraising activities within the Club must be approved by the Executive. If fundraising has been approved, then the team which carried out the fundraising must submit a financial statement to the Youth Coordinator at the end of the season and prior to the annual meeting.

**Article 14- Liability**

A) N.S.S.S.C. will not be held responsible for any injury incurred during events held by the Club.

B) N.S.S.S.C will not be held responsible for the loss or theft of personal belongings which may occur at events held by the Club.

**Article 15- Uniforms**

A) The purchase of all uniforms must be approved by the board in order that they fall within our Clubs colours and logo. Uniforms are not to be worn during practices or any other activities outside of league play.

**Article 16 - Duties of Coaches**

A) To co-operate with the Executive in ensuring that the Constitution and

Bylaws of the Club are followed by their team and by their management.

B) Provide the opportunity for all players assigned to their team to improve their skills and knowledge of soccer while emphasizing good sportsmanship and citizenship.

C) Keep a record of the equipment assigned to their team and maintain in good repair.

D) Assure all equipment and jerseys assigned is returned to the Club at the end of each season.

E) Ensure all Youth league game sheets for home games are passed in to appropriate areas.

F) Equal playing time is a must in the mini's division. This is a developmental Club and results must be de-emphasized.

G) Every attempt should be made by the coach for equal playing in the Premier and First Divisions, as long as the youth has been a good standing member of the team (ie: attended practices and games regularly).

**Article 17 - Order of Business**

A) The order of business of annual meetings of the Club shall be as follows:

* Approval of agenda
* Approval of minutes of previous annual meeting
* Business arising from the minutes
* President's report
* Treasurer's report
* Other reports
* Nominations for Executive positions
* Election of Executives
* Items carried over from last meeting
* New business
* Adjournment