



# SUMMERSIDE UNITED SOCCER CLUB: CONSTITUTION AND BYLAWS

Approved: January 27, 2010

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## CONSTITUTION

### Article 1 – NAME

The name of the Club shall be "Summerside United Soccer Club" with an acronym of SUSC. Hereby known as the "Club" or "SUSC". SUSC shall be affiliated with the Canadian Soccer Association, through the Prince Edward Island Soccer Association.

### Article 2 – PURPOSE

- To manage and operate a soccer club within the Summerside and surrounding areas, for all youths as per CSA rules.
- To provide all SUSC the opportunity to play soccer in an organized team-oriented program and to compete at levels consistent with individual interests and abilities.
- To foster and promote sportsmanship, fair play, soccer skills, personal fitness and team work.
- To provide people the opportunity to develop coaching, managing, refereeing, and other soccer leadership skills.

### Article 3 – MEMBERSHIP

Any resident of the city of Summerside and surrounding areas shall be eligible for membership. Parents or guardians whose children are residents of the City of Summerside and surrounding areas shall also be eligible for membership.

The act of registering a child for any program of the organization shall constitute application for membership for parents or legal guardians. Serving as a coach, assistant coach, referee, or in any other capacity designated 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.

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.

Member in Good Standing: A member in good standing is defined as a member who is not indebted to the organization.

**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.

\*publicize formally that a law or decree is in effect

The Board of Directors of this Club shall consist of President, Vice President, Secretary, Treasurer, Registrar, Immediate Past President and Executive Directors. Officers will consist of President, Vice President, Secretary, and Treasurer.

#### **4.1 Powers**

The business of the SUSC shall be managed by a Board of Directors who may exercise all the powers of the club except as otherwise provided by the club By-Laws. 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. In the event of a vacancy in the Board of Directors, the remaining Directors may exercise the powers of the full Board until the vacancy is filled.

#### **4.2 Nomination and Election**

The Board of Directors in no event shall consist of less than five (5) and not more than Twelve (12) persons. Election shall be by majority vote of those present at the club's annual general meeting. There shall be a Nominating Committee, appointed by the President of the SUSC, which shall annually nominate persons to serve as Directors. A slate of nominees consisting of at least one person for each officer and director position shall be presented at the annual meeting. In addition, any member in good standing may be nominated for any office from the floor, no second being required. The nominee receiving a plurality of the voted cast for each office shall be elected.

#### **4.3 Vacancy**

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

#### **4.4 Tenure**

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

#### **4.5 Removal**

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

### **5.1. President**

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

- 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.
- Serve as the chairperson for all open business meetings of the association.
- Has the authority to call a meeting of the executive at any time, providing each member is given adequate notice.
- Shall have the casting vote when necessary.

### **5.2. Vice-President**

In the absence of the President, the Vice-President shall assume the duties of the President. In addition, the Vice-President shall have such duties as designated by the Board.

### **5.3. Past President**

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

### **5.4. Treasurer**

The Treasurer shall have 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 presentation at the annual meeting.

### **5.5. Secretary**

The Secretary shall keep minutes of all SUSC meetings and SUSC Board meetings, along with the responsibility of maintaining these as permanent records available for examination by any member. The Secretary shall, at the direction of the President or boards, attend to all correspondence of the club.

## **5.6. Registrar**

The Registrar shall be appointed by the Board of Directors and report to the Treasurer. Responsibilities include maintaining records of all players; registering teams / players for both Challenge and Provincial, provide necessary reports to the Board, responsible for entering all data onto the P.E.I.S.A. registration database, and coordinating player registration. .

## **Article 6 – DUTIES OF THE EXECUTIVE DIRECTORS**

### **6.1. Technical Director**

The Technical Director shall work with all coaches and youth directors to help develop the club in areas of skill development, fitness, and leadership. This position will help educate coaches on the expectations of the SUSC Board of Directors, and assist coaches, when needed, with team selection, player placement, training and tryouts.

#### **6.2.1 Youth Director**

The Youth Director ensures that coaches are orientated to the organization and have everything they need to run a successful program. The Youth Director will represent all U12 – U18 coaches at the Board of Director meetings. The Youth Director will help facility the kickoff of the U12-U18 program and will deal with parent inquiries, issues, and concerns as they arise. This position will also assist in the appointment of coaches for approval by the Board of Directors and work closely with the Technical Director.  
( U12 to U18 Programs).

#### **6.2.2 Junior Youth Director**

The Youth Director ensures that coaches are orientated to the organization and have everything they need to run a successful program. The Junior Youth Director will represent all U10 coaches at the Board of Director meetings. The Junior Youth Director will help facility the kickoff of the U10 program and will deal with parent inquiries, issues, and concerns as they arise. This position will also assist in the appointment of coaches for approval by the Board of Directors and work closely with the Technical Director.  
( U10 Program).

### **6.3. Mini Program Director**

The Mini Program Director organizes and coordinates the mini soccer program. The Mini Program Director will represent the Mini Program at the Board of Director meetings and work closely with the Technical Director.  
(U4 to U8 Programs).

#### **6.4. Communications Director**

The Communications Director shall maintain, monitor, and update web site announcements; responsible for placing new items and announcements in local media; organizes and coordinates soccer field usage; responsible for utilizing website capabilities to contact membership with general information; and other duties as required.

#### **6.5. Equipment Director**

The Equipment Director shall be responsible for maintaining an inventory of the equipment available for use and for its disbursement to and collection from the coaches and referees. As the chief purchasing agent of the SUSC, the Equipment Director will prepare a projection of total equipment purchases required to support the program(s) including the club cost figures and delivery schedules. Following review and approval of the purchase proposal by the Boards, the Equipment Director will place the order(s) with the approved source(s).

### **Article 7 – MEETINGS**

#### **7.1. Annual General Meeting**

The annual meeting of the SUSC, which will include the Board of Directors and SUSC membership, shall be held prior to the end of January; the date, hour, and place is to be established by the Executive Board. All members of the executive board must attend. The purposes 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. Notice of the annual meeting of SUSC shall be provided to the Board and the SUSC members at least fourteen (14) days prior to the meeting.

#### **7.2. General Board Meetings**

Meetings shall be called at the first of each month. The President must call a minimum of four (4) meetings annually.

#### **7.3. Special meetings**

Special meeting 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.

## Article 8 – QUORUM

A Simple majority shall constitute a quorum.

## Article 9 – VOTING PROCEDURES

Each member shall have one (1) vote. Members must vote in person.

Annual General Meeting - the President will appoint scrutinizer(s) if deemed necessary. The clubs Secretary will record voting power. Voting for Board of Directors positions shall be done by secret ballot.

The following voting requirements are necessary for passing any voting matter;

- Executive Matters - Majority votes of those present.
- Constitution Amendments - 2/3 majority votes of those present.
- Bylaw Amendments - 2/3 majority votes of those present.
- Official Playing Rules - 2/3 majority votes of those present.
- Election of Officers - majority votes of those present
- Miscellaneous Matters - majority votes of those present

## Article 10 – AMENDMENTS OF ARTICLES

10.1 No amendments or alterations shall be made to any part of the Constitution of this Club except at the Annual General Meeting and a majority votes cast. Notice of any proposed amendments or alterations must be filed with the Club in writing at least **Seven (7)** days prior to the Annual General Meeting.

10.2 Any member may propose changes to the by-laws.

10.3 Where no specific guidance is contained herein, the PEI Soccer Association Constitution will govern.

10.4 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.

## Article 11 – DISSOLUTION

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

## Article 12 – INDEMNITY

Every member or other servant of the SUSC shall be indemnified by the SUSC 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 neglects or defaults.

## BY-LAWS

### Article 1 – REGISTRATION

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

### Article 2 – DEFINITION OF AGE DIVISIONS

- 2.1 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 31<sup>st</sup> of that year.
- 2.2 Ages should be verified by Birth Certificates at time of registration. (applies to all new registrants not yet in our computer files).
- 2.3 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

- 3.1 All players shall be registered on Summerside United Soccer Club. Registration Forms. Players must be properly registered before participation is allowed in any games or practices.
- 3.2 All players participating in the Club shall be registered with the P.E.I.S.A. through the Summerside United Soccer Club.



- 3.3 Registration dates and fees shall be set by the Club Executive annually. Late registrations may be penalized with an additional fee set by the Board.
- 3.4 All refunds will be as per the Refund Policy that is put in place by the Board of Directors in any given season. The Policy will be updated annually by the Board to reflect current needs.
- 3.5 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.
- 3.6 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.
- 3.7 First Division players may play as an affiliate player for a Premier team in the same age division and with a first division team in a higher age category.
- 3.8 Premier Players may only play as an affiliate player for premier teams in a higher age category.

#### Article 4 – MINIMUM / MAXIMUM PLAYERS

- 4.1 A minimum of eight (8) players is needed for any youth game to begin.
- 4.2 A minimum of five (5) players is needed for any mini game to begin.
- 4.3 Twelve (12) players are the minimum required to register a U-12 youth team.
- 4.4 Fourteen (14) players are the minimum required to register a U-14 or older youth team.
- 4.5 No more than 20 players may dress for any youth game although the team can carry more.

#### Article 5 – THE GAME

- 5.1 Duration of Club Games; Set by P.E.I.S.A.
- 5.2 The home team must provide the game sheet which will be filled out by both coaches prior to kickoff. Only the players in attendance at that game should be included on the game sheet.
- 5.3 When filling out game sheets coaches must ensure that full first and last names as per master roster / registration form is used.

## Article 6 – MEMBERSHIP DUES

6.1 The annual membership fees shall be set each year at the first 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 Bylaws, General Operating Rules or SUSC Board decisions. Appeals will be handled by the SUSC Executive Board and/ or a third party advisor.

## Article 8 – SPONSORS

Sponsorship fees of the teams shall be set by resolution of the SUSC Board. No Coach or Manager of team shall approach or solicit a sponsor with regards to additional money, equipment, jackets, suits, travel expenses, etc. Any sponsor contact is the sole responsibility of the SUSC Board or its designated representative.

## Article 9 – OFFICIAL PLAYING RULES

The P.E.I.S.A. playing rules shall be adopted as the Official Club playing rules.

## Article 10 – COACHING REGULATIONS

10.1 Coaches will be appointed annually to teams by the SUSC Board.

10.2 All coaches will be represented on the SUSC Board by the Youth Directors. All coaches will act in accordance with these Bylaws and will familiarize themselves with the Bylaws and playing rules of the club and league in which their team is playing.

10.3 Coaches will ensure that their team players receive a game and practice schedule. Coaches are responsible for the recovery of the equipment bag and contents that are issued to them.

10.4 Coaches must at all times conduct themselves and their team in such a manner as to maintain the good image of the Summerside United Soccer Club and themselves set a worthy example to the young people they coach.

## Article 11 – UNIFORMS AND EQUIPMENT

11.1 Proper Uniforms and Equipment shall be worn in accordance with the standards laid down by the P.E.I.S.A. or jurisdictional policies of the Summerside United Soccer Club.

11.2 All participants must wear shin guards at all games or practices.

11.3 Proper Uniforms shall be provided to all players by the Club. The uniforms shall remain the property of the Club.

## Article 12 – YOUTH TEAMS POLICIES AND GUIDELINES

12.1 Coaching at the Youth level should follow the Club Aims & Objectives. Coaches also have the responsibility to;

- prepare a program that will promote teamwork, skill development, fair play and sportsmanship through quality instruction.
- to educate our youth on the importance of respecting the rules of the game and its officials.
- to encourage the free flow of communication between players and coaches and coaches and parents.

12.2 Youth Team Coaching Applications shall outline qualifications and experience. Applications will be reviewed by a committee of three (3). Proof of qualifications must be presented before the beginning of the season along with an up to date Police/RCMP background check.

12.3 Qualifications of Premier Team Coaches

○ Soccer for Life course

\*\*\*Head coach must have the above course successfully completed prior to April 15<sup>th</sup> in the year they are coaching.\*\*\*

## Article 13 – HARASSMENT POLICY – GENERAL

Summerside United Soccer Club is committed to providing a sport and work environment in which all individuals are treated with respect and dignity. Each individual has the right to participate and work in an environment which promotes equal opportunities and prohibits discriminatory practices.

All complaints of harassment will be reviewed and dealt with by the SUSC Board.

## Article 14 – PLAYER DISCIPLINE GUIDELINES

All player suspensions of game(s) will be administered by the P.E.I.S.A..

## Article 15 – SIGNATURE AND CERTIFICATION

15.1 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 Director of the Board that may be authorized by resolution of the Board.

15.2 The signing officers for 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

### 16.1 Budget

A balanced budget shall be prepared by the Treasurer for the approval of the Board before registration for the program commences in order to permit a per-player fee to be calculated. Approval of all budgets shall require a majority vote.

### 16.2 Expenditures

The Board of Directors shall have the sole authority to initiate and approve any expenditure of funds. Budgeted expenditures may be authorized by a simple majority of the Board and paid in the name of Summerside United Soccer Association. Expenses not included in any current program budget must be approved by 2/3's majority of the Board prior to their incurrence. Expenditures which do not directly support current programs shall be limited to capital equipment equally benefiting all members.

### 16.3 Accounts

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

### 16.4 Audit of the Books

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. This independent auditor shall be designated by the Executive at its first regular general meeting following the Annual General Meeting.