

BOWMANVILLE UNITED SOCCER CLUB

CONSTITUTION AND BY-LAWS

REVISION 15

AMENDED November 18, 2019

President: _____	Jennifer MacDonald
Vice President: _____	Becky Oosting
Treasurer: _____	Linda Bryant
Secretary: _____	Becky Oosting

CONSTITUTION

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Constitution

ARTICLE I: NAME

The Club is known as the Bowmanville United Soccer Club (hereinafter referred to as BUSC) founded in 1978.

BUSC is affiliated with the Darlington Soccer Club Inc. (hereinafter referred to as DSCI) and with the Durham Region Soccer Association (hereinafter referred to as DRSA).

BUSC, via the DRSA, is affiliated with the Ontario Soccer Association (hereinafter referred to as the OSA).

BUSC colours are black and teal.

ARTICLE II: OBJECTIVES

To promote, develop and govern the game of recreational soccer within the Town of Bowmanville including, but not limited to, promoting fair play among participants and their families, spectators, staff and volunteers.

ARTICLE III: MEMBERSHIP

The membership consists of parents/guardians of participants, registered players 18 years of age or older, staff, directors and volunteers.

All members comply with the rules and regulations laid down in the Constitution and the By-laws.

ARTICLE IV: ADMINISTRATIVE COUNCIL

The Administrative Council will conduct the business and interpretation of the Constitution, By-laws, and Policies and Procedures of BUSC. The Administrative Council is composed of the Executive (President, Vice President, Secretary and Treasurer) and all other positions as follows:

Equipment Co-ordinator	Coaching Co-ordinator
Referee Co-ordinator	Past President (Immediate)
Registrar	Discipline Co-ordinator
Sponsorship Co-ordinator	Other Directors
Photograph Co-ordinator	

All positions are elected at the Annual General Meeting, except the Past President position (which by default is the outgoing President) and other Directors who may be required for specific duties that are appointed during the season.

Term of Office

Executive positions on the Administrative Council are held for a two (2) year term. In order to ensure continuity, the four executive positions will be split into President and Treasurer, and Vice President and Secretary, and will be voted on in alternate years. The President and Treasurer shall be up for election during odd numbered years and the Vice-President and Secretary shall be up for election during even numbered years. All other positions are held for a one-year term. Before a member may be voted into an Executive position (President, Vice-President, Secretary and/or Treasurer) that member must have served on the Administrative Council for a minimum of two years and be a current and good standing member of the Administration Council and the Darlington Soccer Club Inc.

Quorum

For the purposes of Administrative Council meetings a quorum will consist of two-thirds (2/3) of the active number of Directors.

ARTICLE V: ANNUAL GENERAL MEETING

Executive officer reports will detail activities carried out throughout the previous year.

Proposals with respect to the operations during the coming year are discussed.

Voting by proxy is not permissible.

Order of Business:

1. Roll call
2. Introduction of administrative council and guests
3. Reading of minutes of the last AGM
4. Old business
5. Treasurer's Report
6. Registrar's Report
7. Reports by other council members as required
8. President's report
9. Constitutional amendments
10. Elections
11. New business
12. Adjournment

ARTICLE VI: ELECTION OF COUNCIL MEMBERS

Only members of BUSC who have attained the age of eighteen (18) years may vote. Each member will have only one vote.

The Elections Officer will declare vacant all positions that are to be elected. Nominations for each position will then be called for, beginning with the President or Vice President positions as shown in Article IV. Nominations are taken from all members attending the AGM. In the event that only one candidate is nominated that candidate is acclaimed. Where two or more candidates have been nominated an election will take place. Voting is by a show of hands. Voting by proxy is not allowed.

ARTICLE VII: ADMINISTRATIVE COUNCIL MEETINGS

The members of the Council will hold meetings of the Administrative Council at a time and place deemed suitable. Unless otherwise agreed to by Administrative Council members, these meetings are presided over by the President of BUSC.

The Secretary will ensure that all members of the Committee are notified of the upcoming meeting in a timely manner.

The business of the Committee is conducted using Robert's Rules of Order. The Council members will vote on all matters relating to registration, finances and policies of BUSC. All voting council members will have one vote, except the President who may only vote in a tie-breaking situation, and the Past President who will not vote.

ARTICLE VIII: DUTIES OF DIRECTORS

The President will preside at special meetings, general meetings and Administrative Council meetings. The President will represent the Club as required. The President or his/her delegate will hold a voting position on the Darlington Soccer Club Inc. Administrative Council.

The Vice President will assume the chair in the absence of the President and perform other duties as required.

The Past President may attend meetings and act as an advisor to the Executive.

The Secretary will maintain accurate minutes of all special and general meetings and be responsible for all club correspondence. The secretary will arrange for meeting rooms and ensure minutes are available prior to each meeting. He/she will inform administrative Council members of all meetings at least five days prior to those meetings. He/she shall in a timely manner respond to or distribute all inquiries, telephone messages and emails received by the club to the appropriate council member for response. He/She will be responsible for arranging the advertisement of BUSC events (registration, Annual General Meeting, etc) in local media, school and other avenues available to the Club and for updating and maintaining the BUSC website and/or Social Media platforms as required by the Club.

The Treasurer will conduct the financial affairs of the club. The Treasurer will maintain one or more bank accounts, and settle the accounts in accordance with the approved budgets. The treasurer and **one** of the President, Vice President or Secretary will sign cheques. He/she will present a written financial report to all Executive and General Meetings, and will present the annual financial report at the Annual General Meeting. He/She shall work in conjunction with the President to ensure that BUSC receives the proper registration fees. He/she will surrender the books to the Administrative Council or a quorum of general members if requested. An auditor's report (if one exists) will only be made available to members in good standing.

The Equipment Co-ordinator is responsible for ordering uniforms and other equipment used by the BUSC. The Equipment Coordinator will prepare a report of any Equipment that needs replacing or materials needed by the club and will present their report for the AGM or the first meeting of the new season. He/She will coordinate efforts with the President and Supplier to ensure all Equipment is ready & available to be picked up by the Coaches before the start of the season. He/She will also coordinate efforts with the President to retrieve the loaned Equipment at the conclusion of the season.

The Sponsorship Co-ordinator will have the responsibility for obtaining all sponsors for BUSC. He/she will work in cooperation with the Equipment Manager to ensure that all sponsor logos appear on the appropriate uniforms. He/she will work with the Photo Coordinator to ensure that all sponsorship recognition tokens are correctly distributed at the end of the season.

The Referee Co-Ordinator shall be responsible for making available a referee for all home games of the BUSC for the U5-U10 age divisions during the regular season and playoffs. The Co-ordinator shall co-operate with the DSCI Discipline Committee and the Referee-in-chief in investigating any disputes that arise during the season.

The Registrar shall adhere to the Registration Guidelines as set out by the Darlington Soccer Club Inc. He/She shall upon receipt of Registration Database from DSCI arrange and sort registrations onto a program of their own choosing and create the teams for the season. Using the Data from Player Evaluations the year prior the Registrar shall effectively balance the teams across the Division. He/she is responsible for house league registrations and other forms required by DSCI or DRSA. He/She shall receive and place any registrations received from the Wait List onto a team and shall advise the Team Coach, Division Convenor, Coaching Coordinator and President of the new addition. He/She shall advise the President & Coaching Coordinator when He/She is beginning to fill the last team of the Division so they can adequately prepare a Coach or advise DSCI to close the Division. He/She shall prepare all Team Rosters for Equipment Pick Up Night by making a paper copy for each Team Coach to receive on the Night. As well an electronic copy will be forwarded to the President for future reference on the Night should it be needed. He/She shall be responsible for retrieving and sorting the player evaluations from the Coaches. He/She shall input those ratings into the Club's Database so the Club will have a current rating on each player. The Registrar will prepare a registration report and present it to the annual general meeting.

The Photograph Co-ordinator will present the Administrative Council with a recommendation of a photographer, based on the estimated costs, for use by the Club for player and team pictures. The Photo Coordinator will arrange for the pictures to be taken and distributed to players (or the parents/guardians as required). If needed the Photo Coordinator will recommend the most cost-efficient option for sponsorship recognition plaques and ensure that these are available when required by the Club. The Photo Co-Ordinator shall work with the Sponsorship Co-Ordinators to ensure that all sponsorship recognition tokens are correctly distributed at the end of the season.

The Coaching Co-ordinator shall be responsible to attend at all BUSC registration events to speak with and recruit potential volunteers for coaching positions. Following the registration events they shall contact parents either by phone or email in an effort to fill any vacant coaching positions. They shall

present a list of coaching volunteers to the Administrative Council for approval. They shall work with the Discipline Co-Ordinator to keep themselves informed of any potential issues regarding coaching volunteers. They shall oversee and ensure that the coaches complete the necessary pre-season paperwork each season that being (1) a coaching application form (if required), (2) OSA Registration form and (3) a police record check and that they attend the mandatory coaching clinics run by DSCI. They shall also encourage and promote OSA Coaching certification for those coaches interested in obtaining such a certification.

The Discipline Co-ordinator will be responsible for the monitoring of BUSC coach's and their actions on field at the request of the Executive. He/she shall also act as the Club representative at all DSCI Discipline Committee meetings or DSCI Discipline Committee hearings that involves a member of the BUSC Club including Executive members, coaches, players, parents or spectators and shall report back to the BUSC Executive with the outcome DSCI Discipline Committee's findings including recommendations and suspensions.

Other Directors may be appointed by the Administrative Council for various functions deemed necessary by BUSC Council. These directors are responsible to BUSC Council for their actions. They will also prepare and present reports to the Annual General Meeting if required by the BUSC Council.

b) DUTIES OF Player Division Convenors

Division convenors shall act in strict accordance with the Convenor's Code of Conduct that shall be executed prior to the commencement of their duties. Division convenors are responsible for keeping the coaches in their division up to date on important league information and keep in constant contact with them throughout the season dispersing information, equipment, schedules, awards, team photos or other handouts as required. He/she shall also assist the coaches with all coaching paperwork, volunteer screening and ensure attendance at clinics is completed by each coach in their division prior to the season commencing. Division convenors shall liaise with their Coaching Co-ordinator throughout the season.

ARTICLE IX: AMENDMENTS

Amendments to the Constitution may only be made at the Annual General Meeting or a Special General Meeting. After any amendment, the Constitution will be given a revision number, dated and signed by the President, Vice President, Secretary and Treasurer.

An up-to- date copy of the Constitution is given to each Administrative Council member yearly. The Constitution is made available to any member of the organization on request.

ARTICLE X: MATTERS NOT INCLUDED

Any matters not herein covered or in conflict are judged in accordance with the Constitution and By-laws of Darlington Soccer Club Inc.

BY-LAWS

By-Law 1: Responsibilities of the Administrative Council

All members of the Administrative Council will endeavour to carry out their responsibilities and duties in accordance with the following items in order to maintain in good standing with the Administrative Council:

- a. Each member shall attempt to attend no less than 7 of the yearly club meetings;
- b. Any member that is absent without cause for three consecutive meetings will be subject to dismissal;
- c. Each member shall attend the Annual General Meeting and shall provide information to the President to be included in the season end report;
- d. Each member is asked to assist the club when they are available during any of the following times: coaches meeting, equipment distribution, and/or photo day.

Any member who fails to fulfil his/her duties as assigned by the Administrative Council may be subject to removal from office by a majority vote of the Administrative Council.

By-Law 2: Registration of Players

The BUSC Administrative Council shall, in cooperation with the other towns under DSCI, set the player registration fee & shall mutually agree on late fees and their start dates which will be applied both online & for any in person registrations and DSC or Registration Events.

The BUSC Administrative council shall hold a minimum of two (2) registration dates in advance of the late registration date at a time and location which will be determined from year to year.

BY-LAW 3: Formation of Teams

The formation of teams for all age Divisions shall be made by the BUSC Registrar with the assistance of a computer database. Teams shall be randomly generated based on age, gender and player ranking. All teams shall be balanced (as equally as possible under the circumstances) with others in their division.

Late registrations shall be placed on a team at the discretion of the BUSC Registrar.

BY-LAW 4: Transfer of Players within BUSC

The BUSC President and the Registrar shall review and approve any transfer of players to alternate teams before such a transfer can occur.

BY-LAW 5: Discipline

All disciplinary matters relating to play, conduct of coaches, players, parents, spectators and volunteers shall be referred to the Darlington Soccer Club Discipline Committee for hearing or review. Discipline matters shall be dealt

with in strict accordance with the Darlington Soccer Club's Zero Tolerance Policy and the Code of Conduct and Code of Conduct Policies.

Any member of the Administrative Council who acts in a manner deemed detrimental to the game of soccer or the organization may be removed from his/her position at the next Executive Meeting provided a quorum of eligible voters is present. In the event of this situation, the member will be informed of the action taken within ten days. That member will have the right to appeal to the DSCI.

BY-LAW 6: Appeals Against BUSC

Appeals may be made against decisions of the club in accordance with the rules of the DSCI. Submission of appeals against the club must be as per the DSCI Constitution

BY-LAW 7: Appointment and Election of Directors

All Director positions that have been appointed by the Administrative Council between Annual General Meetings will come up for election or reaffirmation at the next Annual General Meeting.

All positions not due for election must be reaffirmed at the Annual General Meeting. Any Director not wishing to complete his/her term of office must advise the President two months prior to the Annual General Meeting to allow sufficient time for recruitment.

If a Director chooses to step down from his/her position during the term of office, the Administrative Council may either: appoint an agreed-upon individual from outside the current Administrative Council to complete the term, or appoint a current Director to the vacated position and thereafter appoint an individual from outside the current Board of Directors to the vacated Director's position to complete the term.

All appointments to the Administrative Council must be voted on and accepted by the Directors at a meeting in which a quorum is met.

BY-LAW 8: Administrative Council Decision Making Process

Matters relating to finances (expenditures/receivables), policies, rules, registration requirements or processes, and the staging of special events are decided through a vote by the Administrative Council. A quorum is required to make a decision. Robert's Rules of Order are used.

Any Council member may propose a motion, except the President. Another Council member seconds a proposed motion. Discussion on the motion between members may take place. When the president feels enough discussion has taken place he/she may then ask for the matter to be voted upon. Majority rules apply (50% plus 1). Those voting against the adoption of a motion may ask that their dissent be duly noted in the minutes. All motions, the names of the movers and seconders, a brief summary of the discussion and the vote results are recorded in the minutes.

BY-LAW 9: Amendments

Amendments to the By-Laws will only be made at the Annual General Meeting.

BY-LAW 10: Conducting Executive Voting by E-Mail

Policy: The Executive shall conduct the voting process by e-mail under the same rules that apply to the voting process during in-person Executive meetings.

Procedure: Voting on an issue may take place by e-mail between Executive meetings, but must conform to *Robert's Rules*. An Executive member may present a motion by e-mail to all members of the Executive, which then requires a second from another Executive member (if no one seconds the motion, it dies). The President then issues a statement by email: "It has been moved and seconded that.....Discussion?" Discussion by e-mail can then proceed. NOTE: When discussing a motion by this method, Executive members must remember to use the "Reply All" button on their e-mail in order that every Executive member is able to read every comment, just as in an in-person meeting. The President will establish a date by which discussion shall be closed.

Some time prior to the deadline, the President shall issue a final call: "We have a motion before us to.....Last call for further discussion." At the established deadline the President then calls for the votes. "It has been moved and seconded that.....All those favouring, please respond yes, those opposed respond no". The President will include a deadline by which members must vote in order to be included in the count. NOTE: Executive members need not use the "Reply All" button when voting, but may respond back to the President alone.

E-mail motions before the Executive may also be amended, again only by conforming to *Robert's Rules*. If a "friendly amendment" is requested, it requires only the consent of the maker and the seconder of the original motion. If an amendment is proposed, it requires a second and vote by the Executive before voting on the original motion can proceed.

For the motion (or an amendment to a motion) to pass, at least a quorum of Executive members (2/3) must participate in the voting AND a majority of this quorum must vote in the affirmative. If more than a quorum participate in the voting, a simple majority must vote affirmatively for the motion to pass. The President does not vote except to break a tie.

Shortly after conclusion of the e-mail voting process, the President shall inform the Executive by e-mail of the outcome of the vote. As with in-person voting, voting by e-mail is an official action of the Executive, and should be appropriately detailed in the meeting minutes.

BY-LAW 11: Refund Policy

Refunds will only be granted under one of the following conditions:

- Up to May 1st – full refund less \$25 Administrative Fee
- After May 1st – no refund
- After May 1st – Refund only granted after Executive Member of BUSC or DSC has seen original Doctor Note. Refund will be granted less \$25 Administrative Fee.

BY-LAW 12: Coaching Policy

All Head Coaches of any BUSC team must be a minimum of 18 years of age or turning 18 during that calendar year. All Coaches will submit all required documentation before their Team Roster will be distributed.

BY-LAW 13: Budget

The BUSC Committee will have a meeting at the beginning of the season to establish a budget for the upcoming year. Once the budget has been established, all committee members will vote on the approval of the budget.

BY-LAW 14: Matters not included

Any matters not herein covered or in conflict will be judged in accordance with the Constitution and By-Laws of Darlington Soccer Club Inc.