



## **GLEN SHIELDS FUTBOL CLUB INC. CONSTITUTION**

### **MISSION STATEMENT:**

Our obligation to our membership is to achieve a balance among good sportsmanship, leadership skills and fair play, as well as a commitment to fair competition. As a Club, our mission is to fulfill our players' needs by becoming an organization committed to the excellence and advancement of the discipline of soccer.

This mission will be accomplished through a commitment to the development and organization of the discipline of soccer, through the continuous betterment of coaching and player development, and through the achievement of championship standards in the teaching of the basic fundamentals of the game; all of which is outlined in the Club's Constitution, By-laws, and Playing Rules.

With the help of our most important asset, the members and volunteers of the Glen Shields Soccer Club Inc. and its surrounding community, we will succeed in our mission and establish ourselves as a successful and prominent soccer club and organization.

This Constitution consists of twenty-one clauses (1-21), and sub-clauses as applicable.

### **Clause 1: NAME**

The name of the organization shall be GLEN SHIELDS FUTBOL CLUB INC., herein after referred to as "The Club". The Club shall be affiliated with the York Region Youth Soccer League, York Region Soccer Association and the Ontario Soccer Association.

### **Clause 2: PLACE OF BUSINESS**

The office of the Club shall be located in Concord, at the Patricia Kemp Community Centre, 7894 Dufferin Street, Concord, Ontario, L4K 1R6. The postal address shall be the same location as the street address.

### **Clause 3: CLUB COLOURS**

- (a) The official Club colours of Glen Shields Futbol Club Inc. shall be red and black.
- (b) The uniform shall be comprised of primarily red and black striped shirts, with the shorts and socks appropriate to the year of selection. If and when the primary uniform cannot be worn, the designated alternate shirt shall be the colour decided by the Executive in that current year.

#### **Clause 4: OBJECTIVES**

- (a) To develop and organize the sport of soccer, to encourage sportsmanship, to build character and to teach the responsibilities of team play.
- (b) To seek the cooperation of and to cooperate with the City of Vaughan Recreation Department whenever possible in the development and organization of soccer within Vaughan.

#### **Clause 5: AFFILIATIONS**

The Club shall be affiliated with the York Region Soccer Association (YRSA) and the Ontario Soccer Association (OSA) and shall follow the published rules of the YRSA and the OSA. The Club is subject to the published rules in declining order of authority of the following governing organizations to which it is affiliated:

- 1. The OSA
- 2. The YRSA

#### **Clause 6: MEMBERSHIP**

- (a) The membership shall comprise of parents and guardians of registered players, registered players 18 years of age and over, coaches, managers, volunteer referees, executive members, support group members, Club committee members, sponsors or any other person actively engaged in the operation of the Club. The playing membership is comprised of all the Club's registered players and coaches.
- (b) The Voting Membership: A maximum of one vote shall be awarded to any one person holding one or more of the following positions: parent or guardian of a registered player, registered player 18 years of age or older, coach, team manager, Executive member, Operational Committee member, convenor, sponsor, Club Committee member. To claim eligibility to vote, said member must be registered with the Club as holding one of the above positions during the Club's calendar year immediately prior to the election.

#### **Dispute Resolution**

The Club shall adhere to the Dispute Resolution process as published and approved by The OSA from time to time.

Any Member of the Club may initiate the Dispute Resolution process by communicating in writing to The OSA, with a copy to the Club and District Association, the nature and facts of the dispute. The OSA, at its discretion, may proceed with the Dispute Resolution process by assigning one or more neutral persons to the dispute.

The Dispute Resolution process shall not be used for game discipline which follows the normal discipline and appeals process.

The Club shall make available to any Member the Dispute and Resolution process when requested.

## **Harassment Policy**

The Club shall adhere to the Harassment Policy as published and approved by the OSA from time to time.

The Harassment Policy shall apply to all employees, directors, officers, volunteers, coaches, game officials, administrators, players, Members and registrants of the Club.

Harassment is defined as any comment, conduct, or gesture directed toward an individual or group of individuals which is insulting, intimidating, humiliating, malicious, degrading or offensive. It includes, but is not limited to, sexual harassment.

The Club shall make available to any Member the Harassment Policy when requested.

## **Club Appeal Policy**

Any Member or registrant of the Club directly affected by a decision of the Club may appeal such decision. The denial or termination of Membership in the Club may be appealed by a Non-Member.

A decision of the Club may be appealed to the YRSA with which the Club is affiliated. The appeal shall be conducted in accordance with The OSA's and YRSA's published rules.

An individual shall not appeal a decision made by the Board of Directors regarding the appointment, non-appointment, reappointment or revocation of an appointment of an individual to any coach or administrator position within the Club's operations, except where the selection, appointment and revocation process outlined in the Club's published rules has not been followed.

An individual shall not appeal a decision made by the Club regarding a player's team assignment.

## **Discipline of Member**

A Member may be fined, censored, suspended or expelled from Membership for cause and only after charges have been laid in accordance with the Club's published rules and a hearing held in accordance with the Club's and The OSA's published rules. An individual whose Membership has been suspended loses all rights of Membership until the suspension has been terminated.

Player, team and team official discipline for game infractions is governed in accordance with the procedures published by the OSA.

Any Member, who infringes the Articles or rules of the Club or brings the Club into disrepute, may be reprimanded, suspended or expelled from the Club after a hearing by the Board of Directors of the Club at which hearing the Member is entitled to attend.

## **Termination of Membership**

Membership in the Club shall be deemed to have been terminated:

1. If the Member submits a signed letter of resignation to the Club.

2. If the Member is expelled by the Club's Board of Directors.
3. If the Member is no longer registered with the Club.
4. If the Member is no longer in good standing with the OSA.

#### **Clause 7: MANAGEMENT**

The business of the Club shall be conducted by the following:

- (a) **Executive**  
The day-to-day operations of the Club shall be conducted by an elected group of Executive members with full voting privileges. The Executive Committee shall comprise of: President, Vice President of Finance, Vice President of Operations, Director-at-Large, Director of Boys Rep Division, Director of Girls Rep Division, Director of House League, Director of Mini Division, Director of Equipment and Director of Communications.
- (b) **Support Groups**  
The Executive Committee have the duty and responsibility to set in place their own subcommittees made up of volunteers from the Club membership or any outside interested groups.

#### **Clause 8: ACCOUNTABILITY OF EXECUTIVE MEMBERS AND DIRECTORS OF OPERATIONS**

- (a) The Club's day-to-day business of the Club shall be conducted by the Club's Executive Committee, who is to be herein referred to as the Club's Board Members.
- (b) Each Board Member shall sign a rights and responsibilities form, which would clearly state their job description, protocol, accountability and procedures that need to be followed during their term of office.
- (c) No Board Member shall profit directly or indirectly from any activities concerning the Club.
- (d) Any Board Member deemed to be negligent in performing his or her duties or to have acted in any manner detrimental to his or her responsibilities, as outlined in the rights and responsibilities form, may be removed from the Board by a two-thirds majority vote after due notice has been given in writing.
- (e) No Board Member shall be permitted to be the head coach of any team belonging to the Club unless approved by the Executive Board in an extenuating circumstance.
- (f) No Board Member shall sit on the board of, coach, or act in any other capacity for any other soccer club.
- (g) **Conflict of Interest and Standards of Conduct:** The Directors shall be subject to the Conflict of Interest Policy 21.0 in the OSA's published rules.

**Clause 9: TERM OF OFFICE (Definition)**

- (a) The President, Director-at-Large, Director of House League, Director of Equipment and Director of Boys Rep Division are to be elected for a two-year term of office when the year ending is an odd number. The Vice President of Finance, Vice President of Operations, Director of Mini Division, Director of Girls Rep Division and Director of Communications are to be elected for a two-year term of office when the year ending is an even number.
- (b) A Director has the right to resign his or her position by submitting a signed letter of resignation to the Club.
- (c) All vacancies on the Board caused by death, resignation, removal, or otherwise before the end of the two-year term shall be filled by appointment of a majority of the remaining Executive from Club members for the remainder of that year.
- (d) The immediate Past President is appointed to the Executive Committee. All past presidents shall be entitled to attend and participate at Executive meetings with non-voting privileges.

**Clause 10: ELECTIONS**

- (a) To be eligible for the office of a Senior Executive (President, Vice President of Finance, Vice President of Operations, Director-At-Large) a candidate must have served on the Executive for at least one complete term immediately prior to his or her election.
- (b) Any voting member of the Club may stand for election as a member of the Board.
- (c) To be eligible for the office of Past President, a candidate must have previously served as President of the Club.
- (d) Nominations of candidates for election to the Board shall take place at the Annual General Meeting with voting to be conducted by secret ballot. Each Board member shall be elected to a particular position on the Committee. Any candidate who fails to be elected to one position may be nominated for another.
- (e) Any eligible candidate who wishes to run for a position on the Executive Board of the Club must declare this in writing. This declaration must be dated and submitted to the Club office and date-stamped by the office staff at least twenty-one days prior to the AGM. All nominees will be posted on the Club website fourteen days prior to the AGM.

**Clause 11: EXECUTIVE MEETINGS**

- (a) Meetings of the Executive shall be held at least once a month. Meeting date set at previous Board meeting and confirmed via email one week prior to the meeting. A quorum will consist of a majority of the Executive members. Once quorum is present, the meeting may continue at the pleasure of the remaining members.

- (b) Special Executive meetings may be called by the President or the Secretary on direction of three Executive members in writing. Three days notice of such meetings shall be given.
- (c) Any Board member missing two monthly meetings, (unless excused by the Executive) may be removed from the Executive Committee by a two-thirds majority vote after due notice has been given in writing.
- (d) Motions carried at Executive meetings shall be decided by majority vote. The only vote by the Chairperson of the meeting shall be the deciding vote in the event of a tied vote. Proxy votes shall not be allowed.

**Clause 12: ANNUAL GENERAL MEETING**

- (a) The Annual General Meeting of the Club will be held following the end of the administrative year of October 31 during the first half of November each year; the date of which will be set no later than June 30 of that year.
- (b) The Executive shall call Special General Meetings as and when considered necessary.
- (c) A Special General Meeting must be called within thirty days of a request for same with the appendage of at least one hundred fifty signatures of voting members of the Club.
- (d) Fourteen days notice shall be given to voting members of the Club of the date, time location and purpose of any General Meeting.
- (e) A quorum shall consist of twenty voting members at all General Meetings.
- (f) Motions shall be decided by a majority vote. The Chairperson does not have a vote. Proxy votes shall not be allowed.
- (g) All meetings of the Club shall be conducted in accordance with the most recently published Robert's Rules of Order Newly Revised except as may be otherwise stipulated in this By-Law or other Rules and Regulations of the Club.

**Clause 13: FINANCIAL POLICY**

- (a) The Executive shall decide on all matters of finance relating in any way to the Club, directly or indirectly. Financial Reports shall be issued to the Executive as requested.
- (b) At the Annual General Meeting, a Financial Statement following the end of the fiscal year on September 30, audited or approved by the Executive, consisting of a Balance Sheet and Statement of Income and Expenditure shall be available for all members by October 31.

**Clause 14: MINUTES**

- (a) A copy of all minutes of Executive and General Meetings shall be available to

each Board member before the next scheduled meeting.

- (b) A master copy of minutes of all Club meetings shall be kept in chronological order in a binder in the Club's office.

#### **Clause 15: DISPUTES**

The decision of the Executive shall be final on all matters arising that may not be covered by this Constitution, By-Laws or Playing Rules, and in disputes concerning the interpretation of said Constitution, By-Laws or Playing Rules.

#### **Clause 16: AUTHORITY**

- (a) All groups operating under the name of the Glen Shields Futbol Club Inc. must abide by the Club's Constitution, By-Laws and Playing Rules. All activities must receive prior approval of the Executive.
- (b) Changes to the Constitution can only be made at the Annual General Meeting by a two-thirds majority vote. Any proposed amendments to the Constitution must be submitted in writing to the Secretary at least seven days prior to the Annual General Meeting. Only members of the Club can propose amendments to the Constitution.
- (c) The Executive shall have the power to pass By-Laws and Playing Rules within the framework of this Constitution and the constitutions of YRSA, York Region Soccer League (YRSL) and the OSA to facilitate the administration and operation of the Club. Changes to By-Laws and Playing Rules shall be made at any Executive meeting.
- (d) The co-signers of the Club for all contractual and financial transactions shall be two of the following: President, Treasurer, and any other member of the Executive agreed upon by a majority vote.
- (e) The Executive Board shall have the right and responsibility to hire certain technical and administrative positions to perform specific duties and responsibilities, as the Board deems necessary.
- (f) The Club shall annually submit its Club Constitution or Club By-Law to the YRSA which shall be responsible for ensuring compliance with Club Policy 2.1 by each of its Member Clubs.
- (g) The Club shall be required to submit any amendments to its Club Constitution or Club By-Law to the YRSA within 60 days after the Club's General Meeting at which the amendments were approved.

#### **Clause 17: RULES AND REGULATIONS**

The Club shall have Rules and Regulations which shall include but is not limited to the following:

- (a) Discipline of a Member: summary of charges regarding misconduct.

- (b) Discipline of a Member: procedures for discipline hearing.
- (c) Duties of Board of Directors: authority granted to Board regarding the business being conducted.
- (d) Duties of Board of Directors: selection process and appointment process for the appointment and renewal of appointments to the League's paid and volunteer positions.
- (e) Duties of Board of Directors: process for revoking.

The Board of Directors may approve and publish Rules and Regulations which are not inconsistent with this By-Law and are not inconsistent with the Rules and Regulations of a higher level governing organization.

Amendments to the Rules and Regulations may be made by a majority vote of the Board of Directors or the Members at a General Meeting.

#### **Clause 18: DUTIES OF THE BOARD OF DIRECTORS**

##### **PRESIDENT:**

Shall preside at all Executive, General and Special General Meetings of the Club, at which he or she is present.

Shall act as spokesperson for the Club at all times, including Council, Recreation, Department and/or other Community related meetings, unless he/she otherwise delegates the responsibility.

Shall be aware of all subcommittee groups.

Is one of the co-signing officers.

In the President's absence, the Vice-President shall undertake his or her duties, responsibilities and powers.

##### **VICE PRESIDENT OF OPERATIONS:**

Shall assist in the day to day administrative operation of the Club.

Shall work closely with the President and/or appropriate Vice President in organizing Club functions.

Shall coordinate volunteer recruitment and assignment.

Shall ensure that proper facilities are in place to communicate Club activities and news to members and the public.

Shall be responsible for obtaining all permits required by the Club.

Shall act as the Chair in the absence of the President for any Executive meeting.

##### **VICE PRESIDENT OF FINANCE:**

Shall be responsible for the Club's banking and financial transactions and records.

Shall review with the Executive any substantial purchases or any variances from the budget.

Shall provide monthly financial statements and reports as directed by the Executive and annual financial statements as required by the Constitution.

Shall prepare a budget for the upcoming year within a month of the Annual General



Meeting for presentation to the Executive for approval.  
Is one of the co-signing officers.

**DIRECTOR-AT-LARGE:**

Shall act as the Club's liaison for external Leagues and Associations.  
Shall act as the Club liaison for any major projects carried on by the Club.  
Shall be responsible for providing the Club solicitor with changes to the Constitution and Board of Directors, as required by the Corporation Act.

**DIRECTOR OF BOYS REP DIVISION:**

Shall ensure that the requirements of the Club and all leagues in place of YRSL, CSL, OYSL, CPSL, and all other OSA sanctioned leagues are met by the Club's Rep teams where applicable.  
Shall actively participate in the selection, training and allocation of Rep coaches.  
Shall recommend Rep tournaments to the Executive for approval.  
Shall publicize the achievements and progress of the Rep teams.  
Shall assist in recruiting and retaining Rep sponsors.  
Shall coordinate all Rep team meetings with the Director of Girls Rep Division, one of whom shall chair the meeting.

**DIRECTOR OF GIRLS REP DIVISION:**

Shall ensure that the requirements of the Club and all leagues in place of YRSL, CGSL, OYSL, and all other OSA sanctioned leagues are met by the Club's Rep teams where applicable.  
Shall actively participate in the selection, training and allocation of Rep coaches.  
Shall recommend Rep tournaments to the Executive for approval.  
Shall publicize the achievements and progress of the Rep teams.  
Shall assist in recruiting and retaining Rep sponsors.  
Shall coordinate all Rep team meetings with the Director of Girls Rep Division, one of whom shall chair the meeting.

**DIRECTOR OF HOUSE LEAGUE DIVISION:**

Shall be responsible for the administration and operation of boys and girls house league (aged 8 and up), including team selection and scheduling of games and playoffs.  
Shall assist in the recruitment and allocation of coaches and division convenors.

**DIRECTOR OF MINI DIVISION:**

Shall be responsible for the administration and operation of the boys and girls recreational mini soccer (ages 4-7), including team selection and scheduling of games.  
Shall assist in the recruitment and allocation of coaches and division convenors.

**DIRECTOR OF EQUIPMENT:**

Shall purchase Club supplies and equipment for all divisions (house league, rep, camp, and academy) as required.  
Shall issue and collect from each coach the equipment for the season.

Shall maintain updated inventory and written record of the location of all Club property.

**DIRECTOR OF COMMUNICATIONS:**

Shall be responsible for all public communications for the Club including but not limited to the Club website, Club newsletters, public correspondence, etc.

Shall be responsible for media relations, media advisories and media communications for the Club.

Shall be responsible for the development and implementation of the Club's communication and public relations strategy.

**PAST PRESIDENT:**

Shall participate in the deliberations of the Executive with no voting powers; acts in a general advisory capacity.

**Clause 19: DUTIES OF OTHER VOLUNTEER POSITIONS:**

All decisions made by this group must be approved by the Executive before implementation.

**TOURNAMENT DIRECTOR:**

Shall be responsible for organizing any and all in-house Club tournaments.

Shall act as the liaison between the Club and the C.O.V.I. Tournament Committee.

**COACHING COORDINATOR FOR RECREATIONAL DIVISIONS:**

Shall be responsible for the recruitment, supervision and allocation of coaches and assistant coaches in the recreational divisions.

Shall keep recreational coaches informed of the rules and procedures of the Club.

**SPONSOR COORDINATOR:**

Shall be responsible for the recruitment of sponsors in the recreational divisions.

Informs sponsors of team schedules and progress.

Delivers sweaters, plaques and team photographs.

Sends other appropriate reminders of Club's appreciation.

**FIELD AND GYM SCHEDULER:**

Shall be responsible for the allocation of fields and gyms and the scheduling of games and practices in the recreational and rep divisions in conjunction with the Directors of the appropriate divisions and the Technical Director of the Club.

**HOUSE LEAGUE CONVENORS:**

A convenor may not be a Coach in the same age group.

Shall report to the Executive Board through the Director of House League.

Shall coordinate with the Director of House League the game schedules for their respective age groups.

Shall assist in the player allocation to teams in collaboration with team coaches and the Director of House League.

Shall ensure that each coach receives team lists, photos and other relevant information.  
Shall submit player ratings to the Director of House League before the end of the season.

Shall advise the Director of House League of the number of awards, trophies etc. for the current season.

Shall assist with Photo Day, End of Season Playoffs and End of Season Banquet.

**MINI LEAGUE CONVENORS:**

A convenor may not be a Coach in the same age group.

Shall report to the Executive Board through the Director of Mini.

Shall coordinate with the Director of House League the game schedules for their respective age groups.

Shall assist in the player allocation to teams in collaboration with team coaches and the Director of House League.

Shall ensure that each coach receives team lists, photos and other relevant information.

Shall submit player ratings to the Director of Mini before the end of the season.

Shall advise the Director of Mini of the number of awards, trophies etc. for the current season.

Shall assist with Photo Day, End of Season Playoffs and End of Season Banquet.

**ASSISTANT TO THE TREASURER:**

Shall assist the Vice President of Finance with his or her duties.

**STATISTICIAN:**

Shall keep records of the statistics of all divisions and make them available to the proper communication channels.

**Clause 20: INDEMNITY**

Members of the Board of Directors or other servants to the Club; their heirs, executors, administrators and estate and effects respectively shall be indemnified and saved harmless at all times by the Club 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 neglect or default.

**Clause 21: DISSOLUTION**

In the event of dissolution of the Club, and after payment of all debts and liabilities, its remaining property shall be distributed or disposed of by the Board of Directors to one or more not-for-profit soccer related organizations, or any not-for-profit athletic community organizations, which operate solely in Ontario.