

KINGSTON UNITED SOCCER CLUB CONSTITUTION AND BYLAWS



KUSC Constitution and Bylaws

Article 1: Name

Section 1:

The name of this corporation shall be the KINGSTON UNITED SOCCER CLUB, herein after referred to as the Club. The headquarters of the Club shall be located within the District Boundaries of the Southeast Ontario Soccer Association.

Article 2: HEAD OFFICE

Section 1:

The Head Office of the Club shall be in the City of Kingston, the County of Frontenac, in the Province of Ontario, Canada.

Article 3: OBJECTIVES

Section 1:

The Club is an independent non-profit organization. The principal objectives of the Club are as follows:

- a) To foster, develop, and promote the game of soccer;
- b) To develop and encourage high soccer standards in recreation and competitive play;
- c) To promote, organize, and manage team competition at all age levels in both the recreational and competitive programs;
- d) To assist in the development of fair play, team participation, and community spirit through involvement in the game of soccer;
- e) To sponsor and promote such athletic, social, and other special activities as may contribute to the finances of the Club;
- f) To manage and take appropriate care of the property, both real and personal, of the Club; and
- g) To promote the transition of youth players into adult soccer leagues.

Article 4: AFFILIATIONS

Section 1:

The Club may maintain an affiliation with the following organizations and others as chosen by the Board of Directors of the Club to promote the objectives of the Club:

The Canadian Soccer Association
The Ontario Soccer Association
The Southeast Ontario Soccer Association
The East Region Soccer League



Article 5: CLUB GOVERNANCE

Section 1:

The Club shall be composed of Members as hereinafter set out, and it shall be managed by a Board of Directors constituted as stated in these Bylaws.

Article 6: MEMBERSHIP

Section 1:

Active Membership shall consist of the Club's Board of Directors, registered players, and club volunteers (team coaches, team assistant coaches, team managers, house league conveners, and committee members). Changes to the active Membership shall be decided by the Club's Board of Directors.

Section 2:

No person shall be entitled to vote at any meeting who is not a member of the Club at the time notice is given calling such a meeting.

Article 7: MEMBER CONDUCT

Section 1:

A Member must abide by the Club's Fair Play Policy and conduct their behaviour in a manner befitting the article and rules of the Club. If a member infringes on the articles and rules of the Club or brings the Club into disrepute, the member may be suspended or expelled from the Club after a hearing by the Board of Directors of the Club at which the Member is entitled to attend.

Article 8: FISCAL YEAR

Section 1:

The fiscal year of the Club shall begin on October 1st and end on September 30th each year.

Section 2:

Membership fees shall be set annually by the Board of Directors.

Article 9: MEMBERSHIP YEAR

Section 1:

The Membership year of the Club shall begin on the day of the Annual General Meeting and conclude on the day prior to the Annual General Meeting of the following year.

Article 10: ANNUAL GENERAL MEETING

Section 1:

The Annual General Meeting of the Club shall normally be held during the period from September 30th to November 30th of each year. The Board of Directors may change the date of the meeting in exceptional circumstances.



Section 2:

Active Members shall receive fourteen (14) days notification of the time and location of the Annual General Meeting by way of the Club website.

Section 3:

Order of business at the Annual General Meetings:

1. Roll Call
2. Period of Remembrance
3. Tributes and introduction of guests
4. Minutes of previous Annual General Meeting
5. President's Address
6. Director's Reports
7. Reports from Hired Personnel
8. Treasurer's Report
9. Other reports or in Year Business
10. Amendments to the Constitution
11. Election of the President, Vice-President, Treasurer, Secretary, and Directors as required under Article 17: Tenure and Election
12. Other business
13. Adjournment

Section 4:

The Chair may, at their discretion, introduce any special business for discussion after approval of the minutes.

Article 11: SPECIAL GENERAL MEETINGS

Section 1:

A Special General Meeting may be called by the Board of Directors.

Section 2:

A Special General Meeting may be requested by Active Members upon a written request signed by no less than twenty-five (25) Active Members and presented to the Board of Directors. Within twenty-one (21) days a special Board of Directors meeting to review the request will be held with Active Members in attendance. A majority vote by the Board of Directors is required to proceed with the Special General Meeting.

Section 3:

Notice of the date, time, and place of the special Board of Directors meeting and Special General Meeting, if approved, will be communicated by way of the Club website.

Section 4:

All costs involved in holding a Special General Meeting if requested by Active Members shall be paid by the Active Members who signed the request.



Article 12: RULES OF ORDER

Section 1:

All meetings of the Club shall be conducted in accordance with the Robert's Rules of Order insofar as they may apply.

Article 13: PRESIDING OFFICER

Section 1:

The President shall preside at all General Meetings of the Club as Chair and, in their absence, the Vice-President shall take the chair. If neither the President or Vice-President is available, the Board of Directors will appoint the Chair.

Article 14: QUORUM

Section 1:

At all General Meetings, twelve (12) Active Members shall form a quorum.

Article 15: VOTING

Section 1:

Those who shall be qualified to vote and to take part at General Meetings of the Club shall be the Active Members of the Club as specified in Article 6. A registered player may be requested by their parents or guardian.

Section 2:

At all meetings of the Club, voting shall be by a show of hands unless a poll is requested by a regular motion. Decisions shall be reached by a simple majority unless otherwise required by the Bylaws of the Club.

Section 3:

Each Active Member shall be entitled to one vote at any General Meeting.

Article 16: BOARD OF DIRECTORS

Section 1:

The Club shall be governed by a Board of Directors consisting of twelve (12) individuals, or such number not to be less than eight (8), as may be amended from time to time in accordance with the Club's Bylaws. These individuals shall hold the following positions:

President

Vice President

Secretary

Treasurer

Director of Discipline

Director of Volunteers

Director of House League



Director of Competitive (U13 and up)
Director of Grassroots (U9-12)
Director of Equipment
Directors at Large (2)

Section 2:

The Directors at Large roles and responsibilities will be decided by the Board of Directors.

Section 3:

The immediate Past President, if they did not continue as an official member of the Board of Directors, shall be an ex-officio non-voting member of the Board of Directors.

Article 17: TENURE AND ELECTION

Section 1:

The election of the Board of Directors shall be by secret ballot at the Annual General Meeting of the Club.

Section 2:

All members of the Board of Directors shall be elected for a two (2) year term at the Annual General Meeting according to the following:

- In even number years: the President, Treasurer, Director of Competitive (U13 and up), Director of Discipline, Director of Equipment, and one (1) Director at Large
- In odd number years: the Vice President, Secretary, Director of House League, Director of Grassroots, Director of Volunteers, and one (1) Director at Large

Section 3:

Eligibility for the position of President and Vice President requires serving at least one (1) year on the Board of Directors.

Section 4:

A vacancy on the Board of Directors can be filled by a majority vote of the Board of Directors. The successor shall hold their incumbent's position(s) for the remainder of the term being filled.

Article 18: MEETINGS OF THE BOARD OF DIRECTORS

Section 1:

The Board of Directors shall meet not less than six (6) times a year.

Section 2:

A majority of members of the Board of Directors shall form a quorum at all meetings.

Section 3:

No member of the Board of Directors shall participate in discussions concerning business where they will be in a conflict of interest with their team or where they can be seen to make personal gain.



Article 19: DUTIES OF THE BOARD OF DIRECTORS

Section 1:

President

Shall preside at all general meetings of the Club and of the Board of Directors. The President shall be an ex-officio member of all committees, shall appoint all chairs of standing and special committees subject to ratification by the Board; coordinate all duties of the Board, committees, staff; and shall be the spokesperson for the Club.

Section 2:

Vice President

Shall act in the absence of the President and shall have other powers as assigned by the Board of Directors.

Section 3:

Treasurer

Shall ensure full and accurate records are kept of the financial accounts of the Club; shall report to the Board of Directors at least once per quarter, and shall submit an Annual Financial Report at the Annual General Meeting. The Treasurer shall arrange for the independent audit of the Club's financial accounts at least once per year.

Section 4:

Secretary

Shall maintain a record of all minutes of the organization; maintain copies of all committee reports, unless otherwise specified in the Club's published rules; maintain record books in which bylaws, published rules, and minutes are entered and have the current record books available upon request; conduct the general correspondence of the organization that is not the proper function of another office, committee, or hired personnel; prepare, prior to each meeting in consultation with the presiding officer, an order of business; and in the absence of the President and Vice President, preside until the immediate election or appointment of a new presiding officer.

Section 5:

Director Positions

The duties of the Director positions shall be determined by the Board of Directors.

Section 6:

The Immediate Past-President

Shall undertake the duties assigned by the President or Board of Directors.

Article 20: FINANCIAL REVIEW

Section 1:

The financial accounts of the Club shall be audited annually, and the correctness of the Financial Statement and financial processes by an independent accounting firm .



Article 21: HIRED PERSONNEL

Section 1:

The Board of Directors may hire individuals to attend to the Club's business as decided by the Board of Directors.

Section 2:

The Hired personnel shall be paid remuneration as determined by the Board of Directors and shall have duties prescribed by the Board of Directors.

Section 3:

The hired personnel will be required to sign a formal contract of employment prepared by an external law firm and paid by the Club.

Section 4:

The hired personnel will have a performance review with regards to their contract terms and conditions at least once per year and conducted by a member of the Board of Directors.

Section 5:

Unless otherwise decided by the Board of Directors, the hired personnel will report to the President of the Club.

Article 22: COMMITTEES

Section 1:

The Board of Directors may constitute Standing or other Committees as it deems necessary to attend to the Club operations. The following Standing Committees will be in place unless otherwise directed by the Board of Directors:

- a) House League
- b) Competitive
- c) Technical
- d) Financial

Article 23: OTHER REGULATIONS

Section 1:

The Club may make such miscellaneous rules and regulations as may be deemed necessary to promote and develop the game of soccer within its jurisdiction.

Article 24: AMENDMENTS TO THE CONSTITUTION

Section 1:

All proposed amendments to the Constitution shall be made at an Annual General Meeting of the Club.



Section 2:

All proposed amendments to the Constitution by an Active Member not on the Board of Directors shall be submitted to the Board of Directors at least fourteen (14) days prior to the Annual General Meeting.

Section 3:

All proposed amendments to the Constitution by the Board of Directors shall be reviewed at a Board of Directors meeting prior to the Annual General Meeting.

Section 4:

All proposed amendments to the Constitution shall be published on the Club website prior to the Annual General Meeting.

Section 5:

Proposed amendments to the Constitution shall require a two-thirds (2/3) majority vote of the Active Members present at the Annual General Meeting.

Section 6:

Amendments to the Constitution shall become effective immediately upon approval at the Annual General Meeting.

Section 7:

Past amendments to the Constitution shall be posted on the Club's website.

Article 25: DISSOLUTION OF THE CLUB

Section 1:

Upon the dissolution of the Club and after making payment or setting aside provisions for payment of all debts and liabilities, the Board of Directors shall dispose of the remaining assets and property of the Club to an organization(s) which is dedicated to the promotion and enjoyment of youth soccer in Kingston.

Article 26: INDEMNITY

Section 1:

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.

Article 27: MATTERS NOT INCLUDED

Section 1:

All matters not included in the Bylaws and the Club's rules and policies shall be judged by the Club's Board of Directors as they are brought to the attention of the Board of Directors.

