

Saskatoon United Soccer Club, Inc.

Constitution

Updated Aug 16, 2009

1. Membership, Fees and Affiliations

1. Saskatoon United Soccer Club Inc. shall apply for and be Governing authority for Zone 1, as designated by the Saskatoon Youth Soccer Organization, or its successor.
2. Saskatoon United Soccer Club, Inc. is hereinafter referred to as “SUSC”.
3. SUSC shall affiliate with Saskatoon Youth Soccer, and the Saskatoon and District Soccer Association, and through these governing bodies, the Saskatchewan Soccer Association and the Canadian Soccer Association.
4. SUSC may also affiliate with other local or regional soccer governing bodies where such affiliation is believed by the Board of Directors to be in the best interest of SUSC.
5. Membership in SUSC shall be open to all who are interested in the sport of soccer parent or guardian of a participant or other interested in individuals, and agree with the objectives of SUSC prior to applying for membership. An accepted player registration is a membership in SUSC.
6. All applicants for membership must be approved by the Board of Directors, once approved, unless revoked by the Board of Directors, shall be valid for 12 months from the date of approval by the Board of Directors. The Board of Directors shall maintain a list of current members.
7. All players over the age of eighteen shall have voting privileges.
8. Membership fees shall be set by the Board of Directors.
9. Each family has one vote for each child registered in good standing. Any individual shall however only have one vote.
10. A player registration fee shall be required for each Zone member playing on a team during either the indoor or outdoor soccer season. A separate registration will be required for each season to be determined by the Board of Directors. Registration fees shall be made payable to SUSC. Refunds shall be given if special circumstances exist at the discretion of the Board of Directors.
11. A fundraising fee may be required for each Zone member. Fundraising fees shall be determined by the Board of Directors for the indoor and the outdoor soccer seasons and will be levied at the start of these seasons.
12. Any member who is in breach of SUSC constitution and/or bylaws may be suspended by the Board of Directors for a stipulated period of time, indefinitely, or permanently.

2. Board of Directors

The business of SUSC shall be managed by the Board of Directors duly elected from the membership of SUSC as follows:

1. President
2. Past president
3. Vice President
4. Secretary
5. Treasurer
6. Registrar
7. Fundraising /Volunteer Director
8. Technical Coordinator
9. Facilities Director
10. Communications Director
11. Equipment Director
12. 3 Directors at Large
13. 2 Saskatoon Youth Soccer Inc (SYSI) Representative Directors
14. One Director from each Community Association in Zone 1.

The Technical Committee will be Chaired by the Technical Coordinator, and consist of all age-specific Technical Assistants, the number of which will be determined by the committee according to need and availability, the Facilities Director, one Director at Large, and the Technical Director. Ex Officio members will be the Registrar and President/Vice President (one of which must be in attendance). The Technical Committee will make recommendations to the Board for the development of the game in the zone, but the decision of the Board is final on all proposals. The Technical Coordinator (or designate) will act as liaison between the committee and Board of Directors, and will represent the Technical Committee in all meetings of the Board of Directors. The Technical Committee will have one vote at the Board level.

1. All Directors shall hold office for a period of two years, but may hold the same office for up to three consecutive terms, if duly elected at the Annual General meeting. If no other person can be found to fill a particular office, the position may be filled by the same person for more than three terms.
2. The Board of Directors shall also include the following ex officio non-voting members: Coaches and honorary members.

3. The Board of Directors will appoint a Technical Director for a period of time at the discretion of the Board.
4. The Board of Directors will appoint a Community Coach based on the recommendations of the Technical Committee.

3. Nomination and Election of the Board of Directors

1. Nominations of members as candidates for positions on the Board of Directors shall be done by a Nominations Committee with the understanding that nominations for any position may also be made from the floor of the Annual General Meeting. Specific procedures to be followed are as follows:
 1. The Board of Directors shall appoint a Nominations Committee to solicit Zone members eighteen (18) years of age or older to let his/her name stand for nomination for one of the elected offices in the ensuing year. The Nominations Committee shall thus nominate one or more members for each elected office in the ensuing year. Nominations shall be in writing signed by the nominee and Chairperson of the Nominations Committee.
 2. A slate of nominees shall be presented to the Board of Directors by the Nominations Committee at least fifteen (15) days before the Annual General Meeting.
 3. All nominees must be members eligible for voting privileges.
2. Where there is more than one nomination for any office, balloting shall be by secret ballot. The Chairperson shall appoint two scrutineers for the elections. The scrutineers will distribute the ballots and count them and provide the Chairperson with the name of the nominee who has received a majority of the votes.
3. Members of the Board of Directors shall hold office until the adjournment of the next Annual General Meeting. New members of the Board of Directors shall assume office immediately following the adjournment of the Annual General Meeting.

4. Powers of the Board of Directors

1. The Board of Directors shall have the power to do all things necessary for the successful operation of SUSC as follows:
 1. Administer the funds of SUSC in such a manner and for such purpose as it may decide are beneficial to the well being and advancement of SUSC's objectives.
 2. Decide to commence or discontinue any form of activity being conducted under the auspices of SUSC.
 3. Expel any member for unbecoming conduct, or failure to carry out his or her duties as an elected officer, or refusal to participate in Zone activities.

4. Suspend from the Board of Directors any member who is absent for two consecutive meetings without having given satisfactory explanation to the President or his/her representative.
 5. Accept the resignation of any member from the Board of Directors. All such resignations must be in writing and addressed to the President or the Vice President of SUSC.
 6. Ensure that the objectives of SUSC are carried out. The objectives of SUSC shall be carried out without financial gain to its members. Any profits or accretions of SUSC shall be used in promoting its objectives.
 7. Appoint committees, either standing or temporary (ad hoc) and prescribe their duties, powers and duration thereof.
 8. Make such rules and regulations regarding the use of Zone equipment and supplies as they deem necessary.
 9. Appoint a Director to fill offices vacated after the Annual general Meeting or left unfilled at that time.
2. Six directors shall constitute a quorum to conduct the meetings of the Board of Directors of SUSC.
 3. There shall be at least five (5) meetings of the Board of Directors per winter season and three (3) per summer season, with other meetings of the Board of Directors called as required. The dates of the meetings shall be publicized. Each Director shall be personally notified of the time, date, and place of all meetings.
 4. All questions before the Board of Directors shall be determined by a majority vote and in the event of a tie, the President shall have the tie breaking vote.
 5. All Board of Directors meetings of SUSC shall be open to general attendance by Zone members, who may be permitted to speak to matters by the chair.
 6. Any director of the Board of Directors who ceases to hold office shall turn over to the Board of Directors all documents, records, books, funds, or Zone property.
 7. Specific duties of the Board of Directors are as follows:
 8. The President shall:
 1. Preside as Chairperson at all meetings of SUSC.
 2. Oversee the general operations of SUSC.
 3. Ensure that such operations conform to Zone bylaws and guidelines set out in the Constitution of SUSC.
 4. Act as an ex officio member of all Zone committees.
 5. Act as the Club's official representative at all functions in which SUSC is involved.
 6. Be a signing officer of the Club.
 7. Discharge any duties which may be required of him or her as President.
 9. The Vice-President shall:
 1. Perform the duties of the president during the President's absence.
 2. Assist the president in all actions of SUSC.
 10. The Secretary shall:
 1. Be responsible for the proper maintenance of the minutes of all meetings.

2. Provide a copy of the minutes of the Annual General Meeting for distribution to SUSC members at the next Annual General Meeting.
3. Provide a copy of the minutes of the meeting of the Board of Directors for distribution to the Directors at the next Executive Meeting.
4. Conduct all correspondence through the offices of the President.
5. Maintain a list of all members in good standing.
6. Be a signing officer of SUSC.

11. The Treasurer shall:

1. Be responsible for the collection and disbursement of funds as directed by the Board of Directors.
2. Prepare and maintain accurate records of all such transactions.
3. Receive all monies collected on behalf of SUSC deposit funds of SUSC in Zone bank accounts and attend to the banking affairs of SUSC.
4. Arrange for payment of invoices and other monies owing due to the operation of SUSC.
5. Prepare a Financial Statement for presentation and distribution at the Annual general Meeting and for other general and executive meeting as requested by the Board of Directors.
6. Co-ordinate the preparation of an annual budget for SUSC with the help of the other members of the Board of Directors.
7. Arrange the inspection of the financial records of SUSC by any member as provided for in the bylaws.
8. And provide a list of player registrations to SUSC Secretary.
9. Be a signing officer of SUSC.

12. The Registrar shall:

1. Request and co-ordinate player registration, seeing that the Treasurer receive such registrations in order to submit same to the appropriate organization and/or governing body.
2. Along with the Board of Directors, establish appropriate date for registration and advertise same.
3. Maintain a player database on a zone computer with required registration information.
4. Provide player registration information to the Technical Coordinator upon request.
5. Maintain a record of teams, coaches, assistants and managers ensuring that all documentation requested by Saskatoon Youth Soccer and/or Saskatchewan Soccer Association are completed and forwarded by required due dates.
6. Attend meetings for the purposes for registration, placing and/or transferring players and teams as required by the governing bodies.
7. To attend as a member of the Technical Committee to provide and gather information regarding registration and player placement.

13. The Fundraising Coordinator shall:

1. Chair the Fundraising Committee and co-ordinate all fundraising efforts of SUSC.
2. Recommend guidelines and policies covering the responsibilities and options of members with respect to fundraising activities.
3. Periodically contribute a brief financial statement for incorporation with SUSC's financial statement.

14. The Technical Coordinator shall:

1. Liaise with the Technical Director within the Technical Committee and represent the Technical Committee to the Board of Directors.
2. Chair the Coaches' Committee, Technical Committee (including the subcommittees of Coach Selection and Player Placement committees) and present recommendations and budget for the implementation of Technical programs to the Board of Directors for approval.
3. Represent the interests and concerns of the team coaches to the Board of Directors.
4. Ensure all teams have coaches.
5. Interact with other organizations involved in the technical aspects of the sport in order to represent Zone interests and acquire information related to development opportunities available through these organizations.
6. Develop a liaison with appropriate governing bodies involved in development and modification of regulations and procedures for the purpose of influencing changes that will support the objectives of SUSC,
7. Recommend and arrange for sponsorship by SUSC of various technical courses and clinics for coaches and players.
8. Maintain a database of Technical and Tiering scores within a zone computer and to archive all Tiering sheets for the period of two years.

15. The Technical Director shall:

1. Work closely with the Technical Coordinator within the Technical Committee.
2. Ensure all coaches in SUSC are trained and monitored.
3. Ensure that coaches requiring assistance with their teams are given that help in accordance with the budget of SUSC.
4. Provide documentation of activities performed within the zone for which payment is received.
5. Interact with other organizations involved in the technical aspects of the sport in order to represent Zone interests and acquire information related to development opportunities available through these organizations.

16. Technical Assistants for U11/12, U13/14, and U15-18 shall:

1. Serve as a "first contact liaison" for players, parents and coaches within their age group to represent their interests to Technical Committee
2. Facilitate zone communications and necessary information to teams with their age group.

3. Monitor team progress and concerns for teams within their age group. Concerns should be first resolved at the team level but then may be brought to the attention of the Technical Assistant who should inform the Technical Coordinator.
 4. Serve on the Technical Committee to
 1. Assist in the organizing and implementation of Technical Program for players and Coach Development programs for their age group.
 2. Assist the Registrar in the implementation of Registration.
 3. Assist the Technical Coordinator in the implementation of Tiering Evaluations.
 4. Serve as a member of the Coach Selection and Player Placement Committees to represent the interests of their age group players and parents.
17. The Facilities Coordinator shall:
1. Coordinate all team training and practice times in conjunction with the Technical Coordinator and Technical Director.
18. The Communications Coordinator shall:
1. Coordinate the necessary communications between the Board of Directors, teams and coaches by issuing such communications at intervals agreed upon by the Board of Directors.
 2. Solicit articles for the newsletter approximately one week before its publication. This newsletter is to be used as a forum by all coaches, teams, any interested Zone member, as well as the Board of Directors.
 3. Co-ordinate and implement the Talk Mail, Email and Webpage (with the assistance of the Board appointed webmaster.)
19. The Equipment Coordinator shall:
1. Arrange for the purchasing of uniforms, equipment, supplies, etc., for SUSC, and maintain an inventory of these supplies in conjunction with the Technical Coordinator from the Equipment Budget or Board approved monies.
20. The Members at Large shall:
1. Assist the Board of Directors in their duties,
 2. Act where appropriate and possible as Chairpersons of Club Committees
 3. Promote soccer in Zone Community Associations.
21. Saskatoon Youth Soccer Representatives shall
1. Represent SUSC at all required SYS meetings and events.
 2. Serve on all assigned committees.
 3. Maintain a liaison as required between SYS and SUSC.

5. Meetings

1. There shall be an Annual General Meeting of SUSC each calendar year to be held within the month of September, the date to be fixed by the Board of Directors.

2. Election of officers shall take place at the Annual General Meeting.
3. The Annual General Meeting is open to all members of SUSC.
4. In addition to the Annual General Meeting, Special General Meetings (SGM) of SUSC shall be held in the following circumstances:
 1. When deemed advisable by the Board of Directors.
 2. When requested in writing by not less than 12 voting members. The request must state clearly the nature of the business proposed to be transacted at such a meeting. The meeting shall be held not less than twenty and not more than thirty days after receiving the request.
5. All notices of Special General Meetings must state specifically the business proposed to be discussed at such SGM and no other business shall be transacted.
6. Formal notice of time, place, and agenda of Annual or Special General Meetings shall be sent to all members not less than fifteen days or more than thirty days before the meeting.
7. Not less than 15 members shall constitute a quorum of any Annual or Special General Meeting of SUSC.

6. Constitutional Amendments and Additions

1. Directors may, by resolution, make, amend or repeal any bylaws that regulate the activities of SUSC. These bylaws, amendments or repeals are effective from the day of the resolution.
2. All changes in bylaws must be presented to the next Annual General Meeting of Zone members (or Special General Meeting called for the specific purpose of considering Zone bylaws) who may confirm, reject, or amend the bylaws, amendments or repeals.
3. Proposed amendments to the constitution or bylaws must be in writing and presented to the Board of Directors not less than twenty days prior to the Annual or Special General Meeting. Full details of the amendments must be sent out in the notice of the meeting. If meeting notices have been sent out prior to receipt of the proposed amendments, an additional notice giving the amendment details must be sent to the membership.
4. Bylaws may be confirmed, rejected, or amended by a simple majority of the members present at the Annual or Special General Meeting.
5. Constitutional amendments shall be approved if they receive at least 2/3 of the votes cast at the Annual or Special General Meeting or a minimum of 25 people in attendance.

7. Financial Affairs

1. All fees, revenue and grants payable to SUSC shall be kept in an account in the name of Saskatoon United Soccer Club, Inc., at such Financial Institution as the

Board of Directors may determine and all financial obligations incurred by the Board in the name of SUSC shall be paid therefrom.

2. The President, Secretary and Treasurer are designated as signing officers of SUSC. All cheques, drafts and other negotiable or non-negotiable instruments which pertain to the financial affairs of SUSC shall be signed by any two of the above three Zone officers.
3. SUSC is responsible for the purchasing of partial uniforms for each player (jerseys and shorts), the appropriate number of balls for each team as deemed by the Equipment Co-ordinator, the payment of team registration fees to Saskatoon Youth Soccer, Inc., and fees incurred for the rental of gymnasium or playing field time if deemed necessary by the Facilities Co-ordinator.
4. Each team shall have the power to raise funds for team expenditures that are not covered by SUSC or solicit sponsorship for the team to be approved by the Board of Directors. The team shall have the power to establish a team bank account and distribute the said funds as decided by the coach, parents, and team members.
5. The fiscal year shall be August 1 to July 31.
6. The Board shall, before the end of each fiscal year, appoint an auditor who is not a member of the Board of Directors. It shall be the duty of the auditor to examine all books and records of SUSC at the close of the fiscal year, and to assist the Treasurer to prepare a financial statement of SUSC to be submitted to the Board of Directors for presentation at the General meeting.
7. All expenditures in excess of \$100.00 shall be submitted to the Board for prior approval.
8. Fee Schedule: Two(2) types of fees will be levied-Registration and, if deemed necessary, Fundraising Fees.
9. Fees
 1. Registration Fees:
 1. The Registration Fees for all teams shall be determined by the Board of Directors for the indoor and outdoor soccer seasons.
 2. No refund of player registration fees will be allowed if a player ceases to play or ceases to be a member of SUSC unless special circumstances exist, in which case the Board of Directors shall have discretion in the matter.
 2. Fundraising Fees:
 1. Fundraising activities may be authorized by the Board of Directors as they need raises. In lieu of participation in Zone fundraising events, members of SUSC may buyout their participation by means of a fundraising fee.
 2. Fundraising fees, if deemed necessary, shall be determined by the Board of Directors for the indoor and the outdoor soccer seasons and will be levied at the start of these seasons.

3. Team Selection: The Technical Director and Coaches of SUSC shall provide guidelines for the selection of players to appropriate teams prior to the Annual General Meeting.
4. Correspondence: All correspondence between SUSC and governing bodies (i.e. Saskatoon Youth Soccer, Saskatoon and District Soccer Association, the Saskatchewan Soccer Association) shall be through the offices of the President.
5. Pledging of Credit: No member of the Board of Directors or any member of SUSC shall have the power to pledge the credit of SUSC or to enter into a contract or an agreement on behalf of SUSC wherein SUSC is or will be obligated for a sum that has not been approved by the Board of Directors.

8. Disputes and Liabilities

1. In the event of any disputes as to the meaning of any article of this constitution or resolution or bylaw passed, the interpretation of the Board of Directors shall be final and binding.
2. No board member of SUSC, nor any other Zone member, shall be held personally liable for any debts, liabilities, or legal action brought against SUSC, and SUSC shall reimburse such persons if such persons have been acting in good faith.

9. Parliamentary Procedure

1. In cases of any disputes concerning discussion and voting procedures during meeting, SUSC shall use ‘Roberts Rules of Order’ as a guide to resolving the disputes.