

AURORA SOCCER CLUB INC.

CLUB CONSTITUTION

SECTION 1 – NAME

- a) The club shall be known as “THE AURORA SOCCER CLUB INC.”, herein after call “THE CLUB”.

SECTION 2 – OBJECTIVES

- a) To organize, promote and foster sports, recreational and health activities in the community while abiding by the rules of municipal, provincial and national bodies.
- b) The executive of the Club shall have the power to accept donations, gifts, legacies and bequests that would be in the Club’s best interests.
- c) To establish, maintain and conduct a club for the accommodation, recreation, health and convenience of the members of the corporation and others.
- d) To conduct dances and other social events for the members of the Club and others.

SECTION 3 – MEMBERSHIP

- a) The Club shall not discriminate in any way in applications for membership. The Club may refuse any application by an individual or may exclude an individual from membership who is a member of another Soccer Club.
- b) There will be four (4) types of membership of the Club:
 - i) Voting members.
 - ii) Honorary members.
 - iii) Life members.
 - iv) Team members.
- c) Application for membership to the Club shall be made on forms provided by the Club and renewed annually.
- d) The executive board reserves the right to terminate or suspend membership for conduct unbecoming any member of the Club.
- e) Voting members shall be subject to membership fees in amounts and subject to terms and conditions determined at each annual general meeting. Nominations to become a voting member shall be by application proposed by one existing voting member of the Club and accepted by a majority of the voting members
- f) Honorary members are not active in the affairs of the Club and may not vote nor be a member of the executive board nor play league soccer for a Club team. Honorary members are persons recognized by the Club for their contribution to the athletic, recreational and social environment of the Aurora area and the game of soccer.
- g) Life members are all persons previously voted by the Club to be “honorary” or “life” members and any other persons to be voted by the Club as such given their consistent and valuable long term participation and contribution to the affairs of the Club.***

- h) Team members are the players and staff of the Club teams and not a Voting, Life or Honorary member.
- i) Membership rights and privileges, by category, are:

Category	Vote	Play	Hold Office	Pay Dues
Voting	X	X	X	X
Honorary				
Life		X		
Team		X		

- j) The membership committee shall maintain an annual membership roll of the Club. For purposes of Section 7, the membership committee shall compile a membership roll for all years of the Club’s existence showing the number of consecutive years of voting and life membership.
- k) A voting member may pay dues of membership for any given year by directly raising, during the previous year, through the Club’s recognized fundraising ventures, a sum triple that of his membership dues. This does not include Bingo.
- l) All Members of the Executive Board shall be elected from the lists of Voting or Life membership.
- m) No member shall financially benefit from Club Membership and Club Members shall only benefit in the manner of participation in Club activities incidental to membership.

*** (g) – Life members shall not have voting rights or be able to hold office by virtue of this honour. Proposals of life membership shall be in writing detailing reasons, and forwarded to the executive for perusal and recommendation. All members in good standing shall receive notice in writing of all such proposals at least 14 days prior to the A.G.M.

SECTION 4 – EXECUTIVE BOARD STRUCTURE

- a) The Executive Board shall consist of:
 - President
 - 1st Vice President
 - 2nd Vice President
 - Secretary
 - Treasurer
 - Director (Equipment)
 - Director (Property)
 - Director (External Affairs)
 - Director (Social)
 - Director (Player Development)
 - Past President
- b) The executive board shall at its first meeting resolve the duties that each Director shall serve for their term of office.
- c) Should an executive board vacancy occur during the term of office, the position shall be filled at the executive board’s discretion from the list of voting or life members.

- d) The executive board shall be elected for a period of two years. President, 2nd Vice-Presidents and Treasurer to be elected in even years and 1st Vice-President and all others in odd years.
- e) The President shall:
- i) Preside at all executive meetings and general meetings.
 - ii) Act as spokesman for the Club at all times, unless he otherwise delegates the responsibility.
 - iii) Always have a casting vote at executive board meetings.
 - iv) The President, as Chairman of all Executive Meetings may “pass the Chair” to any other voting or life member he selects, from time to time, and the said member shall exercise all powers and responsibilities of Chairmanship during such period. The President may vote at any executive meeting when he is not Chairman.
 - v) Prepare an annual report for submission at the A.G.M.
 - vi) Be an “ex-officio” member of all committees.
- f) The 1st Vice-President shall:
- i) In the absence of the President and as delegated by the President, act in the capacity of the President with all the powers of the President.
 - ii) Be an “ex-officio” member of all committees.
- g) The 2nd Vice president shall:
- i) In the absence of the President and the 1st Vice President or by delegation act in the capacity of the President with all the powers of the President.
 - ii) Receive all players’ registration forms and enter the particulars of same in the register provided for that purpose.
 - iii) Complete up-to-date reports of registrations and submit same to the Secretary so that copies can be given to the executive.
 - iv) Turn over registration money to the Treasurer as soon as possible with a master list detailing all registrations received and keep receipts for all the money turned over to the Treasurer.
 - v) Prepare an annual report showing the number of players, teams and members, for submission at the A.G.M.
 - vi) Maintain the membership rolls.
 - vii) Act as Chairman of the membership committee.
- h) The Secretary shall:
- i) Give notice of all executive board meetings and general meetings to persons entitled thereto.
 - ii) Attend all executive board meetings and general meetings and keep the minutes of such meetings.
 - iii) Be custodian of the Executive board’s minute book and correspondence files.
 - iv) Keep the President and executive board informed as to the business at hand and as to its disposition for action.
 - v) Handle all incoming and outgoing correspondence pertinent to the executive board’s function.
 - vi) Prepare an annual report for submission at the A.G.M.

- vii) Act a Chairman of the Administrative committee.
- i) The Treasurer shall:
- i) Keep or cause to be kept, up-to-date and accurate records of the revenue and expenditure in the books belonging to the Club.
 - ii) Deposit all monies and other valuable effects in the name of and to the credit of the Club.
 - iii) Give receipts for all monies or valuable effects received by the Club.
 - iv) Pay all accounts due by cheque. No cheque will be drawn on the bank unless the cheque is signed by two of the four signing officers appointed by the executive board.
 - v) Render a monthly financial statement to all members of the executive board and signing officers.
 - vi) Render a monthly financial statement whenever requested by the President.
 - vii) Reconcile the bank account or accounts monthly.
 - viii) Be custodian of deposit and receipt books of the Club and be required to produce such books properly balanced at all executive board meetings.
 - ix) Prepare an annual report, financial statement and balance sheet which shall be submitted with all financial documents to auditors appointed by the executive board fifteen (15) days prior to the A.G.M.
 - x) Submit such report, duly audited, to the A.G.M.
 - xi) Act as Chairman of the finance committee.
- j) The Director (Property) shall:
- i) Attend all executive board meetings.
 - ii) Be custodian of all property (Highland Park) belonging to the club and maintain all such property.
 - iii) Act as Chairman of the Property committee.
 - iv) Prepare an annual report for submission at the A.G.M.
- k) The Director (Equipment) shall:
- i) Attend all executive board meetings.
 - ii) Be custodian of all property and equipment belonging to the Club (except the clubhouse property) and keep a record of and maintain all such equipment and property.
 - iii) Act as Chairman of the equipment committee.
 - iv) Maintain a sufficient stock and inventory of Club property and equipment.
 - v) Prepare an annual report for submission at the A.G.M.
- l) The Director (External Affairs) shall:
- i) Attend all executive board meetings.
 - ii) Act as Chairman of the external affairs committee.
 - iii) Act under the direction of the President with regard to the Club relationship with government, other soccer teams, soccer leagues, soccer associations, tournaments, committees, Aurora Youth Soccer and all other organizations that are external to the Club.

- iv) Prepare an annual report for submission at the A.G.M.
- m) The Director (Social) shall:
- i) Attend all executive board meetings.
 - ii) Act as Chairman of the Social Committee.
 - iii) Plan and manage appropriate social functions during the year as directed by the executive board.
 - iv) Be responsible for the creations, development and functioning of fundraising events important to the ongoing budget of the Club.
 - v) Prepare an annual report for submission at the A.G.M.
- n) The Director (Player Development) shall:
- i) Attend all executive board meetings.
 - ii) Act as Chairman of the players development committee.
 - iii) Introduce prospective members to the Club.
 - iv) Nominate coaches, assistant coaches and managers for each league team to the executive board.
 - v) Arrange and/or conduct coaching and player clinics.
 - vi) Act as team liaison between soccer players and the executive board.
 - vii) Prepare an annual report for submission to the A.G.M.

SECTION 5 – ANNUAL GENERAL MEETING

- a) The annual general meeting of the club will be held on a convenient date in January.
- b) All voting and life members shall receive fourteen (14) days' notice of the time and location of the annual general meeting.
- c) The agenda for the annual general meeting shall be:
 - i) Roll call
 - ii) Minutes of the previous annual general meeting
 - iii) President's report
 - iv) Secretary's report
 - v) Treasurer's report and financial statement
 - vi) 1st Vice President's report
 - vii) 2nd Vice President's report
 - viii) Directors' reports
 - ix) Unfinished business
 - x) Amendments to the Constitution
 - xi) Election to the Board
 - xii) New business
 - xiii) Adjournment
- d) All proposed amendments to the Constitution shall be forwarded to the Secretary not later than thirty (30) days prior to the A.G.M.
- e) Copies of the proposed amendments shall be forwarded to all Club members entitled thereto, not less than fourteen (14) days prior to the A.G.M.

- f) Amendments to the Constitution shall require a majority vote of two-thirds of the voting and life members present.
- g) Amendments to the rules and regulations shall require a simple majority vote of the voting and life members present.
- h) Nominees for election to the board must be existing voting or life members of the club in good standing and either a previous member of the board or a voting or life member for a minimum of two (2) consecutive years prior to the A.G.M. Nominations can be accepted by proxy in writing to the Secretary.
- i) A quorum at general meetings shall consist of no less than eleven (11) voting or life members.
- j) Voting rights are vested in:
 - i) Executive Board members.
 - ii) Voting members.
 - iii) Life members.
- k) Each voting or life member is entitled to one vote. Voting by proxy is not permitted.
- l) Election as a Life member or honorary member requires a two-thirds vote of voting and Life members present.

SECTION 6 – SPECIAL GENERAL MEETING

- a) Any two members of the executive board or any ten (10) voting or life members may, through the Club Secretary call a Special General Meeting on 14 days' notice in writing for the purpose of dealing with urgent Club business normally on the agenda of the A.G.M.
- b) Sections 5e), f), g), i), j) and k) are applicable to Special General Meetings.

SECTION 7 – OWNERSHIP OF CLUB PROPERTY

- a) All Club Property is owned by the voting and life members.
- b) Upon dissolution of the Club, all property shall be realized and divided into shares for distribution among voting and life members in good standing on the date of dissolution.
- c) One full share is attained by voting or life membership in each full and consecutive year immediately prior to dissolution over and above 2 years of membership as a voting or life member.
- d) No shares are attained through honorary or team membership.

SECTION 8 – OTHER CONSTITUTIONAL ITEMS

- a) Any constitutional items not set forth shall be referred to constitutions, rules and bylaws of the municipal, provincial, national or international body under whose jurisdiction it should fall.

SECTION 9 – CLAIMS

- a) The club does not accept any liability for accidents.

SECTION 10 – INFORMATION

- a) All members shall be made aware of the constitution on acceptance of membership.

SECTION 11 – DISCIPLINE

- a) Any member of the Club who is disciplined by municipal, provincial, national or international bodies shall be responsible for payment of fines and/or bonds when such occasions may arise.

SECTION 12 – COMMITTEES

- a) The executive shall assign and allocate duties to the Committees.
- b) Every club member (save for honorary members) shall belong and be active on, at least one committee as a condition of membership.
- c) Committees shall meet at least once every 2 months.
- d) Minutes shall be kept of committee meetings.
- e) The Chairman shall appoint a Vice-Chairman.
- f) The Vice-Chairman may attend Executive meetings in the place and stead of the Chairman but may not vote nor be considered as part of a quorum.
- g) A majority attendance shall be deemed a quorum but shall not be in dispute unless the question of quorum is raised.

RULES & REGULATIONS:

SECTION 1 – PLAYERS REGULATION

- a) All players shall be registered with the Club on the official club registration form. No player will be permitted to participate in games with the Club until such registration is on file with the Club Registrar and all registration fees are paid.
- b) Representative players will be governed by the Ontario Soccer Association regulations and by-laws of the respective district and inter-district league that they are playing in.
- c) All players representing the Club in district or inter-district league games, cup competitions or tournament and exhibition games must wear the complete uniform issued to them by the Club. Tracksuits or parts thereof will not be permitted on the field of play during a game (goalkeepers exempted). Soccer shoes will be mandatory for all games.

SECTION II – COACHES REGULATIONS

- a) All coaches shall be registered with the Club on the official club on the official club registration form.
- b) Representative team coaches will be subject to the bylaws of the respective district and inter-district league they are playing in.
- c) Coaches cannot register players for their own team. All applicants must be referred to the Club Manager.
- d) Coaches must support the referee at all times. The Club endeavour to teach all players respect for authority and they will learn this faster from examples set by the coaching staff.
- e) Coaches are responsible for arranging the putting up and taking down of the nets and corner flags for their home games. When putting up, coaches are to arrive in sufficient time to avoid delaying the kick-off.

- f) Each coach will be responsible for all equipment in his/her care. The equipment must be returned to the Club equipment director at the end of the season or as instructed.
- g) Coaches should be in attendance at all games and practices, where possible. They will ensure that the field is left in a neat and orderly condition at the end of the game, with all the garbage picked up.
- h) The coaches are responsible for the conduct of their teams and must conduct themselves in a sportsmanlike manner, setting an example to players, parents, officials and spectators.

SECTION III – DISCIPLINE

- a) Representative players and coaches will be subject to the discipline committee of the district association for the league they are playing in, but the Club reserves the right to further discipline a player or coach found guilty of bringing the Club's name into disrepute.

SECTION IV – REFEREES

- a) Abuse of referees by players, coaches, parents or other spectators will not be tolerated.
- b) On the field of play the referee's decision is final.

SECTION V – GAMES

- a) Representative team games will be subject to the by-laws of the district or inter-district league, cup competition or tournament they are played in.

SECTION VI – GENERAL RULES

- a) All matters not herein provided for, affecting the conduct and operation of the Club shall be dealt with by the executive committee in accordance with the constitution and bylaws of the Newmarket and District, York Region and the Ontario Soccer Association.
- b) All Club members and guests visiting the Club premises in Aurora shall abide by the house or ground rules and the Club constitution. Members are responsible for their guests.