



SAINT JOHN SOCCER CLUB CONSTITUTION

Definitions:

"Association" means Saint John Soccer Club.

"Saint John Soccer Club" is

- a. A member in good standing with Soccer New Brunswick
- b. To have a properly constituted Board of Directors
- c. All members affiliated to the association

"League" comprises of teams whose players belong to a Club.

"Team" is a group of registered players who have been assigned to that team by its Club in order to play in a Registered League or another Sanctioned Competition.

"Board" means the Saint John Soccer Club Board of Directors.

"President" means the Chief Executive Officer of the Association.

"Vice-President" means the Senior Officer of the Association next to the President.

"Treasurer" means the officer responsible for keeping and reporting the fiscal affairs of the Association.

"Secretary" means the officer responsible for recording official board meetings and creating, maintaining and storage of club documents.

"Technical Director" means the head of Association development and responsible for Saint John Soccer Clubs direction (non-voting member).

"Executive Director" means the working director responsible for specified decision making on marketing, finance and operations.

"Head of Social Media/ IT and Community Outreach" means the officer in charge of approving all Association media and communal messaging. Also assist's with IT related issues.

“Coordinator of Competitive Programs” means the officer who is the liaison to teams and members in the competitive stream. This officer would be responsible for messages from the Technical Director and the Association pertaining to those involved (IE; Coaches, Players, Managers, Parents). This officer is responsible for distributing equipment at the start of seasons and retrieval of equipment at seasons end.

“Coordinator of Grassroots” means the officer who is the liaison to teams and members in the recreational stream. This officer would be responsible for messages from the Technical Director and the Association pertaining to those involved (IE; Coaches, Players, Managers, Parents). This officer is responsible for distributing equipment at the start of seasons and retrieval of equipment at seasons end.

“Coordinator of Referee Development” means the officer in charge of training, mentoring, retaining and recruiting game officials (referees). This officer’s focus is to develop Saint John Soccer Club’s Referee’s.

“Field / facility Coordinator” means the officer responsible for booking and cancelations of field and facilities as requested from the Technical Director. This officer would handle contact with all parties involved in securing and releasing fields and facilities. They would also make contact should there be a need for, maintenance, safety or any other field/ facility issues.

“Head of Finance Committee” means the officer who assists the Treasurer in maintaining precise financial reports. This officer is also integral to distributing and securing sponsors at all levels. (This officer shall head any committee focused and/or Pertaining to sponsorship).

“Sub-Committee” means any sub-committee of the Board as may be appointed by the Board from time to time.

Article 1 - NAME

The name of the Organization shall be Saint John Soccer Club hereinafter referred to as the Association.

Article 2 - OBJECTIVE

The objective of the Association shall be to promote, develop and govern the game of soccer in the Greater area of Saint John, New Brunswick.

Article 3 - ADDRESS

The official address of Saint John Soccer Club at any time shall be where it serves the best interests of the Association, but has to be located in Saint John, New Brunswick.

Article 4 - AFFILIATION

The Association shall be affiliated with, and be under the jurisdiction of Soccer New Brunswick and will be subject to the rules and regulations of the Canadian Soccer Association.

Article 5 - ORGANIZATION

The Association shall be composed of members as hereinafter set out, and it shall be managed by Saint John Soccer Club’s Board of Directors, as stated by this constitution.

Article 6 – MEMBERSHIP

The Association is composed of the members who are registered, paid, and / or volunteer with Saint John Soccer Club. Members include; All registered players, coaches, managers, parents/ guardians, and board members.

Article 7 - MEMBERSHIP FEES

Annual Membership fees shall be established prior to any registrations dates commencing each year. Membership fees will be reviewed regularly by the Board of Directors, and any changes required will be decided on and voted upon amongst the Board.

Article 8 - ANNUAL GENERAL MEETING

- 8.1 The Annual General Meeting of the Association shall be held at a date determined by the Saint John Soccer Club board of Directors but announced no later than 30th of September *in Saint John, N.B.*
- 8.2 All the members shall receive thirty (30) days clear notice of the time and location of the Annual General Meeting.
- 8.3 The order of business at the Annual General Meeting shall be:
1. Approval of Minutes of previous Annual General Meeting
 2. President's Address
 3. Officers' Reports
 4. Treasurer's Report and Financial Statement
 5. Other Reports
 6. Unfinished Business
 7. Amendments to the Constitution
 8. Amendments and/or ratifications of Rules and Regulations
 9. Election of Saint John Soccer Club Board of Directors
 10. Any other business
 11. Adjournment
- 8.4 The Chair may, at his/her discretion, introduce any special business for discussion after the approval of the minutes.

Article 9 - PRESIDING OFFICER

The President shall preside at all General Meetings of the Association and in his/her absence; the Vice President shall take the chair. The absence of both of those officers shall require the selection, by the Saint John Soccer Club Board of Directors, of a temporary presiding officer.

Article 10 - QUORUM

A majority of active voting Board members shall constitute a quorum for all General Meetings and Meetings of the Board.

Article 11 - VOTING

- 11.1 Those qualifying to vote shall be made up of the members of the Board of Directors of Saint John Soccer Club.
- 11.2 The Board members who are eligible to vote are all those who do not hold a paid position (IE; *the Technical Director and Executive Director do not get a vote*). This would give a total of 9 (nine) potential Board Member votes.
- 11.3 The President holds a reserved vote which can only be used in the event of a tie break situation.

Article 12 - SAINT JOHN SOCCER CLUB BOARD OF DIRECTORS

- 12.1 The business of the Association shall be conducted in accordance with these By-Laws, the Rules and Regulations of the Association, and by the Saint John Soccer Club Board of Directors, which shall be comprised as follows:

President, Vice President, Secretary, Treasurer, Technical Director, Executive Director, Head of Social Media / IT and Community Outreach, Coordinator of Competitive Programs, Coordinator of Grassroots Programs, Coordinator of Referee Development, Field / Facility Coordinator, and Head of Finance Committee.

- 12.2 The Board shall be responsible for the day to day administration of the Association and shall act within the framework of the policies established by the members of the Association.
- 12.3 The Board of Directors of Saint John Soccer Club shall be elected at the Annual General Meeting as outlined herein. Open Board positions shall also be elected during general meetings when needed.

Article 13 - TENURE AND ELECTION

- 13.1 The President and Secretary shall be elected for a 2 (two) year term, at the Annual General Meeting, in odd numbered years.
- 13.2 The Vice-President and Treasurer shall be elected for a two (2) year term, at the Annual General Meeting, in even numbered years.
- 13.3 Nominations for President, Vice-President, Secretary and Treasurer shall be made from the floor during an Annual General Meeting.
- 13.4 Nominations all other Board of Director positions can be made during any scheduled board meeting. Nominations will be made by an existing board member to accept a new member to one of the open Board of Director positions. Potential new member will be free to accept or decline this nomination. Once nomination is accepted, a vote to elect the new member to the open Board of Directors position shall occur.
- 13.5 All elected Board member positions shall be reviewed and highlighted at the Annual General Meeting each year and an election must be held every 2 years a position is held.

Article 14 - MEETINGS OF SAINT JOHN SOCCER CLUB BOARD OF DIRECTORS

- 14.1 Saint John Soccer Club Board of Directors shall meet not less than quarterly.
- 14.2 The *President* shall preside at all meetings of the Association.

- 14.3 The *Vice-President* shall be the Senior Officer of the Association next to the *President*, and he/she shall preside at all meetings in the President's absence. He /she shall have other duties as prescribed *by the Board of Directors*.
- 14.4 The *Treasurer* shall attend all Board meetings as a voting member and shall be responsible for the fiscal affairs of the Association.
- 14.5 The *Vice President, Secretary, Treasurer, Head of Social Media / It and Community Outreach, Coordinator of Competition, Coordinator of Grassroots, Coordinator of Referee Development, Field / Facility Coordinator, and Head of Finance Committee* are all voting members. NOTE; The President shall only vote at General Board Meetings in the event a Tie Breaker is needed.

Article 15 - DUTIES OF THE OFFICERS

- 15.1 The *President* shall:
- Be the Chief Executive Officer of the Association and without limiting the generality of the foregoing shall have the authority and responsibility for administering the affairs of the Association within the policies established by the SAINT JOHN SOCCER CLUB of Directors;
 - Preside at all meetings of the Association;
 - Have a voice and tie breaking vote only at all General meetings of the SAINT JOHN SOCCER CLUB Board of Directors;
 - May appoint committees and chairmen, where necessary, and is an official member of all committees including the standing committees.
- 15.2 The *Vice-President* shall:
- Attend all Board meetings of the Association and Committees of which they are members;
 - Act in the absence of the President.
 - Provide an Executive Report at each Board meeting
- 15.3 The *Treasurer* shall:
- Attend all Board meetings of the Association;
 - Keep or cause to keep full and accurate accounts of receipts and disbursements in books belonging to the Association and shall deposit or cause to be deposited all monies and other valuable effects in the name and to the credit of the Association in such depositories as may be designated by the Saint John Soccer Club Board of Directors;
 - Disburse or cause to be disbursed the funds of the Association as may be ordered by the Saint John Soccer Club Board of Directors, taking proper vouchers for such disbursements and shall render to the Board at the regular meetings thereof, or whenever the Board may require it, an account of all his/her transactions as Treasurer and of the financial condition of the Association;
 - Prepare an annual report and balance sheet which shall be submitted at general meetings of the Association.
- 15.4 The *Secretary* shall:
- Attend all Board meetings of the Association;
 - Prepare the Agenda and Minutes for the membership in a timely manner.
 - Record a general overview of all Board meetings, and record in detail any motions that are made.
 - Send out all correspondence to the Board that pertains to meeting dates, times, changes, and reminders.
 - Keep the Agenda on track during meetings and make sure time restraints are met.

15.5 The *Technical Director* shall:

- Attend all Board meetings of the Association;
- Deliver a Technical Directors report at each meeting of an update on what's happening, what's upcoming, what's needed, etc.
- Focus on building our coaches
- Deliver quality and proper programming for all ages and groups within the Association.
- Other related duties based on Association needs.

15.6 The *Head of Social Media / It and Community Outreach* shall:

- Attend all Board meetings of the Association and Committees of which they are members;
- Be responsible for the financial institution infrastructure and associated renewals (online or physical)
- Maintain responsibility for the website, registration service and associated renewals.
- Maintain responsibility for the social media framework and direction (i.e. Facebook, Instagram, Etc.)
- Maintain current the computer software pertaining to the club, including renewals and updates as necessary.
- Maintain current the computer hardware pertaining to the club, including refreshes and updates as necessary.
- Report to the Vice President prior to board meetings to provide updates on their areas for Executive Report.

15.7 The *Coordinator of Competition* shall:

- Attend all Board meetings of the Association;
- Act as the liaison to teams and members in the competitive stream.
- Be responsible for messages from the Technical Director and the Association pertaining to those involved (IE: Coaches, Players, Managers, and Parents).
- Distribute equipment at the start of seasons and retrieve of equipment at seasons end.
- Shall be involved with player and coach discipline. This could involve a discipline committee.
- Report to the Vice President prior to board meetings to provide updates on their areas for Executive Report.

15.8 The *Coordinator of Grassroots* shall:

- Attend all Board meetings of the Association;
- Act as the liaison to teams and members in the Grassroots stream.
- Be responsible for messages from the Technical Director and the Association pertaining to those involved (IE: Coaches, Players, Managers, and Parents).
- Distribute equipment at the start of seasons and retrieve of equipment at seasons end.
- Shall perform field visits to each field that Grassroots soccer is played, at least twice over the course of the season.
- Report to the Vice President prior to board meetings to provide updates on their areas for Executive Report.

15.9 The *Coordinator of Referee Development* shall:

- Attend all Board meetings of the Association;
- Be responsible for recruiting and retaining referees for the grassroots programs.
- Ensure referees are scheduled for each grassroots game.
- Providing mentoring and training opportunities for referees.
- Report to the Vice President prior to board meetings to provide updates on their areas for Executive Report.

15.10 The *Field / Facility Coordinator* shall:

- Attend all Board meetings of the Association;
- Book field and facilities as requested from the Technical Director
- Cancel field and facility bookings at least 72 hours in advance when they are not going to be used.
- Handle contact with all parties involved in securing and releasing fields and facilities.
- Be the contact point for maintenance, safety or any other field/ facility issues.
- Develop a long term strategy for field and facility bookings.
- Work with municipal and district officials to support field maintenance.
- Report to the Vice President prior to board meetings to provide updates on their areas for Executive Report.

15.11 The *Executive Director* shall:

- Attend all Board meetings of the Association;
- Report to the Vice President prior to board meetings to provide updates on their areas for Executive Report.

15.12 The *Head of Finance Committee* shall:

- Attend all Board meetings of the Association;
- Assist the Treasurer in maintaining precise financial reports.
- Distributing and Securing Sponsors at all levels.
- Head any Committee focused and/or Pertaining to sponsorship.
- Report to the Vice President prior to board meetings to provide updates on their areas for Executive Report.

Article 16 - VACANCIES

16.1 The position of a member of the Board of Directors shall be vacated on any one of the following conditions:

1. Upon resignation in writing;
2. If he/she becomes of unsound mind or otherwise incapable of performing the business of the Association;
3. If he/she absents him/herself from two (2) meetings of the Board without satisfactory reason;
4. If he/she be removed by resolution of the Association for good and sufficient cause;

16.2 Should a vacancy occur on the Saint John Soccer Club Board of Directors, the Board may elect a person to fill the open position at any General Meeting where Quorum is met.

16.3 Vacancies in the Board of Directors shall always be attempted to be filled by elections at every Annual General Meeting.

Article 17 - SUB-COMMITTEES

The board may establish committees to address areas of concern as the need arise. These **committees** shall be appointed by the Board of Directors to hold office during the pleasure of the Board, and shall have such duties and responsibilities as the Board may determine .The President shall be a member of all committees. Sub-Committees are subject to volunteer change every year, as deemed by individual interest. Sub Committees do not have a vote within the club.

Article 18 - LAWS OF THE GAME

- 18.1 The Association shall organize soccer according to the Laws of the Game as established by FIFA, except as provided herein to suit the conditions under which the game is played in this Province.
- 18.2 Changes shall normally come into effect in the playing season immediately following their adoption unless otherwise specified by the Canadian Soccer Association.

Article 19 - OTHER REGULATIONS

- 19.1 The Association may make such miscellaneous Rules and Regulations as may be deemed necessary to promote, develop and govern the game of soccer.
- 19.2 The Association may devise such other regulatory measures as it deems necessary for the efficient administration of the playing structure of the game within its jurisdiction.
- 19.3 No such regulation may violate the individual's rights or freedom except as may be required to protect the rights and freedom of any other individual and to ensure the stability of the basic structure of the game.
- 19.4 Rules and Regulations of the Association may be added to and/or amended between Annual General Meetings by the SAINT JOHN SOCCER CLUB Board of Directors; however, such amendments must be ratified by the voting delegates at the ensuing General Meeting.
- 19.5 Rules and Regulations of the Association may be amended by a majority vote of those accredited members present at an Annual General Meeting, or Special General Meeting.

Article 20 - AMENDMENTS TO THE CONSTITUTION

- 20.1 All proposed amendments to the Constitution shall be forwarded to the Board of Directors for review. A meeting shall be called for the existing Board of Directors to approve this amended Constitution. Once approved by the Board of Directors, the amended Constitution shall be accepted as operational. Once operational, a special general meeting will be called to present the amended constitution.
- 20.2 The amended Constitution will be presented during any Special General meetings called, as well as during the next Annual General Meeting.
- 20.3 In accordance with the Memorandum of Association registered under the Register Societies Act, all Constitutional amendments must be by a Special Resolution. A Special Resolution is a resolution passed by 75% (seventy-five) of the votes of the accredited members present at an Annual General Meeting or Special General Meeting.

Article 21 - DISSOLUTION

In the event of dissolution or winding up of the Association all its remaining assets after payment of its liabilities shall be distributed to one or more charitable organizations in New Brunswick.