

# **Surrey United Soccer Club Constitution**

**Last amended at Annual General Meeting March 30, 2016**

## **Surrey United Soccer Club Constitution**

1. The name of the society is Surrey United Soccer Club.
2. The purpose of the society shall be to:
  - a) Promote soccer programs within the community for players of both genders, of all ages and catering to all the different levels of play,
  - b) Promote good sportsmanship and emphasize fair play at all times,
  - c) Foster respect for players, coaches, managers, officials and spectators at all times.
3. The operations of the Surrey United Soccer Club are chiefly to be carried out in the City of Surrey, in the province of British Columbia. This clause is alterable
4. Upon winding up or dissolution of the Society, the assets which remain after payment of all cost, charges and expenses which are properly incurred in the winding up shall be distributed to such charitable organization or organizations in British Columbia registered under the provision of the Income Tax Act (Canada) as may be determined by the members of the Society at the time of winding up or dissolution. This provision shall not be altered.

### **By-laws**

#### **1. Interpretation**

- a) Wherever the words “the club” shall appear in these by-laws they shall be deemed to mean Surrey United Soccer Club,
- b) The Board of Directors will be responsible to determine the overall policies and the strategic direction of the club,
- c) The “Executive” will be responsible for the day-to-day operations of the club.

#### **2. Club Structure**

- a) The Club will be organized so that it competes in divisions of a District/League that is recognized by BCSA,
- b) The Club will organize and administer house leagues and representative teams based upon the governing rules of BCSA,
- c) The Club structure will comprise the following mix of select and non select teams and the Board of Directors shall determine the optimum balance and also determine the league/districts in which the respective teams will compete:

- I. Adult Teams
- II. Select Youth Teams
- III. Non Select Youth Teams
- IV. Mini Teams

- d) All teams must use the official equipment of the club, as determined by the Executive, for all official games and competitions,
- e) The official club crest will be displayed on all uniform jerseys,
- f) The official colours of the club will be determined by the Executive,
- g) Each team shall be appointed a manager/coach.

### **3. The Board of Directors**

- a) All positions on the board are strictly honorary appointments and no remuneration will be paid. However, they will be reimbursed for out of pocket expenses,
- b) The Board of Directors shall number five to include the Club President,
- c) At inception four directors will be elected: two for a four-year term and two for a two-year term. Thereafter, the terms for all directors shall be for a four-year period. To be eligible for a Board of Director position, the individual must have been a member of the club in good standing for four years,
- d) In the event that a Board Director is unable to continue with their elected duties the Chairman may appoint a replacement until the end of the year when a new director should be elected at the Annual General Meeting for the balance of the elected term remaining. In the interim the appointed director may assume all the normal privileges and voting powers of a duly elected director,
- e) The primary function of the Board of Directors will be to determine the policy and mandate for the club and to clarify any problems arising therefrom,
- f) The Board of Directors will have the final voice on all controversial matters regarding discipline within the club,
- g) The Board of Directors shall meet at their own discretion with a minimum of three meetings per year,
- h) A quorum is not less than four directors and a simple majority vote shall determine the outcome of all decisions. The Chairman will be entitled to one vote at all times but will also be entitled to an additional casting vote only in the event that a tie-breaking decision needs to be made,
- i) The treasurer must provide the Board of Directors with a copy of the fiscal year end financial statements a minimum seven days prior to the Annual General Meeting,
- j) The Board of Directors, during their term of office, shall also be the trustees of the club and custodians of all the club assets,
- k) The Board of Directors will have the right to suspend and/or dismiss any person or persons from the club if in their judgment it is in the best interests of the club,
- l) The Board of Directors should communicate directly with the City of Surrey on all matters other than field scheduling and facility rental,
- m) The Board of Directors may from time to time borrow money in any manner and without limit to amount of credit of the Club and in such amounts as they might think proper and may cause to be executed mortgages and pledges of

the real and personal property and rights of the Club and may cause to be signed bills, notes, contracts and other evidence of securities for money borrowed or to be borrowed from any person, company, corporation or financial institution on such terms as the lender may be willing to advance the same,

- n) A debenture must not be issued without the authorization of a special resolution. The members may, by special resolution, restrict the borrowing powers of the directors, but a restriction imposed expires at the next Annual General Meeting,
- o) Every director of the Club shall be deemed to have assumed office on the express understanding and agreement and condition that themselves, their family, their heirs and executors/administrators and estate and effects shall be saved harmless and at all times be indemnified at the expense of the Club against all costs, charges such director incurs in any action, suit or proceedings which is brought, commenced or prosecuted against them for or in respect of any act, deed, matter or thing whatsoever made, done or permitted in connection with the execution of the duties of their office or occasioned by their neglect or default.

#### **4. The Executive**

- a) All positions on the board will be paid an honourarium up to a maximum of 2.5 times the cost of a mini registration, to be reviewed on an annual basis by the Executive, with the exception of the treasurer who will receive an honourarium contingent on their designation and will also be reviewed on an annual basis. In addition to this, Executive members will be reimbursed for out of pocket expenses.
- b) The Executive shall comprise the following elected positions
  - i. President
  - ii. Senior Vice President
  - iii. Treasurer
  - iv. Secretary
  - v. Vice-President Adult
  - vi. Vice-President BCSPL
  - vii. Vice-President MSL
  - viii. Vice-President SMSA
  - ix. Vice-President Boys SMSA District 5
  - x. Vice-President Boys SMSA District 1
  - xi. Vice-President Mini
  - xii. Vice-President Girls SDGSA & BCCGSL
  - xiii. Vice-President Social Community and Events
  - xiv. Director at Large
  - xv. Director at Large
- c) All positions to be elected for two-year terms,

- d) In order to prevent wholesale changes at elections the following positions should be elected on even numbered years (eg. 2014, 2016...) with all others elected in odd numbered years (e.g. 2013, 2015...):
  - i. President
  - ii. Treasurer
  - iii. Vice-President MSL
  - iv. Vice-President SMSA District 5
  - v. Vice-President Social Community Events
  - vi. Director at Large
  - vii. Vice-President BCSPL (2 year term)
  - viii. Vice-President SMSA (1 year term)
- e) In the event that an Executive member is unavailable to continue with their elected duties the President may appoint a replacement until the end of the year when a new member should be elected at the Annual General Meeting for the balance of the remaining elected term,
- f) The primary function of the executive should be to execute the mandate of the Board of Directors by implementing the necessary programs and by administering the day-to-day running of the club,
- g) The Executive shall meet at the discretion of the President but should conduct monthly meetings during the active playing months of the season,
- h) The Executive may appoint/delegate duties to a special committee,
- i) A quorum is not less than seven Executive members and a simple majority vote shall determine the outcome of all decisions. The President will only be entitled to cast a vote in a tie-breaking capacity,
- j) Duties of Executive members are itemized in the attached Sub-Directory and are subject to change at the discretion of the Executive,
- k) Any member of the Executive absent without cause from three consecutive Executive meetings and/or any member wilfully neglecting their duties shall be deemed to have forfeited their position and can be removed from office by the Board of Directors,
- l) The following conditions are required for individuals seeking nominations for elections to the following positions:

President

Any nominee must have served for a minimum of two years on the Surrey United Executive before being eligible for consideration.

Treasurer

Any nominee must possess a CPA (formerly CA, CGA, CMA) designation in good standing before being eligible for consideration.

## **5. Membership and Dues**

- a) Voting Membership in the Surrey United Soccer Club will automatically be extended to
  - i. Fully paid-up registered players of all teams that have reached the age of 18 or above at the time of any material vote including teams within the Adult program,
  - ii. The appointed (officially carded) team officials of all teams,
  - iii. All Executive members,
  - iv. All members of the Board of Directors,
  - v. All Honourary Lifetime members,
  - vi. Persons occupying multiple positions will only be entitled to one vote,
  - vii. Certification of eligible voters at meetings will be ratified by the Club Secretary.
- b) Honourary Life Membership may be granted to persons who in the opinion of the Board of Directors have contributed their services in such a manner to warrant such recognition,
- c) Any player who transfers to another club and any appointed officer who either resigns or is removed from office shall automatically lose their voting privileges for the current coastal playing season year.

## **6. Annual General Meeting**

- a) The Annual General Meeting shall be held in March each year,
- b) The order of business will be primarily to review the operation of the club's activities and where necessary to elect new officers/directors. A minimum of 14 days' notice will be provided to all members via a website posted announcement and a notice posted on the Clubhouse premises. The failure of members to be aware of such a meeting will not affect the proceedings or any decisions,
- c) Only those members as outlined under "Membership and Dues" will be eligible to vote,
- d) A simple majority vote on all matters except constitutional amendments and by-laws (see separate section) shall be binding,
- e) Proxy votes will not be accepted,
- f) The President shall act as chairperson for the meeting,
- g) A quorum shall be not less than 30 members,
- h) Members must be at least 18 years of age to vote.

## **7. Extraordinary Meetings**

- a) An Extraordinary Meeting of the club may be called via the Secretary on instruction from the President or at the written request of not less than 30 members,
- b) Only those members as outlined under “Membership and Dues” will be entitled to vote,
- c) The purpose of the meeting must be clearly stated and a minimum 14 days’ notice will be provided via a website posted announcement and a notice posted on the Clubhouse premises,
- d) A quorum for the meeting shall be not less than 30 members,
- e) Proxy votes will not be accepted,
- f) A simple majority vote on all matters except constitutional amendments and by-laws (see separate section) shall be binding,
- g) The President shall act as chairperson for the meeting,
- h) Members must be at least 18 years of age to vote.

## **8. Constitutional/By-Law Amendments**

- a) Constitutional/By-Law Amendments can only be passed by special resolution either at the Annual General Meeting or at a specially convened Extraordinary Meeting,
- b) Amendments shall only be adopted if passed by two-thirds of the membership in attendance.

## **9. Order of Business**

The following order of business shall be adopted at the AGM and any Special Meetings:

- a) Roll call
- b) Reading of the minutes of last AGM
- c) Matters Arising
- d) Officers’ Reports
- e) Constitutional/By-Law Amendments
- f) Unfinished Business
- g) Election of Officers
- h) New Business
- i) Adjournment

## **10. Execution of Documents**

- a) Any assets of the Club cannot be assigned without the prior written consent of the Board of Directors. Once obtained the President and Secretary shall execute the documents on behalf of the Club,
- b) Contracts in the ordinary course of business may be entered into by any one of the following individuals: the President, the Senior Vice-President, the Treasurer or any person authorized by the Executive.

## **11. Technical and Administration Staff**

- a) The following positions which are appointed by the Executive will be considered to be paid technical/staffing positions,
- b) The level of compensation will be determined by the Executive and any such level of remuneration will be reviewed on an annual basis,
- c) The duties associated with these positions are itemized in the attached Sub-Directory and are subject to change at the discretion of the Executive:
  - Executive Director
  - BCSPL GM
  - Technical Director for Soccer Development
  - Assistant Technical Director for Soccer Development
  - Technical Staff Members
  - Referee Scheduler
  - Referee Scheduler Mini
  - Equipment Manager
  - Field Manager
  - Registrar
  - Registrar Mini
  - Program Registrar
  - Game Scheduler
  - Webmaster
  - Marketing/Sponsorship

## **12. Managers and Coaches**

- a) Managers' and Coaches' duties and responsibilities are outlined in the attached Sub-Directory which are subject to change at the discretion of the Executive,
- b) Their failure to adhere to those responsibilities and the expected code of conduct may result in their removal from such position.

## **DUTIES OF THE EXECUTIVE MEMBERS**



### **13. President**

- Will supervise and coordinate the Club's affairs and activities and will furnish an annual report,
- Will preside at all official meetings (or deputy in his absence),
- Will call executive meetings at his/her own discretion and will call general monthly meetings during the playing season,
- Will be an ex-officio member of all committees within the club,
- Will only have an additional casting vote in the event of an equal split vote,
- Will be a signing officer on all bank accounts,
- In conjunction with the Executive Director & Technical Director for Soccer Development will appoint and/or relieve the coaches and managers for all teams.

### **14. Senior Vice President**

- Will preside at all official meetings in the absence of the President,
- Will have an additional casting vote, when deputizing for the President, in the event of an equal split vote,
- Will be a signing officer on all bank accounts.

### **15. Treasurer**

- Will maintain all financial records for the Club issuing receipts, where necessary, for monies received and obtaining invoices/receipts for all monies paid out,
- Will prepare financial reports for all meetings,
- Will prepare a budget for the forthcoming fiscal year prior to the commencement of each fiscal year,
- Will monitor the financial activities of the Club within the allocated budget,
- Will be a signing officer on all bank accounts.

### **16. Secretary**

- Will prepare agendas for all meetings in consultation with the President,
- Will maintain minutes for all meetings,
- Will prepare all correspondence,
- Will ensure proper notice is given to members and Executive for all meetings,
- Will be responsible for preparing all press releases/coordinating all publicity and promotional material. (Marketing coordinator role),
- Will be a signing officer on all bank accounts,
- Will be the Risk Management Officer.

### **17. Vice-President**

A separate Vice-President will be elected for each of the following areas:

- Adult
  - BCSPL
  - MSL
  - SMSA
  - Boys District 5
  - Boys District 1
  - Mini
  - Girls
  - Social Community and Events
- a) The elected Vice-President will attend (or send a deputy) to all district/league meetings which relate to their designated area of responsibility and provide a report to the Executive,
  - b) They will be responsible for communicating all relevant information to the members of their designated area of responsibility,
  - c) They will organize and chair meetings that relate exclusively to their specific designated areas of responsibility,
  - d) Maintain visibility with their specific membership group.

**18. Directors at Large (2 positions)**

- a) Perform specific tasks as assigned by President,
- b) Act as Internal Discipline Coordinator.

**DUTIES OF THE TECHNICAL AND ADMINISTRATION STAFF**

## Executive Director

### External

- 1) Form strategic alliances with partners (both private and corporate),
- 2) Liaise with assigned reps within BCSA, CSA, VMSL, BCYSSL, PCSL, SD, etc.,
- 3) Single point of contact with City of Surrey,
- 4) Act as public spokesperson for all local media issues,
- 5) Coordinate SU representation at various district/association meetings.

### Internal

- 1) Develop strategic plan for presentation to Board of Directors,
- 2) Liaise with Executive and Board of Directors by attending all meetings,
- 3) In conjunction with Secretary prioritize Executive meeting agendas,
- 4) Prepare Annual Budget in conjunction with Treasurer for review by Executive,
- 5) Review, assess and implement the need for constitutional change,
- 6) Implement on-going change to ensure the Club and its programs run efficiently,
- 7) Oversee the management of our website,
- 8) Direct management and supervision of all “paid employees”,
- 9) Approve all external and internal advertising material,
- 10) Coordinate volunteer activities,
- 11) Answer routine correspondence,
- 12) Administer all user-pay programs,
- 13) The Executive Director will in conjunction with the President and Technical Director for Soccer Development appoint and/or relieve the coaches and managers for all teams.

## Technical Director for Soccer Development

- 1) Will be responsible to develop all the technical programs for the Club and upon approval by the Executive, implement those programs within the defined budget and with the intent of improving the technical skill of the players and their understanding of the laws of the game,
- 2) Will be responsible for maintaining relationships with all local, provincial and national coaching authorities and communicating any significant information to the Executive,
- 3) Will attend all Executive and coaches meetings,
- 4) Will arrange clinics for coaches of all levels,
- 5) Will encourage coaches to obtain designated levels of provincial qualification,

- 6) Will be responsible, in conjunction with the President and Executive Director of the Club, for appointing all coaches and also where necessary relieving them of their duties,
- 7) Will be responsible to determine the optimum amount of practice time for each level of play and then establish and allocate all practice times for all teams,
- 8) Will be responsible for organizing and conducting all team try-outs at the 11-a-side level,
- 9) Will in conjunction with the Executive Director and President appoint and/or relieve the coaches and managers for all teams,
- 10) Coordinate and develop field scheduling for all (non-mini) games and practices.

#### Head Referee's Scheduler

- 1) Will be responsible to compile and maintain a list of all qualified referees in each area of the Club,
- 2) Will be responsible for maintaining relationships with all local, provincial and national refereeing authorities and communicating any significant information to the Executive,
- 3) Will attend all coaches meetings,
- 4) Will arrange referee clinics for in-house referees,
- 5) Will encourage referees to obtain designated levels of provincial qualification,
- 6) Will be responsible for appointing referees and assistants to all games,
- 7) Will be responsible to ensure appropriate record keeping is maintained to ensure the officials are paid in a timely manner,
- 8) Liaise with Mini Referee Scheduler.

#### Mini Referee Scheduler

- 1) Will attend all mini coaches meetings,
- 2) Will liaise with Head Referee Scheduler to arrange referee clinics for in-house referees,
- 3) Will encourage referees to obtain designated levels of provincial qualification,
- 4) Will be responsible for appointing referees to all games,
- 5) Will be responsible to ensure appropriate record keeping is maintained to ensure the officials are paid in a timely manner,
- 6) Liaise with Head Referee Scheduler.

### Equipment Manager

- 1) Will arrange for the purchase of all supplies subject to Executive approval,
- 2) Will maintain a distribution ledger and distribute all equipment to all teams in accordance with the Club mandate,
- 3) Will be responsible to take inventory of equipment at the close of the season,
- 4) Will be responsible for the care and storage of the equipment and uniforms,
- 5) Will prepare a recommendation to the Executive at the end of each season regarding projected amount of new equipment and uniforms required for the following season,
- 6) Will be responsible to handle the day-to-day needs of the teams as they relate to all aspects of their equipment and uniforms.

### Game Scheduler

- 1) Will coordinate with all leagues and districts to determine field requirements and allocate usage on a weekly basis for game day,
- 2) Will collaborate with the Field Manager to ensure compliance with City of Surrey field closure policy,
- 3) Will be responsible to reschedule postponements and cancellations to ensure completion of league schedules,
- 4) Will be responsible to notify teams regarding their home game schedule at the earliest opportunity and upload weekly schedule to the website,
- 5) Will be responsible to handle the day-to-day inquiries from teams as they relate to all aspects of game day field requirements including exhibition play.

### Field and Facility Manager

- 1) Will liaise with Executive Director, President or designate as needed, to facilitate smooth operations of SUSC fields and liaise with Executive Director/City of Surrey regarding allocations,
- 2) Will negotiate/liaise with City of Surrey regarding all field time allocations,
- 3) Will maintain organization of tower,
- 4) Will unlock and lock nets on game days,
- 5) Will coordinate the lining of all Surrey United fields before and during the playing season,
- 6) Will contact City of Surrey service line, when necessary, to arrange repairs of park facilities such as lights, change room amenities, etc.,
- 7) Will supervise, clean and maintain all change rooms.
- 8) Will track/return of equipment such as flag posts, i-goals, cones and nets.
- 9) Will manage off-season storage of goals, nets and cones,

- 10) Will assess need to purchase new/replace existing stock of i-goals, nets and cones,
- 11) Will maintain Clubhouse facilities including cleaning of premises,
- 12) Will arrange purchase of Clubhouse supplies and office supplies as needed,
- 13) Will organize equipment in office area,
- 14) Will inspect field conditions in terms of suitability for play.

### Registrar

- 1) Will be responsible to register all players and to provide/obtain the necessary identification cards in accordance with the prevailing regulations,
- 2) Will be responsible to maintain a directory of all members and team rosters and provide copies for the Executive,
- 3) Will be responsible to provide advice to team managers as it relates to all aspects of player registration including out of district player registration, transfers, permits and out of province tournament registration and travel, insurance and other related matters,
- 4) Will coordinate with Treasurer regarding collection of registration monies,
- 5) Will collaborate with designated Executive member regarding the recruitment of coaches.

### Registrar Mini

- 1) Will be responsible to register all players and to provide any necessary identification cards in accordance with the prevailing regulations,
- 2) Will be responsible to maintain a directory of all members and team rosters and provide copies for the Executive,
- 3) Will be responsible to provide advice to team managers as it relates to all aspects of player registration including out of district player registration, transfers, permits and out of province tournament registration and travel, insurance and other related matters,
- 4) Will coordinate with Treasurer regarding collection of registration monies,
- 5) Will be responsible to assign players to teams,
- 6) Will collaborate with designated Executive member regarding the recruitment of coaches.

## **RESPONSIBILITIES OF THE MANAGERS AND COACHES**

### Coaches

- 1) Will be responsible for the discipline and conduct of the players at all times,
- 2) Will be responsible for ensuring that the players are properly dressed at all times in the designated Club mandated attire,

- 3) Will attend all coaches meetings and technical clinics organized by the Club or appoint a deputizing person to attend,
- 4) Will be appointed to and/or relieved of their duties by the President and Technical Director for Soccer Development,
- 5) Will be answerable to the Executive for their training methods and the overall conduct of the team on the field,
- 6) Will be solely responsible for the selection of the team,
- 7) Will be responsible for seeing that all scheduled games are fulfilled,
- 8) Will be responsible to notify the team manager of their absence,
- 9) Will be required to notify the Club in writing of their intentions for coaching the next season by the 15<sup>th</sup> of April,
- 10) Are expected to enhance their skill sets as they relate to coaching and should ultimately meet the outlined standards stipulated by the governing and regulating authorities,
- 11) Will be required to act at all times in a responsible manner displaying good sportsmanship and ensuring that their behaviour reflects favourably on the Club.

### Managers

- 1) Will be responsible for all player registrations and transfers to be managed in accordance with the governing and regulating authorities,
- 2) Will be responsible for ensuring that the players are properly dressed at all times in the designated Club mandated attire,
- 3) Will attend all club meetings or appoint a deputizing person to attend and communicate all information to the team and/or the parents of the players,
- 4) Will be responsible for selecting a team name and having same approved by the Executive,
- 5) Will be responsible to communicate with opponents regarding game times, park schedule and team colours and where necessary arrange team transportation,
- 6) Will be responsible to report all serious accidents or injuries to the Club Secretary within 24 hours of the incident,
- 7) Will be responsible for seeing that all scheduled games are fulfilled,
- 8) Will be responsible to report the score of the game to the designated individual,
- 9) Will be required to act at all times in a responsible manner displaying good sportsmanship and ensuring that their behaviour reflects favourably on the Club.