

## Ayr Soccer Club By-Laws

### SECTION I - NAME and Registered Office

- A) The Club shall be known as the Ayr Minor Soccer Club, hereafter called "the Club".
- B) The Registered office of the Club will be 14 Meadow Rose Lane, RR#1, Ayr, ON, N0B1E0
- C) The mailing address of the Club will be determined by the Board of Directors

### SECTION II - AFFILIATIONS

- A) None. The Club shall be free to change the affiliation as the circumstances require it.

### SECTION III - OBJECTIVE

- A) The objective of the Club is to promote sportsmanship and to develop soccer skills in the Township of North Dumfries.

### SECTION IV - MEMBERSHIP

- A) All properly registered players shall be eligible for membership in the Club.
- B) Membership shall be open to persons willing to volunteer their services as Directors and Members of standing committees, Directors at Large, Coaches and/or Referees. And it shall be limited to one (1) year.
- C) Application for membership to the Club shall be made annually on forms provided by the Club.
- D) The Board of Directors reserves the right to terminate or suspend membership for conduct unbecoming of any member of the Club.

### SECTION V - MEMBERSHIP FEES

- A) Membership fees shall be determined by the Board of Directors in the office at the commencement of each year and shall be valid for that year only.

### SECTION VI – BOARD OF DIRECTORS

- A) The business of the Club shall be conducted by a Board of Directors consisting of:
  - a. President - Term of 1 year
  - b. Vice President - Term of 2 years
  - c. Secretary - Term of 1 year
  - d. Treasurer - Term of 2 years
  - e. Registrar - Term of 1 year
- B) Should a Director vacancy occur during the term of office, the Board of Directors shall have the power to appoint another club member to the committee to complete the term of office by a simple vote majority.
- C) The Board of Directors shall have full control of the affairs of the Club. A simple majority of the Board of Directors meeting shall constitute a quorum.
- D) Directors may resign from the board at any time by presenting his or her notice of resignation to the board. The resignation shall be effective on the date on which the notice is received by the Secretary or at the time specified in the notice.
- E) Board of Directors positions are volunteer positions and do not receive compensation.

## SECTION VII - DUTIES OF THE BOARD OF DIRECTORS

- A) The President shall:
  - a. Preside at all Club meetings
  - b. Preside at all Board of Directors meetings
  - c. Act as spokesman for the Club at all times unless he or she otherwise delegates the responsibility.
  - d. Cast a deciding vote when necessary.
  - e. Prepare an annual report for submission at the Annual General Meeting.
- B) The Vice President shall:
  - a. In the absence of the President, act in the capacity of the President with all the powers of the President.
  - b. Preside at all protest and disciplinary meetings.
  - c. Prepare an annual report for submission at the Annual General Meeting.
- C) The Secretary shall:
  - a. Give notice of all meetings of the Club to persons entitled thereto.
  - b. Attend all meetings of the Club and keep the minutes of such meetings.
  - c. Be custodian of all the Club's Board of Directors information as to the business at hand and as to its disposition for the action.
  - d. Handle all incoming and outgoing correspondence of the club and distribute of same to proper persons
  - e. Prepare an annual report, to be submitted at the Annual General Meeting.
- D) The Treasurer shall:
  - a. Keep, or cause to be kept, up-to-date and accurate records of the revenue and expenditure in books belonging to the Club.
  - b. Deposit all monies and other valuable effects in the name of, and to the credit of, the Club
  - c. Give receipts for all monies or valuable effects received by the Club
  - d. Pay all accounts due by cheque. No cheque will be drawn on the bank or banks unless the Treasurer and the President or Vice President signs the said cheque.
  - e. Render a financial statement to the President, periodically.
  - f. Render a financial statement whenever requested by the President.
  - g. Reconcile the bank account or accounts, periodically.
  - h. Be custodian of deposit and receipt books of the Club, and be required to produce such books properly balanced at all meetings of the Club
  - i. Prepare an annual report, financial statement and balance sheet which shall be submitted with all financial documents to auditors appointed by the Club Executive at least fifteen (15) days prior to the Annual General Meeting. Submit such report, duly audited, to the Annual General Meeting.
- E) The Registrar shall:
  - a. Receive all players registration forms and enter the particulars into the register provided for the purpose.
  - b. Complete up to date reports of registrations and submit to Secretary so that copies can be given to the Executive.
  - c. Turn over registration money to the Treasurer as soon as possible with a master list detailing all registration received and keep receipts for all monies turned over to the Treasurer.
  - d. Prepare an annual report showing the number of players and teams for submission at the Annual General Meeting.



## SECTION VIII – BY-LAWS AND AMENDMENTS

- A) By-Law amendments may be proposed by the Board of Directors in writing 21 days prior to a general meeting of the Club; and must be approved by a majority vote of the Board of Directors and by a 2/3's vote of the Membership voting in person of the Club duly called for that purpose.
- B) All Members entitled to vote shall be notified with the Club's notice of the said Members' meeting about By-Law amendments. Such notification shall be by email, or any other method determined by the Board of Directors.

## SECTION IX - ANNUAL GENERAL MEETING

- A) The Annual General Meeting shall be held at such time and such day in each year as the Board of Directors may from time to time determine.
- B) All members shall receive twenty one (21) days notice of the time and location of the Annual General Meeting.
- C) The agenda for the Annual General Meeting shall be:
  - a. Roll Call
  - b. Minutes of the previous annual general meeting.
  - c. President's report
  - d. Vice-President's report
  - e. Secretary's report
  - f. Treasurer's report and financial statement
  - g. Registrar's report
  - h. Report from each of the Directors at Large
  - i. Unfinished business
  - j. Amendments to the Constitution or By-laws
  - k. Election of Board of Directors
  - l. New Business
  - m. Adjournment
- D) Nominees for election to the Board of Directors must be existing members of the Club in good standing. Nominations must be received, in writing, to the Club Secretary not later than twenty one (21) days prior to the Annual General Meeting.
- E) Voting rights are vested in:
  - a. Directors and Members of standing committees, and Directors at Large
  - b. Coaches and coaching staff who are sixteen (16) years of age or older in the season immediately prior to the annual general meeting.

Players, parents and/or sponsors who do not fall into any of these three categories are not permitted to vote.

Each member is entitled to one vote.

Voting by proxy is not permitted.

## SECTION X - GENERAL MEETING

- A) The Board of Directors by a simple majority vote or President shall have the power at any time to call a general meeting of the member of the Club for the transaction of any business, the general nature of which is specified in the notice calling the meeting, to be held at such a time or place as determined by the Board of Directors or President.