





## Lakeshore Soccer Club Constitution

Revised: November 2016 Supersedes: November 2014

Boroughs of Baie D'Urfé-Beaconsfield, Kirkland, and the Ste-Anne-de Bellevue area of the Île-Bizard-Ste-Génévieve-Ste-Anne-de-Bellevue Borough and Senneville area of the Borough of Pierrefonds-Senneville, at the Recreational, Competitive and Semi-Pro level.

- 3.01 (a) Players and members, living within or having a parent or legal guardian who live within these boundaries shall have priority when registering to play soccer at any level within our Club.
- 3.01 (b) The Club may accept players and/or volunteers from outside the territory covered by the Club and not meeting any of the requirements of 3.01 (a), upon written application to the Board and subsequent approval by a majority of the members. However, the Board cannot approve an application from a player and/or volunteer that does not meet the requirements of 3.01 (a), if that player and/or volunteer displaces any player or potential player and/or member that meets the requirements of 3.01 (a).
- 3.01 (c) The Board may make an exception in **extraordinary** circumstances. Senior competitive players are exempt from those rules, and can come from outside the territory covered by the CLUB.
- 3.01 (d) Any player not meeting the requirements of 3.01 (a) **MUST** obtain a release from his/her home club prior to registering with our Club.
- 3.01 (e) Players not meeting the requirements of 3.01 (a) but who have previously registered with the Club prior to August 1, 2002 may continue to play with the Lakeshore Soccer Club, as long as they maintain a good standing with the club and obtain a release, if required by Regional rules, from their home club.
- 3.01 (f) AAA Select teams LSC will designate select teams to compete in the AAA category under the Québec Soccer Federation (hereinafter indicated as QSF) reform of 2006. A maximum of one team will be created per age category and gender permitted by the QSF. LSC will assign the designation 'Select' based on the needs of the Club or Region. However, LSC can withdraw the team anytime it deems necessary.  
The select or AAA teams, from U10 to U15 will be composed of the best players available to the Lakeshore Soccer Club. Any addition of an out of club player that increases the percentage of out of club players to more than 50% will require mandatory evaluation and approval of the LSC Technical team. The 'Grandfather rule' will apply for out of Club players who have participated in the LSC 'AA'  
Or 'AAA' programs for a minimum of TWO (2) consecutive summer seasons. If they do not make their respective team; and wish to remain with the LSC, they will be permitted to play in the 'A' or 'AA' program only. No out of club player will be allowed to play for our Recreational, A or AA (not withstanding section 3.01g).
- 3.01 (g) The U14 AA through U18 AA teams will be permitted out of Club players providing the AAA teams of their respective age groups have not exhausted the FSQ permitted 4-2 ruling.
- 3.02 This jurisdiction can be modified by the governing authority of the Lac St Louis Region with adequate prior notice.
- 3.03 The Club will use soccer fields provided by the Local Municipal Authorities that are within its jurisdiction as established by the Regional Soccer Association.
- 3.04 The Club will select coaches based on criteria established by the Club (ie Executive Board), by Regional Soccer Association or by the Federation du Soccer du Quebec. For all AAA teams, the Club will select all Head coaches and Assistant coaches.
- 3.05 The club will, after the normal registration period or after September tryouts (in the case of Intercity), determine the number of teams and age levels per category and the number of players per team that will be permitted. Younger players may play at a higher age level on a part-time basis as established by club and regional rules but may not register to permanently play up at any level,



- unless approved by the Board subsequent to written request. Board may approve but only if circumstances are unique and essential.
- 3.06 Neither the Club, volunteers nor its Executives can be held responsible for any injuries suffered by its members or competing players.
  - 3.07 Older players may not play at a younger age level.

Article 4: Objectives:

The objectives of the CLUB shall be;

- 4.01 To encourage and promote the game of soccer and the spirit of 'fair play' within the jurisdiction of the CLUB.
- 4.02 To supervise and control soccer activities in its jurisdiction.
- 4.03 To assemble all members, youth and senior, into one body.
- 4.04 To provide technical and administrative assistance to its members.

Article 5: Affiliations:

- 5.01 The CLUB shall be affiliated with the Lac St Louis Regional Soccer Association (A.R.S.L.S.L), Federation Québécoise de Soccer (F.S.Q) and the Canadian Soccer Association (C.S.A.) and shall comply with their Constitutions, Rules and By-Laws. It shall enter teams in such affiliated leagues as it deems appropriate to ensure proper competition for its members. Information from these bodies shall be disseminated to all members by the CLUB office as deemed necessary by the Executive Board.

**CHAPTER II- MEMBERSHIP**

Article 6: Definition:

- 6.01 A Member shall be considered in an active or honorary status if he/she is in good standing. To be in good standing a member cannot be suspended by the Lakeshore Soccer Club or any other soccer governing body, must have all players fees paid, and must have passed a police background check if required by his/her position. This status will remain in effect for one (1) year from the time fees are paid, or as determined in articles 6.02, 6.03, 6.04 and 6.07.
- 6.02 All parents or guardians who have children registered in the Lakeshore Soccer Club are considered active members of the CLUB under these terms.
- 6.03 All players over the age of 18 are **active** members of the CLUB.
- 6.04 All persons who are participating as referees, divisional managers, team coaches, assistants and managers are considered to be active members of the Club for a period of one (1) year after their appointment.
  - 6.04 (a) Members of the Executive Board are considered to be active members for the period of their mandate plus one (1) year.
- 6.05 **However**, no member shall have more than one vote at any General or Special Meeting and members receiving remuneration shall have a voice but may not vote.
- 6.06 There shall be no discrimination with respect to race, creed, colour, sex or language. However, in order to foster fair and competitive play, the club shall operate separate divisions and teams for male and female members. This policy will also apply to teams that enter regional, provincial or national competitions outside the normal boundaries of the club. The Board reserves the right to designate mixed gender teams in specific cases (example: young non-competitive categories).
  - 6.06 (a) The Club shall offer most services in French and in English. However, some volunteers that are



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unilingual (in either language) may be selected in certain cases.

- 6.07 Honorary members (hereafter referred to as 'HONORARY MEMBER') may be recommended by the Executive Board of the CLUB in recognition of a significant contribution to the CLUB or to the game of soccer. These recommendations shall be approved at the next General Meeting.

### Article 7: Fees:

- 7.01 Active members, that are players, shall pay the fees determined annually by the duly elected Executive Board.
- 7.02 Members who have not paid their fees or owe monies to the Club or to their team shall be considered members not in good standing with the CLUB and shall forfeit their vote until such dues and fees are paid in full.
- 7.03 The names and passport numbers of members not in good standing with the Club shall be reported to the Regional Soccer Association for disposition.
- 7.03 (a) Members not in good standing may not request a release to play for another club until their status has been resolved.

### Article 8: Rights and Duties of the Active Members:

- 8.01 Active Members have a right to a copy of the Constitution and proposed amendments thereto.
- 8.02 They shall have the right to all free documentation distributed by the CLUB and its affiliated Organizations.
- 8.03 They shall have access to the archives of the CLUB, in the presence of the Vice-President Administration or the Vice-President of Finance, with sufficient advance notification.
- 8.04 They shall have the right to all services made available by the Executive Board.
- 8.05 They shall take an active part in the CLUB, assume responsibilities, participate in the decision-making process as established, conform to the Constitution, By-Laws and Rules and support the decisions of the General Meeting.
- 8.05(a) Members not part of the Executive Board, may not enter into any agreement with any person, club, business or association in the name of the Lakeshore Soccer Club.
- 8.05(b) Members, part of the Executive Board may enter into agreements with any person, club, business or association, in the name of the Lakeshore Soccer Club after being authorized by a majority vote of the Executive board
- 8.06 Active members, particularly those who become coaches, assistants, managers or referees shall attend all meetings (or, if unable to), make themselves aware of the CLUB and League rules and regulations. Acceptance of a position implies acceptance to abide by CLUB and League rules.
- 8.07 ALL Board Members, Coaches, Assistants, Managers, and paid staff shall agree to complete a Police Background Check form as defined by the protocol signed with the MUC Police Department (1998), and shall respect the decision that follows.
- 8.07 (a) Any members not passing the Police Background Check (P.B.C.) have a period of seven (7) days to correct with the police any errors resulting from the P.B.C.
- 8.07 (b) Any member not passing the P.B.C. may not assume any role within the club that requires a P.B.C. and must immediately relinquish all positions and duties that have been assigned by the CLUB. All monies collected from players, parents and the CLUB must be returned to the CLUB within a period of seven 7 days. Any member not submitting a request for a P.B.C. when required by the role must suspend all role related activities until the P.B.C. is successfully completed.



Article 9:        Suspension and Exclusion:

- 9.01    The Executive Board, by resolution, may suspend or exclude a member who does not conform to the constitution, By-Laws or Rules of the CLUB, or those organisations to which it is affiliated.
- 9.02    Any member that sues the LSC will automatically be excluded from the Club. No vote from the Executive board is required.

Article 10:      Procedure for Suspension and Exclusion:

- 10.01   On being informed of a serious infraction (9.01) the Executive Board shall give written notice (along with a copy of the complaint) to the member, seven (7) days before a hearing. The notice shall ask the member to present a defence to a sub-committee meeting (3 to 5 members of the Board). Whether or not the member attends the hearing, the sub-committee shall render a decision and report this decision to the Executive Board and to both parties.
- 10.02   Suspensions shall remain in force until it is reviewed by the Executive Board and a favourable decision is rendered.

**CHAPTER III- GENERAL MEETINGS**

Article 11:      Composition:

- 11.01   Members of the Executive Board, Honorary members and active members of the CLUB in good standing shall form the General Meeting and have voting rights, as applicable.
- 11.02   There will be two (2) types of general meetings: The Annual General Meeting (A.G.M.) and the Special General Meeting (S.G.M.).

Article 12:      Authority of the Annual General Meeting:

- 12.01   The Annual General Meeting shall be under the jurisdiction of the CLUB.
- 12.02   It shall elect the Executive Board of the CLUB.
- 12.03   It shall receive the annual reports and recommendations of the Executive Board.
- 12.04   It shall determine the major objectives of the CLUB.

Article 13:      Convening the Annual General Meeting:

- 13.01   The Annual General Meeting of the CLUB shall be held after the end of the playing season and no later than November 30<sup>th</sup> of each calendar year.
- 13.02   Notice of the Annual General Meeting shall be published on the CLUB's web site or in local newspapers at least fourteen (14) days prior to the AGM date which SHALL be confirmed in October.
- 13.03   The notice shall provide the following information:
  - The date of the meeting
  - The time
  - The location
  - The agenda
  - The positions open for election
- 13.04   The Annual General Meeting shall be convened by the Vice-President Administration, following the directive of the President and/or the Executive Board.

Article 14:      Quorum:

- 14.01   Twenty (20) members, including at least seven (7) members of the Executive Board, in good standing shall constitute a quorum for a Annual General Meeting.



- 14.02 The President shall ascertain that there is a quorum.
- 14.03 If there is not a quorum the Executive Board shall convene another General Meeting at a later date at which a quorum shall not be required.

Article 15: Meeting Procedures:

- 15.01 Roberts' Rule of Order shall be used as a standard reference for all procedural purposes at all Annual General Meetings and Special General Meetings.
- 15.02 A member of the office staff or a duly appointed representative shall record the minutes, which shall include a synopsis of each report. A copy of this and all reports of the previous Annual General Meeting shall be available for members to review.

Article 16: Annual General Meeting:

- 16.01 The order of business at the Annual General Meeting shall be;
  - a) Acceptance of guests
  - b) Approval of Agenda
  - c) Adoption of the minutes of the previous Annual General Meeting.
  - d) Business arising there from.
  - e) Reports of
    - President
    - Executive VP
    - VP Administration
    - VP Technical Services
    - VP Recreational
    - VP Competitive
    - VP Seniors
    - Referee-in-Chief
    - VP Finance
    - VP On-field Services
  - f) Amendments to the By-Laws
  - g) Report of Nominating Committee
  - h) Election of Officers for ensuing year
  - i) New Business
  - j) Closing of Meeting
  - k) Date of Next Annual General Meeting

Article 17: Special General Meeting:

- 17.01 A Special General Meeting may be convened to deal with one or more subjects that concern the Club or its members.
- 17.02 The Vice-President Administration shall convene a Special General Meeting upon a written request of the required quorum of any twenty (20) members in good standing.
- 17.02(a) A request for a special General Meeting must be formulated on the approved « Request for Special Meeting Form ». The reason for calling a Special General Meeting must be clearly indicated on the form (in both languages) before members are asked to sign.
- 17.03 Special General Meetings may be called by the Executive Board.



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17.04 Notice of Special General Meeting must be published in a local newspaper or on the Club's website, seven (7) days prior to the meeting and the agenda must be included in the notice.

17.05 A Special General Meeting shall deal only with the subject(s) on the agenda.

### Article 18: Delegates to the General Meetings:

18.01 All 'Active Members' for the current year and in good standing, shall be entitled to attend all General Meetings.

### Article 19: Voting:

19.01 Voting motions shall be by show of hands unless a secret ballot is requested by a majority of the members present.

19.01(a) Votes on motions not related to election of club officials shall be counted by the Club President who shall declare OFFICIAL the FINAL result of the vote.

19.02(b) Ballots will be destroyed after the meeting.

19.02 A secret ballot shall also be used when there is more than one (1) nomination for a vacant position on the Board.

19.02 (a) Approved ballots will be collected and counted by the Nominating Committee and the candidate receiving the majority of the votes shall be declared the winner.

## **CHAPTER IV - EXECUTIVE BOARD**

### Article 20: Composition and Role:

20.01 The achievements of the objectives of the CLUB and the administration of the CLUB shall be vested in an Executive Board of thirteen (10) consisting of a President, Executive VP, VP Competitive, VP Recreational, Referee-in-Chief, VP Technical Services, VP Finance, VP Administration, VP Senior Competitive, and VP On-field Services.

20.02 Each non-remunerated member of the Executive Board shall have one vote except the president, who shall have a second or casting vote that may be used in the event of a tie.

20.03 The Executive Board members shall be elected at the Annual General Meeting and will serve for a period of two (2) years. Executive members shall be elected on alternate years as follows:

a) **Odd years:** President, VP Administration, VP Technical Services, VP Senior Competitive and VP Recreational.

b) **Even Years:** Executive VP, VP Competitive, VP On-field-Services, Referee-in-Chief and VP Finance.

20.04 The Executive Board has the power to appoint any other voting or non-voting officer(s) and/or form sub-committee(s) that it considers necessary to carry out its duties.

20.05 The Executive Board shall also include the immediate Past President and Technical Director in an advisory, non-voting capacity.

20.06 The appointment of the Technical Director shall be by contract and will be reviewed annually in October. The Executive Board will set the conditions of the contract including remuneration and benefits.

### Article 21: Authority and Responsibility:

21.01 The Executive Board shall represent the CLUB to the A.R.S.L.S.L. and other organizations.

21.02 The Executive Board shall ensure the proper functioning of the CLUB and the implementation of

the decisions of the General Meetings or Special Meetings.

21.03 The Executive Board shall maintain the CLUB's By-Laws and periodically review them, ensuring the CLUB preserves its founding objectives as defined in Article 4.



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The Executive Board shall approve the CLUB budget and determine the annual fees and guarantees (bonds). It shall be authorized to invest, at its discretion, monies not immediately needed. It shall pay all expenses related to the operation of the CLUB. It shall be authorized to pay all fees, expenses and losses incurred by members of the Executive Board in the performance of their duties except by gross fault or negligence.

- 21.05 The Executive Board shall receive and review bids for equipment and give approval for their purchase.
- 21.06 This CLUB shall not be liable for the debts and/or financial responsibilities either implied or incurred by any player, coach, manager, team or by any enterprise connected to the CLUB.
- 21.07 The Executive Board shall be accountable at the Annual General Meeting.
- 21.08 The Executive Board shall recommend to the General Meeting the directions, priorities and goals of the CLUB, and they shall prepare written reports which shall be presented at this meeting.
- 21.09 Executive Board members shall abide by the By-Laws and support majority decisions of the Board.
- 21.10 The Executive Board members shall avoid all conflict of interest or what appears to be a conflict of interest. At the beginning of their mandate they shall read the conflict of interest rules outlined in Annex A of this Constitution and fill out and sign the form in Annex B to confirm they will abide to these rules and to disclose any conflict of interest.
- 21.11 The President and Executive VP of the Executive Board are ex-officio members of all other committees or sub-committees with full voting powers. The chairperson of the sub-committee has the same voting rights as all other members of the sub-committees except that they also shall have a casting vote which shall be exercised in the event of a tie.
- 21.12 Vacancies on the Executive Board shall be filled, for the balance of the year, by a member of the CLUB voted for by a majority of the remaining Executive members at a regular Executive Board meeting. The Executive Board shall also fill vacancies on the sub-committees as they occur.

### Article 22: Quorum:

- 22.01 A quorum shall be a majority of voting members of the Executive Board.

### Article 23: Convening:

- 23.01 Executive Board meetings shall be held on a regular date and time, to be determined by the newly formed Executive, or at the request of the President, or at the written request of a majority of its Executive members.
- 23.02 The Executive Board must meet a minimum of eight (8) times per year.
- 23.03 Executive members shall inform the Club Manager if they are unable to attend a Board meeting.

### Article 24: Conduct of Meetings:

- 24.01 The Roberts' Rule of Order shall be used as a standard reference for all procedural purposes at all meetings.
- 24.02 The Executive Board decisions shall be by majority vote of members present, so long as these members form a quorum. In the event of a tied vote the presiding member shall have a casting vote.
- 24.03(a) In the event that there is no quorum, those members present may proceed with the meeting,

but all matters requiring a vote shall be held over until the next regular meeting, or an extra meeting may be called.





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24.03(b) under extraordinary circumstances, the president of the Club (or his representative) may call a vote by e-mail. This vote must then be confirmed at the next meeting of the Executive Board.

- 24.04 The minutes shall be recorded by a member of office staff or duly appointed representative, who shall take particular note of motions and the votes registered. Minutes shall be sent to all members of the Executive Board within fourteen (14) days of the meeting.
- 24.05 The order of business at Executive Board meetings shall be:
- a) Approval of Agenda
  - b) Adoption of the minutes of the previous Executive Board meeting.
  - c) Business arising there from.
  - d) Reports of:
    - President
    - Executive VP
    - VP Administration
    - VP Technical Services
    - VP Recreation
    - VP Competitive
    - VP Senior Competitive
    - Director of Operations
    - VP Finance
    - Referee-in-Chief
    - Director of Initiation
    - Director of Communications
    - VP On-field Services
  - e) Unfinished Business
  - f) New Business
  - g) Closing of meeting and date of next meeting.

### Article 25: Remuneration:

- 25.01 Members of the Executive Board shall not be remunerated. Subject to prior approval by the Board, members shall be compensated for expenses incurred in the performance of their duties.
- 25.02 Persons who hold office and receive an honorarium shall have a voice but no vote.

### Article 26: Delegations:

- 26.01 The Executive Board shall be entitled to elect members of the CLUB as delegates to ARS - L.S.L or Q.F.S. meetings or other organization and they shall report to the Executive Board.

### Article 27: Resignation, Vacancy:

- 27.01 The resignation of a member of the Executive Board shall be in writing and shall become effective upon acceptance by the Executive Board.
- 27.02 The Executive Board shall be entitled to declare vacant the office of a member absent without justification from three (3) consecutive meetings.
- 27.03 A Special General Meeting shall be convened if more than three (3) members of the Executive Board have to be replaced.
- 27.04 In the event of a mass resignation (leaving no quorum of the Executive Board), the Regional



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Board (ARS -L.S.L.) shall be notified in writing and a representative shall be appointed to call a Special General Meeting for the purpose of selecting an interim Executive Board.

### Article 28: In Camera:

- 28.01 At the request of three (3) members of the Executive Board, the President may hold meetings in camera in dealing with the reputation of any individual within the CLUB.

## **CHAPTER V - ELECTING the EXECUTIVE BOARD**

### Article 29: Nomination:

- 29.01 A Nominating Committee must be appointed by the Executive Board no later than October 15 of each calendar year. The Committee must consist of a Chairman and at least two (2) members of the CLUB.
- 29.02 The purpose of this committee is to present one nomination for each vacant position, but other names on the shortlist should be made known in this report to the Executive.
- 29.03 This list of nominees must be presented to the VP Administration twenty (20) days prior to the Annual General Meeting.

### Article 30: Candidates Procedure

- 30.01 Nomination forms shall be posted by the LSC for the members at least thirty (30) days prior to the date of the Annual General Meeting; on the LSC website.
- 30.02 Nominations to the Board of Directors, from a member in good standing must be received by the person responsible for nominations fifteen (15) days prior to the Annual General Meeting.
- 30.03 A list of nominees shall be placed on the LSC website at least seven (7) days prior to the Annual General Meeting.

### Article 31: Election:

- 31.01 The Chairman shall announce each position in turn and the name of the nominee, and then call for the approval of all members present.

### Article 32: Voting:

- 32.01 Voting shall be by a show of hands except in the case where two (2) or more candidates are nominated for the same position. In this case, a secret ballot SHALL be used.
- 32.01(b) If more than 1 candidate is nominated for any position, voting will take place after each candidate if offered the opportunity to present himself/herself and their reasons for seeking the nomination to the members present.

### Article 33: Scrutiny:

- 33.01 Ballots shall be collected and counted by the scrutinizers. The candidates having received the majority of the votes shall be declared elected by the election-Chairman.
- 33.02 The election-Chairman shall vote only in case of a tie.
- 33.03 Elected candidates shall take office immediately.

### Article 34: Unfilled Positions:



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34.01 In the event a position has not been filled, the Newly-Elected Executive Board shall be authorized to fill it.

**CHAPTER VI - FUNCTIONS and RESPONSIBILITIES of MEMBERS of the EXECUTIVE BOARD**

Article 35: President:

- 35.01 Shall be Chief Officer of the CLUB.
- 35.02 Shall preside or appoint someone to preside at General Meetings and meetings of the Executive Board.
- 35.03 Shall request the convening of the General Meetings and meetings of the Executive Board. He/she Shall prepare the agenda of the Executive Board.
- 35.04 Shall supervise the activities of the CLUB and ensure that the decisions of the Board and that the CLUB and the League, Region and Federation By-Laws are obeyed.
- 35.05 Shall ensure that each Officer of the CLUB fulfills his/her functions.
- 35.06 Shall sign cheques with the VP Finance or with any other authorized member of the Board.
- 35.07 The President along with the Club Manager shall sign the minutes of the Board meetings and of any Annual General Meeting once they have been approved.
- 35.08 He/she is the official representative of the CLUB and shall exercise all the powers given by the Board.
- 35.09 In the absence of both the President and the Executive Vice-President from any meeting, the remaining Board members shall appoint one of them to preside.
- 35.10 At the end of his/her term of office shall turn over all CLUB material in his/her possession, to his/her successor.

Article 36: Executive VP:

- 36.01 In the absence of the President, he/she shall exercise all the duties and the powers of the President.
- 36.02 Shall assume the functions and responsibilities as assigned by the Executive Board.
- 36.03 Shall be responsible for maintaining and updating the Constitution and By-Laws of the CLUB.
- 36.04 Shall chair Fund Raising campaigns and related projects as required.
- 36.05 At the end of his/her term of office shall turn over to his/her successor, all CLUB material in his/her possession.

Article 37: VP Administration

- 37.01 Shall oversee the maintenance of all books, documents and records of the CLUB.
- 37.02 Shall co-sign, with the President, the minutes of the Executive Board and General Meetings.
- 37.03 Shall ensure Executive members are informed of Board and General Meetings.
- 37.04 Shall keep him/herself informed of incoming and outgoing correspondence and keep copies for the CLUB's files.
- 37.05 Shall present to the Executive Board any correspondence which needs their involvement.
- 37.06 Shall supervise the functions of the Club Manager, the General Manager of the Semi-Pro team and the material needs of the CLUB's office.
- 37.07 At the end of his/her term of office shall turn over to his/her successor, all CLUB material in his/her possession.

Article 38: VP Finance:



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- 38.01 Shall administer the monies of the CLUB.
- 38.02 Shall be responsible for the funds and their accounting.
- 38.03 Shall be responsible for the maintenance of the accounting records on a timely basis.
- 38.04 Shall prepare the annual financial statement and budget, which will be submitted, to the Board prior to presentation at the Annual General Meeting.
- 38.05 Shall provide a monthly statement for the Board.
- 38.06 Shall ensure the prompt depositing of all monies of the CLUB into the financial institution selected by the Executive Board.
- 38.07 Shall make all disbursements by cheque, co-signed by the President or by another person authorized by the Board.
- 38.08 Shall enact collections policies as established by the CLUB, and shall collect all monies due to the CLUB.
- 38.09 Shall, with the approval of the Board, secure short-term investments to accrue additional revenue.
- 38.10 Shall give access to the books of account, in his/her presence, upon written request from any member in good standing. This access shall occur within a reasonable time.
- 38.11 Shall at the end of his/her term of office, turn over to his/her successor, all CLUB material in his/her possession.

### Article 39: VP Technical Services:

- 39.01 Shall supervise and work with the Technical Director to train and evaluate the CLUB's coaches and assistants and oversee the CLUB's library of videos, books and manuals.
- 39.02 Shall work in conjunction with the VP Competitive Teams and chair regular meetings promoting coaching skills with particular emphasis on Intercity coaches between November and April.
- 39.03 Shall co-ordinate clinics for Competitive coaches and advise them of external clinics for coaching levels.
- 39.04 Shall be responsible for the CLUB's representation at Technical meetings and other events organized by the Region and shall advise coaches on all technical matters, ensuring that Recreation and Youth League By-Laws are understood and respected.
- 39.05 Shall develop specialized clinics for players.
- 39.06 Shall assist Recreation Officials if needed with the appointment of Coaches for House League or Soccerfest.
- 39.07 Shall, by August 15, submit for approval by the Executive Board, a list of possible coaches for the next soccer season at the Competitive level.
- 39.08 Shall ensure that the selection process for appointing coaches is duly adhered to. (See Chapter IX)
- 39.09 At the end of his/her term of office shall turn over to his/her successor, all CLUB material in his/her possession.

### Article 40: Referee-in-Chief:

- 40.01 Shall be responsible for the recruiting, training, mentoring and evaluation of all referees, within the CLUB.
- 40.02 Shall, in conjunction with the Club Manager, be responsible for maintaining the inventory of referee equipment.
- 40.03 Shall oversee the schedules of referees (and linesmen where applicable) for all Recreational League, Division 3 and Youth League (as required).
- 40.04 Shall be a non-voting Executive member if Article 25.02 applies. This shall be declared when



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he/she first accepts office.

40.04 Shall sit on the Laws and Discipline Sub-Committees as required.

40.05 At the end of his/her term of office shall turn over to his/her successor, all CLUB material in his/her possession.

Article 41: VP Recreational:

- 41.01 Shall ensure that the needs of Recreational players and Volunteers are represented on the Board.
- 41.02 Shall submit an annual Recreational budget to the Executive Board.
- 41.03 Shall, in conjunction with the Club Manager, appoint the Division Managers and other pertinent volunteers for the upcoming season.
- 41.04 Shall work with the VP Technical and Technical Director to schedule coaching clinics for Micro, 7-a-side, 11-a-side and Goal Keepers.
- 41.05 Shall, in conjunction with the Club Manager schedule pre-season meetings for all coaches to keep them informed of the CLUB's ethos and Rules/Regulations.
- 41.06 Shall oversee the recording of Recreational game results during the Knock-Out Cup.
- 41.07 Shall deal with discipline matters if minor, or refer the matter to the Lakeshore Discipline Committee; for more serious problems.
- 41.08 Shall provide support to the Soccerfest President during the annual Soccerfest Tournament.
- 41.09 Shall be responsible for any Tournaments organized by the Club.
- 41.10 Shall be responsible for the appointment of the Tournament Committee.
- 41.11 Shall sit on all Tournament sub-committees with full voting power.
- 41.12 Shall ensure that Tournaments follow guidelines set forth by the F.S.Q. and the Region.
- 41.13 Shall ensure that a final report and financial statement are submitted to the Executive Board sixty (60) days following the completion of the Tournament.
- 41.14 At the end of his/her term of office shall turn over to his/her successor, all CLUB material in his/her possession.

Article 42: VP Competitive:

- 42.01 Shall ensure that proper communication channels are established between the Executive Board, the Competitive coaches and management, and the CLUB office.
- 42.02 Shall represent and act accordingly for the CLUB at all (L.S.L.) Youth Board meetings.
- 42.03 Shall, in conjunction with the Vice-President Equipment, submit an annual Competitive budget to the Executive Board.
- 42.04 Shall review the CLUB's ethos and 'Rules & Regulations' with all Competitive coaches, as well as the terms of LSL Youth League.
- 42.05 Shall ensure in conjunction with the VP Technical Services that regular coaches meeting are held throughout the year as per article 39.02.
- 42.06 At the end of his/her term of office shall turn over to his/her successor, all CLUB material in his/her possession.

Article 43: VP Senior Competitive:

- 43.01 Shall be responsible for all the activities relating to the operation of the Senior Teams' programme. (This does not include Metro 4 teams).
- 43.02 Shall ensure that proper communication channels are established between the Executive Board, the Senior management, and the CLUB office.
- 43.03 Shall ensure that minimums of three (3) coaches' meetings are held annually, and that the CLUB's ethos and 'Rules and Regulations' are understood by all participants.



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43.04 Shall, in conjunction with the Vice-President Equipment, submit an annual budget to the Executive Board.

43.05 Shall represent and act accordingly for the CLUB at all (ARS -L.S.L.) Senior Board meetings.

43.06 At the end of his/her term of office shall turn over to his/her successor, all CLUB material in his/her possession.

### Article 44: Director of Operations (Non-Voting):

44.01 Shall be responsible for the upkeep/maintenance of the Lakeshore Office environment, Club Website and in-house registration application.

44.02 Shall ensure the scheduling of recreational regular season games are optimized for the scheduling of referees; and subsequently publishing said schedule on the Club Website.

44.03 Shall be responsible for the electronic notification to the recreational coaches and the referee-in-chief of any game changes; and for the subsequent rescheduling of said games.

44.04 Shall be responsible for scheduling the Knock-Out Cup games, and publishing the game scores on the Club Website as soon as they are reported.

44.05 Shall schedule/publish on the Club Website, the Junior League regular season games.

44.06 Shall schedule/publish on the Club Website the Junior League Knock-Out Cup game schedule and subsequent results.

44.07 Shall be responsible for the Soccerfest scheduling, as well as all things operational specific to the tournament; including posting the schedule, results (with an automatic standings calculation) and infractions (with an explanation).

44.08 Shall be responsible to generate the mandatory Q.S.F Tournament Reports – and send them to the Club Manager.

44.09 Shall be responsible for the posting of all Club pictures on the Club Website.

44.10 Shall be responsible for the automatic posting/updating of team information on the Club Website.

44.11 Shall maintain the booking system for teams to book their regular weekly practices; including Recreational, Juniors, Seniors and Competitive teams.

44.12 Shall maintain the 'ADHOC' system; which allows teams to book additional 'on-line' practice time.

44.13 Shall maintain the team 'messaging system'; which is a journal of all official messages sent to a team.

44.14 Shall maintain the annual RSVP system for the Volunteer Appreciation party.

44.15 Shall maintain the On-line Player ranking system (should the Club decide to use it one day).

44.16 Shall maintain the On-line field status system, along with the field closure and reporting system.

44.17 Shall maintain the automatic daily importation of the Regional schedules; thus allowing all on-line booking and rescheduling systems to work.

44.18 Shall support the 'semi-automatic' rescheduling of Region games.

44.19 Shall support the automatic reporting of game scheduling conflicts; and the subsequent automatic resolution of said conflicts.

44.20 Shall maintain the 'broadcast' system, whereby email broadcasts will be permitted in mass numbers to the grouping required; by age, division, league...

44.21 Shall maintain the system that permits a coach to enter the Club Website and manage his/her team coaching content information.

44.22 Shall be responsible for the Automatic back ups of the Club Data.

44.23 Shall maintain the automatic data entry program into PTS.

### Article 45: Director of Initiation (Non-Voting)



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- 45.01 Shall ensure that the needs of Initiation players (aged U4-U10) and their respective volunteers are represented on the Executive board.
- 45.02 Shall submit an annual Initiation budget to the Executive board.
- 45.03 Shall, in conjunction with the Club Manager, appoint the Division Managers and other pertinent volunteer for the Initiation age groups.
- 45.04 Shall work with the VP Technical and the Technical Director to schedule coaching and player clinics for Micro, 7-aside and goal keepers.
- 45.06 Shall, in conjunction with the Club Manager schedule pre-season meetings for all coaches to keep them informed of the Club's ethos and Rules/Regulations.
- 45.07 Shall deal with discipline matters (if minor) at the Initiation level, or for the more serious issues the VP Initiation shall refer the matter to the Lakeshore Soccer Club Discipline Committee.
- 45.08 Shall provide support to the Club's Technical staff at the many Festivals organized for this group.
- 45.09 Shall be responsible for any Tournaments organized by the Club at the Initiation level.

### Article 46: Director of Communications (Non-Voting)

- 46.01 Shall deal with all regular and special events throughout the year that require advertising.
- 46.02 Shall make a timely review of the Recreational book for necessary updates and work with the Fund Raising sub-committee to include sponsors.
- 46.03 Shall take advisement from the President and/or the Executive Board before making a statement to any media source, on matters outside of those outlined in Article 47.01.
- 46.04 Shall, with the help of a sub-committee, prepare CLUB newsletters and web site news.
- 46.05 Shall create a comprehensive file in order to simplify the work in this role.
- 46.06 At the end of his/her term in office shall turn over all CLUB material to his/her successor.

### Article 47: VP On-field Services

- 47.01 Shall take care of field issues and field equipment as well as preparing any required plans to insure good field conditions.
- 47.02 Shall be the liaison with the cities for field issues.
- 47.03 Shall hire and oversee monitors
- To verify coaches passports at micro level
  - To check field conditions and report them
  - To do minor field repairs
  - To do any other reasonable tasks assigned by the Vice-President On-Field Services
- 47.04 Shall set up and maintain through the VP Communication a web page to inform all members of updated field conditions.
- 47.05 At the end of his/her term in office shall hand over all CLUB material to his/her successor.

### **NON-ELECTED CLUB OFFICIALS - TECHNICAL DIRECTOR, CLUB MANAGER**

### Article 48:

- 48.01 The Executive Board shall be authorized to employ qualified persons to assist in the running of



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the CLUB, and from time to time, shall review this need, and the terms of the contracts in current use.

- 48.02 Technical Director: This is a paid, non-voting position, to be assigned to a very well qualified soccer player/coach (preferably with a B licence). He or she will be required to develop coaches' skills and players' skills of all age groups throughout the year.  
The appointment will be advertised province wide and the contract will be reviewed annually.  
The Executive Board may revise the terms and conditions of this appointment as the CLUB evolves.
- 48.03 The Technical Director shall keep the Executive Board informed about his/her activities, and make a year-end report.
- 48.04 The Executive Board will approve necessary funding for the Technical Director to carry out this role.
- 48.05 Club Manager: This is a paid, non-voting position, to be assigned to the applicant who can best fulfil the needs of the Executive members and the CLUB. Terms of the contract shall be reviewed annually.
- 48.06 The Club Manager shall work under the guidance of the VP Administration.
- 48.07 The Directors of Operations, Initiation and Communication shall be appointed and work under the guidance of the Executive Board of Directors.

### **CHAPTER VII - FINANCIAL MATTERS**

#### Article 49: Financial Year

- 49.01 The financial year-end of the CLUB will be September 30<sup>th</sup>.
- 49.02 The Lakeshore Soccer Club is a non-profit organization.

#### Article 50: Financial Review

- 50.01 The Executive Board shall appoint an independent financial review committee of 3 from within the CLUB each financial year.
- 50.02 The Executive Board shall be authorized to replace committee members unable to carry out their mandate.

#### Article 51: Fees and Refunds

- 51.01 Annual fees shall be determined by the Executive Board. Family rates may be allowed for a limited time during registration.
- 51.02 Details of necessary affiliation costs (incorporated into the fees) shall be available from the CLUB office at the time the fees are determined.
- 51.03 The Board or its designated representative shall be empowered to waive fees for the current year in cases of hardship. A brief letter requesting this consideration must be submitted to the Board.
- 51.04 A refund policy for registration fees shall be applied according to the following rules:
- An official written request (post-deadline) must be addressed to the board. The request will be evaluated at the next Executive board meeting.
  - Refund requests (post-deadline) will be issued only for special circumstances; example, an unscheduled move, illness etc...
  - An administration fee of 20% of the registration cost will be deducted from any approved refund.
- d) All applicable affiliation fees (Lac St-Louis, FSQ, CSA, field user fees etc...) will not be refunded.
- e) The cost of any uniforms and equipment issued to the players will not be refunded.





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- f) Pro-rata refund of the remainder of the registration fee may be requested up to June 15<sup>th</sup>. No refunds will be issued after this date.
- g) Fees paid by players at any level as part of their team budget will not be refunded.
- h) No refunds will be issued for games cancelled due to weather conditions or park closures ordered by the various towns or cities.

### Article 52: Insurance:

- 52.01 All members active in the CLUB in any authorized capacity shall have access to liability insurance as may be effected by the CLUB and/or F.Q.S. to the extent and exclusions provided for by the policy.
- 52.02 All players (or their parents if the player is under 14) shall complete and sign a Q.S.F. affiliation form (or corresponding form) at the time of registration.
- 52.03 All claims for reimbursement of medical and other related costs must be made promptly on a form available at the CLUB office.
- 52.04 Parents of players travelling out of Quebec to play are advised to review their coverage before going.

## **CHAPTER VIII - AMENDMENTS to the BY-LAWS**

### Article 53: Procedure:

- 53.01 Only members of the Executive Board shall propose amendments to the By-Laws.
- 53.02 Amendments to this Constitution shall be approved or rejected at the Annual General Meeting or at a Special General Meeting called for the specific purpose of amending this Constitution.
- 53.03 A proposed amendment, in writing, must be received by the VP Administration at least twenty-one (21) days prior to the Annual General Meeting or Special General Meeting.
- 53.04 A proposed amendment shall be available from the VP Administration upon request to the members of the CLUB at least seven (7) days prior to the meeting.
- 53.05 A two thirds (2/3) majority of 'Active Members' present shall be required to ratify an amendment.
- 53.06 The VP Administration shall be responsible for ensuring that printed copies of all amendments in full are made available for the scrutiny by members attending the meeting in question.

### Article 54: Availability of CLUB Documents

- 54.01 The Executive Board shall make available the Constitution and By-Laws in French and English. Copies shall be available at the CLUB office.

## **CHAPTER IX - COACHING APPOINTMENTS for COMPETITIVE TEAMS**

### Article 55: Certification:

- 55.01 Coaches for Competitive teams shall be holders of the appropriate credentials as stipulated by the governing bodies.
- 55.02 Coaches shall be in, and remain in good standing with the governing bodies.

### Article 56: Additional Criteria

- 56.01 Selection of Coaches shall take into account their experience both in soccer and in other activities,



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qualities as an instructor, ability to relate to the age group and to the parents, time availability and willingness to accept the CLUB's philosophy and Rules.

- 56.02 Coaches may present references from other sporting associations, etc in support of their application.

### Article 57: Selection Process:

- 57.01 By the first week of August of each year, the VP Technical Services shall:
- Obtain from the **current** coaches, a firm indication (in writing) of their intentions for the coming year.
  - Receive all **new** coaches' applications in writing.
  - Assess current coaches who have indicated an interest for the coming year.
  - Take into consideration written feedback from parents, players, etc.
  - Consider previous applicants who have shown their interest.
  - Interview all new applicants where necessary.
  - Contact the Recreational Divisional Managers as a source of coaches if needed.
- 57.02 Each year, the VP Technical Services shall present to the Executive Board his/her recommendations for ratification.
- 57.03 Each year, the VP Technical Services shall forward a written confirmation of appointment or rejection to all coaches.
- 57.04 Appointments shall be for one (1) year but the CLUB reserves the right to reconsider this at any time if it deems it necessary.
- 57.05 Members of the Executive Board may apply to be a Coach, provided that they are not in attendance at the time when a vote is taken on that position.

### Article 58: Coaching Staff:

- 58.01 Each coach shall have the right to select his/her own staff, which should as a minimum, including a capable assistant coach and a manager. They shall be subject to ratification by the Executive Board, which shall have the right of refusal. However, such ratification shall not be unreasonably withheld.
- 58.02 All Coaches, Assistants, Managers and Physiotherapists shall complete the MUC Police background check form and show two (2) items of photo identification AT THE OFFICE, as is required by the protocol signed with the MUC Police (1998).
- 58.03 To abide by the terms of the protocol, the CLUB shall not appoint someone who is not approved of by the MUC Police.
- 58.04 The CLUB reserves the right to require the completion of this form according to a schedule that may be subject to change, but generally, every three (3) years.

### Article 59: Sportsmanship & Knowledge

- 59.01 All Coaches, Assistants, Managers and Physiotherapists shall accept and apply the CLUB's philosophy of 'good sportsmanship', both on and off the field.
- 59.02 They shall make themselves aware of the 'Rules and Regulations' of the CLUB and of any League outside of the CLUB (in which their team shall become involved).
- 59.03 The Club requires that players, coaching staff, managers and parents show exemplary conduct towards all referees and their assistants.
- 59.04 Failure to comply with articles 59.01 to 59.03 may result in suspension or dismissal from the CLUB.



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### **COACHING APPOINTMENTS for RECREATIONAL TEAMS**

#### **Article 60: Selection**

- 60.01 Division Managers and the VP of both Recreational and Technical Services shall make the majority of Coaching, Assistant and Manager Selections, based on the information received on the registration application forms.
- 60.02 All those selected shall be encouraged to attend pre-season clinics and to seek help later on in order to develop the highest level of soccer skills.
- 60.03 Articles 58.02 to 58.03 referring to Police Background Checks; applying the CLUB's philosophy, rules and conduct shall apply equally to all the Recreational Coaches, Assistants and Managers.
- 60.04 All duly appointed coaches, assistant coaches and managers (the staff) will be required to obtain a passport from the CLUB at the beginning of each season. Only staff members with a valid passport will be allowed on the bench during games. Should no staff members be present with a valid passport, the team will forfeit the game. Should this happen during the Knock-out Cup, the forfeit will be according to the Knock-out Cup rules.

### **CHAPTER X - DISCIPLINE**

#### **Article 61: Discipline:**

- 61.01 Coaches, Managers, Players and Officers may only be disciplined at a properly constituted meeting. A sub-committee (called the Lakeshore Soccer Club Discipline Committee [LSC DC]) of a minimum 3 persons; including a person to act as Chair, selected by the Executive Vice President and appointed annually by the Executive Board shall form the committee appointed to review issues arising from violation of club rules and guidelines, FIFA rules, codes of conduct and all matters subject to discipline
  - 61.01(a) In extraordinary circumstances, parents/legal guardians, officials or members not coaches, managers, players or officers may be called to appear before the Discipline Committee to answer to complaints received from other members of the club and be subject of decisions by the Discipline Committee.
  - 61.01(b) Any member called to appear before the Discipline Committee must do so in the proscribed time allowed or may request an extension or change of date and time under acceptable circumstances to the Discipline Committee. Failure, negligence or refusal to appear may result in a decision being rendered in their absence. The Chair of the Discipline Committee shall determine the rules of procedure to follow for the hearing and must respect the rules of natural justice at all times. Any decision must be rendered and communicated to the interested parties within thirty (30) days of the hearing failing which the complaint shall be deemed abandoned. The Discipline Committee shall not have the power to impose monetary fines.
  - 61.01(c) The Discipline Committee will use the club's 'youth discipline chart' and 'senior discipline chart' as guidelines when rendering a decision. Acts or activities judged more serious, including 'bullying in any form or manner', the consumption of alcohol before, during or after any youth game, and the use of illegal drugs may result in additional penalties including suspension or exclusion from all club activities for a determined or undetermined amount of time. The Discipline Committee may also impose conditions for the reinstatement of a member, coach, player, manager or officer.
  - 61.01(d) The Lakeshore Soccer club neither encourages nor condones the consumption of alcohol on any field before, during or after any senior game. However, the reasonable consumption of alcohol



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by legally authorized individuals after senior games will not contravene any article of this constitution. However, no municipal or provincial laws must be contravened, especially laws related to drinking and driving.

- 61.01(e) The Discipline Committee may however assume jurisdiction if any player, coach or member engages in any act or activity subject to the responsibilities of the Discipline Committee while consuming or after consuming alcohol.
- 61.01(f) The Discipline Committee shall also hear, at its own discretion, and render decisions on issues referred to it by the Club, the Club's Manager, the Club's Executive or the Club's President. Those issues shall include but not be limited to Police verification results, Red Cards or incidents where a game report has been filed by the field official.
- 61.02 No complaint shall be accepted unless it is addressed to the Executive in writing and signed by the complainant.
- 61.03 Upon receipt of a formal complaint, a true copy of the complaint, together with the complainant's name, shall be sent immediately to the person involved in the complaint, and he/she will be given the opportunity to give a formal reply in writing within seven (7) days.
- 61.04 When Articles 61.02 and 61.03 have occurred the sub-committee may call a meeting of both parties to review the issue, or it may render a decision without this meeting, depending on the gravity of the matter.
- 61.05 Those involved (in the hearing) will receive this decision in writing. It will also be presented at the next Executive meeting.
- 61.06(a) Appeals of decisions rendered by the Discipline Committee must be sent in writing to the Executive Vice President by registered mail stamped within seven (7) days of the decisions rendered by the Discipline Committee. The appeal must state the reason for Appeal and the Executive Committee shall render a decision within thirty (30) days of receipt of the Appeal. When an Appeal has been duly filed, the Executive Vice-President shall notify the Discipline Committee's Chair and the latter shall transfer the file to the Executive Vice-President within seven (7) days. To render its decision on Appeal, the Executive Committee shall only consider the Appeal statement, the Discipline Committee's decision and all documents filed with the Discipline Committee at the hearing. The Executive Committee may allow at its own discretion, the filing of additional evidence. The decision on Appeal by the Executive Committee is final.
- 61.07 Throughout their deliberations, members of the sub-committee shall endeavour to reconcile differences and educate members towards a greater understanding of soccer and sportsmanship.
- 61.08 Under serious circumstances the Board acting in good faith and as "a good father", may temporarily suspend or exclude immediately any CLUB member from all the CLUB's activities, until the above process has been followed and a final decision been rendered. This will require majority approval by the Board.

### Article 62: Facilities:

- 62.01 Members shall have access to all facilities provided by the CLUB subject to their availability and observance of CLUB regulations.
  
- 62.02 Players shall be entitled to participate in all CLUB organized activities for which they are registered, subject to withdrawal of privileges for disciplinary reasons.



## **CHAPTER XI - DISSOLUTION of the CLUB**

### **Article 63: Voluntary Dissolution of the CLUB:**

- 63.01 If there is a desire of the Executive Board or sufficient active members at a Special General Meeting, said proposal for dissolution must be approved by at least three-quarters (3/4) of all ACTIVE MEMBERS in good standing.
- 63.02 The ARS -L.S.L. shall be notified at least thirty (30) days prior to the Special General Meeting convened for the purpose of dealing with the proposed dissolution. The notice shall state the date, time and place of the meeting.
- 63.03 In the event that the votes are declared favourable for dissolution, the decision shall be relayed to the ARS -L.S.L.
- 63.04 In this event, the sitting Executive Board must see to the dissolution of the CLUB, by all proper means at their disposal, and they shall be required to remit the letters patent of the CLUB, as prescribed by all Provincial Laws.
- 63.05 In this event, the Executive Board must see to the proper disposal of the property of the CLUB, after all debts and obligations have been covered.

## **CHAPTER XII - OTHER**

### **Article 64: Application of the Constitution:**

- 64.01 These Constitutional By-Laws shall become effective at the conclusion of the General Meeting at which they were approved.
- 64.02 The Executive Board may propose modifications to the Constitutional By-Laws during the year. All By-Law amendments proposed by the Board must be approved or rejected at the next Annual General Meeting.
- 64.03 If the Executive Board deems it expedient to enact a modification to the Constitution or By-Laws prior to it receiving the AGM's approval, it shall publish the details in the press and the CLUB's information media.

### **Article 65: Interpretation:**

- 65.01 Strictly in terms of interpretation of this document, the term 'he' shall equally denote 'she', nor is there to be considered any discrimination to either of the sexes.

### **Article 66: Fundraising:**

- 66.01 All fundraising activities shall be applied for in writing, then receive the approval of the Executive Board or its designated member.
- 66.02 Coaches shall inform the parents of their players, and get their approval of any proposed fundraising activity. The activity shall then be sanctioned by the Executive or its designated member.
- 66.03 A sponsor's logo and where it may be applied must first be approved by the Executive. Teams shall submit a written request and an actual size copy of the logo, then receive the Executive's approval before proceeding to use it.
- 66.04 When approved, sponsorship shall apply to the current year only, and may be revoked if circumstances change.

### **Article 67: Transfer of Players:**

- 67.01 All requests for a transfer of a player from Club to Club shall be subject to review by the Executive



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Board and the current Youth League regulations.

- 67.02 A player's passport shall be made available, once approval for a transfer is signed and ALL outstanding debts are cleared.
- 67.03 In addition to 68.02, all fees relating to transfers must be paid.

Article 68: Participation to tournaments and exhibition games

- 68.01 All Competitive and Recreational coaches must obtain permission from the LSC to participate to any tournament. Failure to do so may result in disciplinary action through a properly constituted meeting according to Article 62.
- 68.02 All Competitive and Recreational coaches must advise the LSC before playing an exhibition game with an out of Club team.

**REVISION DETAILS**

**2002 Revision details**

Cosmetic change

Change to article 3.01 to reflect the changes relating to the new city of Montréal

Add articles 3.01 (a), (b), (c), (d) and (e), 3.03, 3.04, 3.05 and 3.06.

Article 6.04 Clarification

Article 6.06 Text added to clarify the policy on male and female members

Article 6.06 (a) added

Article 7.03 Clarification

Article 7.03 (a) added

Article 15.02 Minutes recorder changed from Club Manager

Article 16.01 VP Equipment and VP WISL changed to VP On-field Services and Senior Recreational

Articles 19.01 (a) and 19.02 (a) added

Articles 20.01 and 20.03 revised as per revision 6

Article 20.04 Words "voting or non-voting" added, and "or" modified to "and/or"

Article 24.04 changed according to revision 5, and specified distribution of the minutes to the members of the Executive Board.

Article 24.05 changed according to revision 6

**2003 Revision details**

Article 3.01 (c) Added the exception regarding the senior competitive players

Article 3.07 added.

Article 5.01 Replace the word "to" with the word "with". The CLUB shall be affiliated with.....

Article 6.01 Complete article completely replaced to clarify the meaning of "good standing".

Articles 8.07 (a) and (b) added

Article 13.02 Change the word "and" to "or".

Article 41.03 Change the word "WISL" to "Metro 4"

Article 44.01 Change the word "WISL" to "Metro 4"

Change title from Vice President WISL to Vice President Initiation

Article 46.01 Change "WISL" to "required"

Change title from Vice-President Equipment to Vice President On-field Services

Article 59.01 Change word "shall" to "should".



Article 62.08 added

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### **2004 Revision details**

Article 6.01 – Wording was changed to clarify the active or honorary status.  
Article 6.04 – The word officer was deleted  
Article 6.04 (a) - This article was added  
Article 6.05 – The word “person” was replaced by the word “member”  
Article 7.01 – The words “that are players” were added.  
Article 7.02 – The article was amended to include the money owed to teams.  
Article 8.05 was added  
Article 17.01 – Amended to clarify that SGM are for Club or member issues only  
Article 17.02(a) was added  
Article 17.04 was amended to include the Club’s website as a means of communicating a Notice for a SGM.  
Article 21.03 Amended to clarify that the founding objectives are defined in Article 4.  
Article 43.05 -- Replaced with the new wording  
Article 50.02 was added.  
Article 53.01 – Amended to clarify the limitations of the insurance.  
Article 54.03 – Amended to indicate that proposed amendment(s) must be in writing  
Article 58.02 – Deleted the words “By August 15<sup>th</sup> of”  
Article 58.03 – Deleted the words “By August 15<sup>th</sup> of”  
Article 60.03 -- Amended to be more precise about who needs to show proper conduct toward referees and their assistants.

### **2007 Revision details**

Article 3.01 (f) was added to clarify the specifications on ‘out of Club’ players for ‘Select’ teams.  
Article 3.01 (g) was added to modify acceptance criteria for ‘out of Club’ players.  
\* Article 3.01 (g) was cleared from the constitution according to LSC executive board meeting-January 14<sup>th</sup>, 2009  
Article 9.02 was added.  
Article 21.10 (a) was added  
Article 48.01 - All the wording was replaced.  
Article 48.02 - All the wording was replaced.  
Article 48.03 – All the wording was replaced.  
Article 48.04 – All the wording was replaced.  
Article 61.04 was added  
Article 69 was added  
Article 69.01 was amended.  
Article 69.02 was amended.

### **2009 Revision details**

Article 3.01 (f) second paragraph was amended  
Article 3.01 (g) was deleted

### **2010 Revision details**

Article 3.01- the last sentence was amended



Article 3.01 (f) – second paragraph was amended  
Article 3.01 (g) was added

Article 3.04 was amended  
Article 13.02 was amended  
Article 16.01 – changed 3 VP titles  
Article 20 – changed 3 VP titles  
Article 24 – changed 3 VP titles  
Article 31 – removed in its entirety  
Article 30 – becomes the new article 31  
Article 30 was added (Candidate Procedures)  
Article 30.01 was added  
Article 30.02 was added  
Article 30.03 was added  
Article 35.01 was amended  
Article 37.06 was added  
Article 41 was amended  
Article 42 was amended  
Article 43 was amended  
Article 45 – had a VP title change  
Articles 45.01-45.06 were merged into article 42

#### **2011 Revision details**

The title of VP Senior Recreation is changed to VP Initiation  
The functions and responsibilities were updated for the VP Initiation  
Article 37.06 was amended  
Article 51.04 was amended

#### **2014 Revision details**

Article 8.05(b) was amended  
Article 24.03(a) was amended  
Article 32.01(b) was amended  
Article 19.02(b) was amended  
Article 10.01 was removed  
Article 10.02 was corrected – it was missing a digit.  
Article 20.06 was modified  
Articles 61.01 (a-f) were added  
Article 61.06 (a) was added

#### **2016 Revision details**

Article 16.01 was amended (removal of VP Operations, Initiation and Communication)  
Article 20.01 was amended (removal of VP Operations, Initiation and Communication)  
Article 20.03 a) & b) were amended (removal of VP Operations, Initiation and Communication)  
Article 24.05 d) was amended (from VP to Director for Operations, Initiation and Communication)  
Article 44 was amended (from VP to Director)  
Article 45 was amended (from VP to Director)  
Article 46 was amended (from VP to Director)  
46.01 was removed





46.02 was removed

46.03 was removed

46.04 was removed

46.05 was removed

46.06 was removed

Article 48.07 was added

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