



March 20, 2024

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CONSTITUTION & BY-LAWS
Revised March 20, 2024

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CHAPTER 1 - GENERAL PROVISIONS



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Article 1: Name:

- 1.01 The name of the club shall be the “CLUB DE SOCCER LAKESHORE” or as the “Lakeshore Soccer Club” incorporated under Part 3 of the Quebec Companies Act, herein referred to as the CLUB.

Article 2: Head Office:

- 2.01 The Head Office of the Club shall be located in the territory confined by the jurisdiction of the Club.

Article 3: Jurisdiction:

- 3.01 The CLUB shall foster and govern the playing of soccer for all Senior and Youth members in the 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), 3.01 (a), if that player and/or volunteer will NOT displace any player or potential player and/or member that meets the requirements of 3.01 (a).
 - 3.01 (c) 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) 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 U13 to Senior will be composed of the best players available to the Lakeshore Soccer Club.
- 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.
- 3.05 The club will 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



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part-time basis as established by club and regional rules but may not register to permanently play up at any level; unless otherwise stated by the club Technical Director and/or 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.



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- 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 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 Sporting General, the Executive Vice-President 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



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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.



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- 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 upon the completion of the current audited financial statements.
- 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 by January 30 of the year that follows the season completion.
- 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 Executive Vice-President, 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 an 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 Finance



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- Director 1 -Technical
- Director 2 -Recreational
- Director 3 -Senior
- Director 4-Competitive
- Director 5 -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 Executive Vice-President 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 official languages) before members are asked to sign.
- 17.03 Special General Meetings may be called by the Executive Board.
- 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 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) Candidates receiving the majority of the votes will be declared the winner.
- 19.02 (b) Ballots will be destroyed during the meeting after the approval of the members present.



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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 eight (8) consisting of a President, Executive VP, VP Finance and 5 Directors.
- 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 will be elected or confirmed at the AGM.
Those members will be elected or confirmed as follows;
 - 1) President: 3 year term. (Odd Years)
 - 2) Executive VP: 3 year term. (Even Years)
 - 3) VP Finance: 3 year term. (Odd Years)
 - 4) Director 1 (Technical): 2 year term. (Even Years)
 - 5) Director 2 (Recreation): 2 year term. (Odd Years)
 - 6) Director 3 (Senior): 2 year term. (Even Years)
 - 7) Director 4 (Competitive): 2 year term. (Odd Years)

Director 5 (On-field services): 2 year term. (Even Years)

- 20.04 Each member of the Board of Directors may only hold their seat for a maximum of two (2) consecutive terms. For greater clarity, the positions of President, Executive Vice-President and Vice-President Finance may hold their terms for a maximum of six (6) years and all other directors for a maximum of four (4) years.
- 20.05 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.
- 20.06 The Executive Board shall also include the immediate Past President, the Sporting Director and Technical Director in an advisory, non-voting capacity.
- 20.07 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.
- 20.08 Executive board members must attend the majority of the scheduled monthly meetings or submit a timely report detailing the past months activities. Failure to attend 3 consecutive scheduled meetings, without valid reasons, may result in the termination of the incumbent's role and expulsion by majority vote of the Executive Board.
- 20.09 Executive board meetings will be normally scheduled at the clubs registered address. Due to extraneous circumstances, ZOOM/TEAMS and any other approved electronic meeting venue may be used by prior notice to the Executive Board by the Sporting Director and approval of the President. Binding votes can also be requested during Zoom/Teams or any other approved meeting venue.

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.



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- 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. 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



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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 Sporting Director 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.

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 Finance
 - Director 1 -Technical
 - Director 2 -Recreational
 - Director 3 -Senior
 - Director 4-Competitive
 - Director 5 -On-Field services
- e) New Business
- f) 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



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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 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 November 15 of each calendar year. The Committee must consist of a Chairman and at least two (2) members of the CLUB.

29a-01 Candidates for the positions of President, Executive Vice-President and Vice-President Finance, who are club members in good standing, must submit a formal application for their respective positions by November 15th of the year in which the position becomes eligible for vote.

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.

29a-02 Applications must be approved by the club's President before being submitted to the club's interviewing committee

29a-03 The club's interviewing committee will be established by the Board by November 15th if one or more new candidates apply for any position available.



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29a-04 If no new candidates apply, the incumbent will be acclaimed.

29a-05 The Club's interviewing committee will be appointed from candidates selected from present or past board members (in the ratio of 2 present and 3 past), one (1) of whom will be its chairperson.

29a-06 The Club's interviewing committee will invite interested candidates to at least one (1) private meeting to evaluate the candidates interest and qualifications. Candidates who do not participate in the interview process in a timely manner will not be eligible for consideration.

29a-07 After all interviews are concluded by December 15th, the committee will by majority vote, select a suitable candidate and submit that candidate's name with a synopsis of the interview to the Executive Board by January 15st..

29a-08 The Executive Board will restart the process if the candidate submitted at the annual general meeting is rejected by majority vote. A candidate will be appointed by the Executive Board for the period of one (1) year to be approved at the next AGM or Special General meeting if the open position is for President.

29b-01 Candidates for the Director positions must submit a club approved nomination form which will be posted by LSC for the members at least fifteen (15) days prior to the date of the Annual General Meeting, on the LSC website.

29b-02 Applications must be approved by the club President before being submitted to the club's VP Executive.

29b-03 If more than one (1) candidate is nominated for any open position. At the AGM, each candidate will be allowed the opportunity to present themselves and their interest for the position. A vote will be conducted at the AGM to elect the position if there are multiple candidates. If no new applications are received, the incumbent is acclaimed for a new term.

Article 30- Voting

30-01a Voting to approve a candidate submitted by the Executive Board will be by a show of hands unless a secret vote is requested, the ballot will contain a simple approve or reject notice. Approved voters must choose only one (1) option.



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30-02b A secret ballot will be used to elect a candidate for any open position where there is more than one (1) approved applicant. The ballot will list the position in contention and the name of each candidate. Approved voters must choose only one (1) candidate.

Article 31- Voters

31-01 Voters must be present when the vote is called and must be members in good standing. Identification may be requested.

Article 32: Scrutiny:

- 32.01 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.
- 32.02 The election-Chairman shall vote only in case of a tie.
- 32.03 Elected candidates shall take office immediately.

- 32.04 Subsequent to approval of the members present, ballots will be destroyed during the meeting.

Article 33: Unfilled Positions:

- 33.01 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 34: President:

- 34.01 Shall be Chief Officer of the CLUB.
- 34.02 Shall preside or appoint someone to preside at General Meetings and meetings of the Executive Board.
- 34.03 Shall request the convening of the General Meetings and meetings of the Executive Board. He/she Shall prepare the agenda of the Executive Board.
- 34.04 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.
- 34.05 Shall ensure that each Officer of the CLUB fulfills his/her functions.
- 34.06 Shall sign cheques with the VP Finance or with any other authorized member of the Board.
- 34.07 The President along with the Sporting Director shall sign the minutes of the Board meetings and of any Annual General Meeting once they have been approved.
- 34.08 He/she is the official representative of the CLUB and shall exercise all the powers given by the Board.
- 34.09 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.
- 34.10 At the end of his/her term of office shall turn over all CLUB material in his/her possession,



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to his/her successor.

Article 35: Executive VP:

- 35.01 In the absence of the President, he/she shall exercise all the duties and the powers of the President.
- 35.02 Shall assume the functions and responsibilities as assigned by the Executive Board.
- 35.03 Shall be responsible for maintaining and updating the Constitution and By-Laws of the CLUB.
- 35.04 Shall chair Fund Raising campaigns and related projects as required.
- 35.05 Shall oversee the maintenance of all books, documents and records of the CLUB.
- 35.06 Shall ensure Executive members are informed of Board and General Meetings.
- 35.07 Shall keep him/herself informed of incoming and outgoing correspondence and keep copies for the CLUB's files.
- 35.08 At the end of his/her term of office shall turn over to his/her successor, all CLUB material in his/her possession.

Article 36: VP Finance:

- 36.01 Shall supervise the administration of the monies of the CLUB. This is considering that the Sporting Director and the team in the office are running the day to day.
- 36.02 Shall be responsible for the funds and their accounting.
- 36.03 Shall be responsible for the maintenance of the accounting records on a timely basis.
- 36.04 Shall prepare the annual financial statement and budget, which will be submitted, to the Board prior to presentation at the Annual General Meeting.
- 36.05 Shall provide a monthly statement for the Board.
- 36.06 Shall ensure the prompt depositing of all monies of the CLUB into the financial institution selected by the Executive Board.
- 38.07 Shall, with the approval of the Board, secure short-term investments to accrue additional revenue.
- 38.08 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.
- 38.09 Shall at the end of his/her term of office, turn over to his/her successor, all CLUB material in his/her possession.

CHAPTER VII - FINANCIAL MATTERS



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Article 39: Financial Year

- 39.01 The financial year-end of the CLUB will be September 30th.
- 39.02 The Lakeshore Soccer Club is a non-profit organization.

Article 40: Financial Review

- 40.01 The Executive Board shall appoint an independent financial review committee of 3 from within the CLUB each financial year. This committee will be made up of members in good standing. This committee will be responsible to review the budget prior to Board of Director approval and review any purchases of large value needed by the club outside the previously budgeted figures,
- 40.02 The Executive Board shall be authorized to replace committee members unable to carry out their mandate.

Article 41: Fees and Refunds

- 41.01 Annual fees shall be determined by the Executive Board. Family rates may be allowed for a limited time during registration.
- 41.02 Details of necessary affiliation costs (incorporated into the fees) shall be available from the CLUB office at the time the fees are determined.
- 41.03 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.
- 41.04 A refund policy for registration fees shall be applied according to the following rules:
 - a) An official written request (post-deadline) must be addressed to the board. The request will be evaluated at the next Executive board meeting.
 - b) Refund requests (post-deadline) will be issued only for special circumstances; example, an unscheduled move, illness etc...
 - c) 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.
 - f) Pro-rata refund of the remainder of the registration fee may be requested up to June 15th. 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.



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Article 42: Insurance:

- 42.01 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.
- 42.02 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.
- 42.03 All claims for reimbursement of medical and other related costs must be made promptly on a form available at the CLUB office.
- 42.04 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 43: Procedure:

- 43.01 Only members of the Executive Board shall propose amendments to the By-Laws.
- 43.02 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.
- 43.03 A proposed amendment, in writing, must be received by the Executive VP at least twenty-one (21) days prior to the Annual General Meeting or Special General Meeting.
- 43.04 A proposed amendment shall be available from the Executive VP upon request to the members of the CLUB at least seven (7) days prior to the meeting.
- 43.05 A two thirds (2/3) majority of 'Active Members' present shall be required to ratify an amendment.
- 43.06 The Executive VP 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 44: Availability of CLUB Documents

- 44.01 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 - DISCIPLINE

Article 45: Discipline:



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- 45.01 Coaches, Managers, Players and Officers may only be disciplined at a properly constituted meeting. The board will establish a sub-committee (called the Lakeshore Soccer Club Discipline and Ethics Committee) which will comprise of a minimum 5 persons; including a person to act as Chair. This committee will be comprised of three (3) members which have put their name forward at the AGM, along with 2 members selected by the Board of Directors. Priority will be given to past/present coaches, players or referees. This committee is established to review issues arising from violation of club rules and guidelines, FIFA rules, codes of conduct and all matters subject to discipline
- 45.01(a) In extraordinary circumstances, parents/legal guardians, officials or members who are 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 and Ethics Committee.
- 45.01(b) Any member called to appear before the Discipline Committee must do so in the prescribed 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.
- 45.01(c) 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.
- 45.01(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 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.
- 45.01(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.
- 45.01(f) The Discipline and Ethics Committee shall also hear, at its own discretion, and render decisions on issues referred to it by the Club, the Club's Sporting Director, 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.



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- 45.02 No complaint shall be accepted unless it is addressed to the Executive board in writing and signed by the complainant.
- 45.03 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.
- 45.04 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.
- 45.05 Those involved (in the hearing) will receive this decision in writing. It will also be presented at the next Executive meeting.
- 45.06(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.
- 45.07 Throughout their deliberations, members of the sub-committee shall endeavour to reconcile differences and educate members towards a greater understanding of soccer and sportsmanship.
- 45.08 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 46: Facilities:

- 46.01 Members shall have access to all facilities provided by the CLUB subject to their availability and observance of CLUB regulations.
- 46.02 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 47: Voluntary Dissolution of the CLUB:



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- 47.01 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.
- 47.02 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.
- 47.03 In the event that the votes are declared favourable for dissolution, the decision shall be relayed to the ARS -L.S.L.
- 47.04 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.
- 47.05 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 48: Application of the Constitution:

- 48.01 These Constitutional By-Laws shall become effective at the conclusion of the General Meeting at which they were approved.
- 48.02 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.
- 48.03 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 49: Interpretation:

- 49.01 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 50: Fundraising:

- 50.01 All fundraising activities shall be applied for in writing, then receive the approval of the Executive Board or its designated member.
- 50.02 Coaches shall inform the parents of their players, and get their approval of any proposed fund-raising activity. The activity shall then be sanctioned by the Executive or its designated member.
- 50.03 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.
- 50.04 When approved, sponsorship shall apply to the current year only, and may be revoked if circumstances change.



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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

2004 Revision details



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- 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 15th of”
- Article 58.03 – Deleted the words “By August 15th 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 14th, 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



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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



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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

2021 Revision details

Article 29: was revised
Article 29a-01 was revised
Article 29a-02 was revised
Article 29a-03 was revised
Article 29a-04 was revised
Article 29a-05 was revised

Article 29a-06 was revised
Article 29a-07 was revised
Article 29a-08 was revised
Article 29a-09 was revised
Article 29b-01 was revised
Article 29b-02 was revised
Article 29b-03 was revised
Article 29b-04 was revised
Article 29b-05 was revised
Article 29b-06 was revised
Article 29b-07 was revised
Article 29b-08 was revised



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Article 29b-09 was revised

NEW (replaces all previous articles)

Article 30

Article 30-01

Article 30-02

Article 30-02a

Article 31

Article 31-01a

Article 31-02b

Article 32

Article 32-01

Article 33- Scrutiny

Article 33-04

Article 19.02a was revised

Article 19.02b was revised

Article 20.03 was revised

Article 20.07 is New

Article 20.08 is New

2024 Revision details

Article 20.03 was modified

Article 20.04 was added

Article 16.01 was amended (removal of VP Administration, Referee-in-chief)

Article 29b-03 was removed

Article 29b-04 was removed

Article 29b-05 was removed

Article 29b-06 was removed

Article 29b-07 was removed

Article 29b-08 was removed

Article 29b-09 was modified

Article 30 was removed

Article 36 was modified

Article 37 was removed

Article 38 was modified

Article 39 – 48 were removed

Article 50 was modified



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Article 53 was modified

Article 55 – 60 were removed

Article 61 was modified

Article 67 – 68 were removed