



DOLLARD SOCCER CLUB BY-LAWS

Adopted November 29th, 2016



Article I - Duties

THE EXECUTIVE BOARD

Establishes and agrees upon the programs for Dollard Soccer Club.

Is responsible for establishing the rules and regulations governing internal soccer programs, enforcing the Lac Saint Louis external league rules and regulations, and enforcing any other league regulations in which the Club participates.

Section 1. PRESIDENT

Co-ordinates and directs the activities of the following officers as stated in the constitution in Article VII, Sections 1 to 7. The President also has the Ombudsman working for him.

Heads the club and directs its activities in accordance with the Constitution. Chairs the Executive Board and Executive Committee meetings. Is responsible for the liaison for external communications. (I.E. City Hall, Government of Quebec, FSQ, CSA) and directing the activities of the Presidential Committee).

All other tasks and responsibilities as defined in the current President Position Description document approved by the Executive Board.

Section 2. VICE-PRESIDENT ADMINISTRATION

Responsible for activities of the Communication Sub-Committee! Co-ordinates and directs the activities of the following officers as stated in the constitution in Article VIII, Section 2.1.

Is responsible for all methods and systems of communication for all activities within the Club including but not limited to the Club Website, Internal technology systems such as PTS, internal hardware and equipment.

Coordinates, sets up and ensures the smooth functioning of all information systems within the Club.

All other tasks and responsibilities as defined in the current VP Communication Position Description document approved by the Executive Board.

Section 3. VICE-PRESIDENT INTER-CITY

Responsible for activities of the Inter-City Sub-Committee Directs and coordinates the activities of the following officers as stated in the constitution in Article VIII, Section 2.2

Administers the Club's participation in LSL youth and LSEQ youth leagues. Is responsible for the selection of Coaches for the External Leagues by means of a committee consisting of VP Inter-City, Technical Director & Club Head Coach. Sanctions all applications by LSL youth and LSEQ youth league teams for tournaments. Represents the Club at LSL youth and LSEQ youth league hearings involving Dollard Teams. All other tasks and responsibilities as defined in the current VP Intercity Position Description document approved by the Executive Board.

Section 4. VICE-PRESIDENT YOUTH LEAGUE LOCAL.

Directs and coordinates the activities of the following officers as stated in the constitution in Article VIII, Section 2.6.



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Administers the Club's Youth League Local programs. Directs and co-ordinates the activities of the Directors for Youth League Local. Interfaces with any external Youth League Local Leagues as necessary. Is responsible for all joint activities with other Clubs, Associations and/or Leagues at the Youth League Local level. All other tasks and responsibilities as defined in the current VP Youth League Local Position Description document approved by the Executive Board.

Section 5. VICE-PRESIDENT JUNIOR LEAGUE LOCAL

Directs and co-ordinates the activities of the following officers as stated in the constitution in Article VIII, Section 2.5

Administers the Club's Junior League Local U8 to U10 programs. Is responsible for all joint activities with other Clubs, Associations and/or Leagues at the same level. All other tasks and responsibilities as defined in the current VP Junior League Local Position Description document approved by the Executive Board.

Section 6. VICE-PRESIDENT MICRO

Directs and co-ordinates the activities of the Micro Directors as stated in the constitution in Article VIII, Section 2.4.

Administers the Club's Micro Soccer programs.

Is responsible for all joint activities with other Clubs, Associations and/or Leagues at the Micro level. All other tasks and responsibilities as defined in the current VP Micro Position Description document approved by the Executive Board.

Section 7. VICE PRESIDENT FINANCE

Directs and coordinates the activities of the following officers as stated in the constitution in Article VIII, Section 2.3.

Is Responsible for overseeing the following:

- The finances of the Club and preparing the annual budget with the Executive Board for ratification by the Executive Committee.
- Preparing the monthly and year-end financial statements as required by the Laws of the Province of Quebec.
- Grant Applications.
- Ensuring that the Annual Incorporation and Financial Statements required by the laws of the Province of Quebec are met. All other tasks and responsibilities as defined in the current Secretary-Treasurer Position Description document approved by the Executive Board.

Section 8. VICE-PRESIDENT REFEREE

Directs and co-ordinates the activities of the following officers as stated in the constitution in Article VIII, Section 2.8.

Section 9. VICE-PRESIDENT SENIOR

Directs and coordinates the activities of the following officers as stated in the constitution in Article VIII, Section 2.8.



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Sanctions all applications by senior teams for tournaments. Represents the Club at Senior League hearings involving Dollard Teams. Administers the Club's participation in Lac Saint Louis Metropolitan Soccer League. Is responsible for the selection of Coaches for the Senior Teams. All other tasks and responsibilities as defined in the current VP Senior Description document approved by the Executive Board.

The above nine officers constitute the Executive Board as outlined in the constitution.

THE EXECUTIVE COMMITTEE

Section 1. DIRECTOR MICRO GIRLS

- Select the conveners in conjunction with the VP Micro.
- Is responsible in conjunction the VP Micro for selecting Micro coaches.
- Assist in the assignments of players to teams

Section 2. DIRECTOR MICRO BOYS

- Select the conveners in conjunction with the VP Micro.
- Is responsible in conjunction the VP Micro for selecting Micro coaches.
- Assist in the assignments of players to teams

Section 3. DIRECTOR JLL GIRLS

- Selects the Girls JLL conveners.
- Is responsible in conjunction with the VP JLL for selecting JLL coaches.
- Assists in the assignment of players to JLL teams.

Section 4. DIRECTOR JLL BOYS

- Selects the Boys JLL conveners.
- Is responsible in conjunction with the VP JLL for selecting JLL coaches.
- Assists in the assignment of players to JLL teams.

Section 5. DIRECTOR OF JLL ALL-STAR

- Coordinates and directs the JLL All Star program for the VP JLL

Section 6. DIRECTOR YOUTH LEAGUE LOCAL GIRLS

- Selects the Girls Youth League Local conveners.
- Is responsible in conjunction with the VP Youth League Local for selecting Division 3 coaches.
- Assists in the assignment of players to Youth League Local teams.
- Is responsible for organizing Youth League Local all-star teams.

Section 7. DIRECTOR YOUTH LEAGUE LOCAL BOYS

- Selects the Boys Youth League Local conveners.
- Is responsible in conjunction with the VP Youth League Local for selecting Division 3 coaches.
- Assists in the assignment of players to Youth League Local teams.
- Is responsible for organizing Youth League Local all-star teams.

Section 8. YOUTH LEAGUE LOCAL COORDINATOR



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- Assists in other tasks as required by the VP YLL

Section 9. MANAGING DIRECTOR INTER-CITY

- Maintains the Inter-City Coaches and Managers Guide
- Is available to assist Inter-City Coaches and Managers with team management issues
- Responsible to ensure all team accounts are closed in a timely fashion and refund checks are issued.
- Assists in other tasks as required by the VP Inter-City

Section 10. DIRECTORY INTER-CITY U8-U12

- Is available to relay issues with intercity players and parents to the VP Inter-City
- Conducts and coordinates any evaluation programs
- Relays tournament and technical program information, works with the scheduler in setting practice schedules, and oversees the issuance of passports for players and coaches.

Section 11. DIRECTORY INTER-CITY U13-U21

- Is available to relay issues with intercity players and parents to the VP Inter-City
- Conducts and coordinates any evaluation programs
- Relays tournament and technical program information, works with the scheduler in setting practice schedules, and oversees the issuance of passports for players and coaches.
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Section 12. INTER-CITY LEAGUE REPRESENTATIVE

- Attends Lac St. Louis regional meetings with or instead of the VP Inter-City
- Relays Lac Saint Louis Youth League and LSEQ League information to the VP Inter-City

Section 13. DIRECTOR SENIOR COMPETITIVE

- Is available to coordinate and relay issues with competitive senior players to the VP Senior

Section 14. DIRECTOR SENIOR RECREATIONAL

- Is available to coordinate and relay issues with recreational senior players to the VP Senior

Section 15. SENIOR LEAGUE REPRESENTATIVE

- Attends Lac Saint Louis senior regional meetings with or instead of the VP Senior
- Relays tournament and technical program information, works with the scheduler in setting practice schedules, and oversees the issuance of passports for players and coaches.

Section 16. Club Assistant Manager AM2

- Is responsible to implement administrative activities for the Club as stated in the Club Assistant Managers AM2 Contract.

Section 17. SCHEDULER

- Coordinates the facilities utilization between all Leagues, and other users in conjunction with the City of Dollard.
- Establishes schedules for all games and practice sessions.
- Reschedules cancelled games.



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Section 18. STATISTICIAN

- Collects and maintains house League statistics as required by the House League rules established by the Executive Board. Provides house League standings on a bi-weekly basis.

Section 19. PUBLICITY DIRECTOR

- Main contact for the Club for all publicity purposes.
- Provides written coverage of all Club events for the news media.

Section 20. EQUIPMENT DIRECTOR

- Is responsible for receiving, safe keeping, issuing and collection of all Club property.
- Keeps proper records of disbursement of Club Property and inventory of equipment held in storage.

Section 21. RECORDING SECRETARY

- Records minutes of all Executive Board and Executive Committee meetings. Maintains correspondence files for all Club incoming and outgoing correspondence. Is responsible for making and distributing agendas and minutes of meetings. Responsible for correspondence through email, fax and telephone.

Section 22. CLUB EXECUTIVE DIRECTOR

- Is responsible for ALL administrative activities of the Club
- Is responsible to implement administrative activities for the Club as stated in the Club Executive Directors contract and oversees the Club Assistant Managers to ensure their tasks are performed as stated in their contracts.

Section 23. Club Assistant Manager AM1

- Is responsible to implement administrative activities for the Club as stated in the Club Assistant Managers AM1 Contract.

Section 24. FUND RAISING DIRECTOR

- Is responsible for organizing and running fundraising activities that are sanctioned by the Executive Board members. Responsible for soliciting and overseeing the sponsorships for the club, with the approval from Executive Board members.

Section 25. REFEREE COORDINATOR

- Schedules Referees with approval of VP Referee & Director of Referee Development for all games scheduled on Dollard fields as per the requirements of each league.
- Maintains records of referees' games calculates referee payments on a scheduled basis.

Section 26. DIRECTOR OF REFEREE DEVELOPMENT

- Is responsible for recruitment and development of qualified referees.
- Promote referee to the district, region and provincial levels
- Coordinates information and rules with all Vice Presidents.
- Attends regional / league meetings as required.
- Setup required educational course, on field session and fitness sessions.



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Section 27. CLUB HEAD COACH

- Responsible for assuring the proper training and certification of all Inter-City coaches. Assist in the process for the selection of Intercity Coaches, upon consultation with the VP Inter-City and the Technical Director.

Section 28. TOURNAMENT DIRECTOR

- Is responsible for organizing and running all tournaments hosted by the Club. Maintains records of tournaments available for publication to the Club website.

Section 29. INDOOR PROGRAM COORDINATOR

- Administers the programs put in place by the Technical Director.

Section 30. TECHNICAL PROGRAMS SCHEDULER

- Schedules technical staff for all defined technical programs and AD-HOC request under the supervision of the Technical Director.
- Assign technical staff for DSC Camp program under the supervision of the Camp Director.

Section 31. TECHNICAL DIRECTOR

- Is responsible to implement technical programs for the Club as stated in the Technical Directors Contract.
- To attend all Executive Board meetings unless the meeting is about contractual issues in which the salary is being discussed.
- Directs and co-ordinates the activities of the following officers.
 - Technical Consultant
 - Assistant Technical Director
 - Technical Staff
 - Technical Programs Scheduler
 - Club Head Coach (Volunteer)
 - Indoor Program Coordinators (Volunteer)
 - Club Physiotherapist (Paid)

Section 32. OMBUDSMAN

- Is responsible to investigate complaints and attempt to resolve them through non-binding recommendations or mediation between the Executive Board and the membership.

Section 33. DIRECTOR OF INFORMATION TECHNOLOGY

- Is responsible for the Club's equipment employed in the registration tasks. (I.e. Computers, Printers)
- Is responsible for the creation and maintenance of the Club website
- Is responsible for all electronic hardware used in the operation of the Club
- Is responsible for coordinating the selection and maintenance of all information systems required by the Club



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Article II - Paid Positions.

Section 1. RECORDING SECRETARY

Section 2. CLUB ASSISTANT MANAGER AM2

Section 3. SCHEDULER

Section 4. REFEREE CO-ORDINATOR

Section 5. TECHNICAL DIRECTOR

Section 6. CLUB ASSISTANT MANAGER AM1

Section 7. CLUB EXECUTIVE DIRECTOR

Section 8. FUND RAISING DIRECTOR

Section 9. REMUNERATION

The remuneration of each of the paid positions and of any other officers and agents of the club shall be fixed from time to time by resolution of the existing Executive Board.

Article III - Resignation, suspension, expulsion of members and conflict of interest.

Section 1. RESIGNATION

Any member may resign from the club by written correspondence addressed to the secretary treasurer or in his absence to the president of the club. The resignation becomes effective upon reception of said letter or upon the date indicated therein.

The said resignation does not exonerate the member from his financial obligations to the club, including annual fees, except as otherwise stipulated by the executive board.

Section 2. SUSPENSION OR EXPULSION

The executive board through its disputes and disciplinary committees may, for any time period it may determine, suspend or expulse any member or player of the club, who, in its opinion, does not respect the club's Constitution, By-laws and code of conduct, those of the municipality of Dollard-des-Ormeaux, FIFA, CSA, FSQ, and the Lac St-Louis region or whose conduct is judged to be detrimental to the interests and reputation of the club.

However before rendering any final decision, the said member or player must be advised by written communication of the time, hour, place and date of a hearing to provide the member or player with the opportunity to present a defense to the allegations of misconduct presented against him / her.

Notwithstanding the forgoing the executive board may adopt and put into force technical regulations which may include automatic disciplinary sanctions.

The executive board may intervene directly at any time in any dispute concerning one or more of its members or



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players, and its decision is final and binding.

Section 3. Conflict of Interest

Any paid staff specified in Article II: Paid Positions cannot be a wife, husband, daughter, son, girlfriend or boyfriend of any of the Executive Board Members

Article IV - Resignation and removal from office of Executive Board Members, Appointed Members, and Employees.

Section 1. RESIGNATION

Any elected board member, appointed member or employee of the club may resign from his or her position by written correspondence addressed to the Secretary-Treasurer, or in his absence the President of the Club. The resignation is effective immediately upon reception of the said letter or upon the date indicated therein. Any said vacancy will be filled by a majority vote of the existing Board Members; including the President.

Section 2. REMOVAL FROM OFFICE OF ELECTED BOARD MEMBERS

- Any Executive Board Member of the club may be removed for cause at any Executive Board meeting called for that purpose.
- An affirmative majority vote of all filled executive board positions is required to remove an Executive Board Member.

Section 3. REMOVAL FROM OFFICE OF APPOINTED MEMBERS AND EMPLOYEES

The Executive Board Members, by an affirmative vote of the majority of the Board, may remove for cause any appointed Executive Committee Member from office as well as any other appointed Director, Officer, or Employee.

The Executive Board Member that is responsible for this executive committee member, director, officer or employee must be present for the vote.

Section 4. REMOVAL FOR CAUSE

Without restricting the generality of the term, Removal for Cause, the following are specific examples where removal from office or position of a member is warranted:

- Interdiction
- Bankruptcy
- Insolvency
- Loss of one of the qualities for holding office or position affecting the performance of duties required by the office or position
- Expulsion, as described in Article III, section 2 , of the present by-laws
- 3 consecutive absences from Board meetings requiring the presence of the member's office or position, without prior justification (reported to the President or Secretary Treasurer a minimum of 3 minimum hours prior to the commencement of the scheduled meeting).