



**DOLLARD RECREATIONAL SOCCER ASSOCIATION
ASSOCIATION RECREATIVE SOCCER DE DOLLARD**

**General By-Laws
Of The
Dollard Recreational Soccer Association**

1. GENERAL ASPECTS

BUSINESS NAME

Dollard Recreational Soccer Association (DRSA).

In the following paragraphs, the term "Association" is used to designate the Dollard Recreational Soccer Association.

TYPE OF ORGANISATION

Recreational, non-profit.

GENERAL OBJECTIVES OF THE ASSOCIATION

- Facilitate access to facilities allowing members of the Association to practice soccer
- Allow members to develop friendly relationships with other men around soccer matches
- Allow members to keep fit and to have fun while feeling supported by recreational services of the borough of Dollard-des-Ormeaux/Roxboro and neighbouring cities.

2. MEMBERSHIP

REGULAR MEMBERS

Only one type of membership exists in the Association, the Regular Member.

Any man that wishes to participate in the activities of the Association can be a Regular Member if he meets the following conditions:

1. Be 35 years or older at the beginning of the outdoor season;
2. Pay the established registration fee (except for the members of the Board of Directors) at the start of each season (indoor and outdoor); and,
3. Abides by the sports rules established by the Board of Directors.

MEMBERSHIP CARD

The Association does not emit membership cards.

DUES

The Board of Directors establishes the registration fees before each season.



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3. GENERAL MEETINGS

ANNUAL GENERAL MEETING

The General Annual Meeting of members occurs in the last quarter of the financial year. The financial year ends on 31st December of each year. The Board of directors sets the date, time and location of the Annual General Meeting. The Board of Directors sends a meeting notice to all members at least fifteen days before the meeting. The notice of meeting must contain the meeting's agenda.

SPRING GENERAL MEETING

A General Meeting is held in the month preceding the summer soccer season. The Board of Directors sets the date, time and place of the Spring General Meeting. The Board of Directors sends a meeting notice to all members at least fifteen days before the assembly. The notice of meeting must contain the assembly's agenda.

SPECIAL GENERAL MEETING

The Board of Directors or ten (10) Regular Members can, as required, call a Special General Meeting at a date, time and location they decide. The Board of Directors must then call the Special General Meeting. They must provide a delay of seven (7) calendar days to members before the Assembly. To call a Special General Meeting, the Board of Directors proceeds by resolution, whereas the group of ten or more members must produce a written request to a member of the Board of Directors. The request must be signed by the ten or more members. The notice of meeting must state the purpose(s) of the Special General Meeting.

QUORUM

The general meeting is constituted by all Regular Members that have paid their registration fees for an outdoor or indoor soccer season in the year preceding the general meeting. Twenty percent (20%) of the Regular Members are required to constitute a quorum and make the general meeting valid. If fewer than the required twenty percent (20%) of Regular Members are present at a General Meeting, at least two members of the Board of Directors are required to declare the meeting valid.

VOTE

All Regular Members are entitled to one vote. Voting by proxy is not permitted.

AGENDA

The agenda for a General Meeting must contain the following items, as a minimum:

1. Acceptance of the reports and minutes of the previous General Meeting;
2. Approval by the general meeting of the by-laws (new or amended) adopted by the Board of Directors since the last General Meeting;
3. Approval of the budget for the forthcoming season;
4. The election or re-election of the members of the Board of Directors.

The proceedings of a General Meeting will be limited to the agenda published in the notice of meeting.



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4. THE BOARD OF DIRECTORS

COMPOSITION

The Board of Directors is made up of three members.

ELIGIBILITY

Any Regular Member that has paid their registration fees in at least one of the indoor or outdoor seasons in the preceding year can be elected to the Board of Directors.

REMUNERATION

The Members of the Board of Directors do not receive remuneration. However, they will not be required to pay registration fees for indoor or outdoor seasons or for any other games organized by the Board.

TERMS OF OFFICE

The term of office for the Members of the Board of Directors is two years. Each Member of the Board of Directors must be re-elected at the Annual General Assembly. There are no limits to the number of consecutive terms of office a Member can hold.

VACANCY

There is a vacancy on the Board of Directors following:

1. The death or illness of one of its members;
2. The written resignation of a Board Member;
3. Expulsion of a Board member; or
4. Too many unjustified absences (request for resignation by the other members of the Board of Directors)

If a vacancy occurs during the term, the other members of the Board of Directors can appoint another member whom they choose from among the Association's Regular Members to fill this vacancy for the remainder of the term.

ELECTIONS

The Board of Directors is elected every second year at the Annual general Meeting. All three members of the Board of Directors shall have synchronized terms of office

DUTIES OF THE BOARD OF DIRECTORS

The Board of Directors is elected to administer all of the Association's business. It performs all the acts necessary to achieve the goals pursued by the Association in accordance with civil law and the General By-laws of the Association. It adopts new by-laws or amends them as necessary. It adopts the resolutions necessary to achieve the Association's objectives. It makes decisions concerning purchases, agreements and contracts. The Annual General Meeting and Spring General Meeting must authorize an annual budget. The Board of Directors can deviate by a margin of 20% of the approved budget without having to call a Special General Meeting. It determines the eligibility conditions for Regular Members. It ensures that the by-laws and resolutions are applied.



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MEETINGS OF THE BOARD OF DIRECTORS

The Board of Directors meets as required.

QUORUM

Two members of the Board shall constitute a quorum.

5. RESPONSIBILITIES OF THE MEMBERS OF THE BOARD OF DIRECTORS

GENERAL

The members of the Board of Directors cooperate to achieve the Association's purpose and objectives. In their actions, they will provide transparency of management to the members of the Association. Each Member of the Board of Directors commits himself, by accepting his election, to respect the by-laws of the Association. The members of the Board of Directors required to sign a contract or an agreement on behalf of the Association shall ensure its correctness before signing it. Members of the Board of Directors will strive to attend and participate in all meetings and assemblies. Each member will promote 'fair play' and safety on and around the soccer field. The Board of Directors can delegate responsibilities for special projects to volunteer members.

6. FINANCES

SIGNING OF CONTRACTS OR AGREEMENTS

Any agreement or contract between the Association and suppliers of goods or services shall be made in writing and signed by at least one member of the Board of Directors.

BANKING MATTERS

The members of the Board of Directors are the only association members authorized to receive payments on behalf of the Association. The members of the Board of Directors are also the only association members that can authorize and incur expenses on behalf of the Association. The Association will issue a receipt for any cash amount received. The Association will issue a receipt upon request for payments made by bank notes, cheques or money orders. All payments made by the Association will be by cheques, except for small purchases. Two members of the Board of Directors must sign any cheques issued by the Association. The Board of Directors must ensure that the Association's approved budget allows an expenditure before it is made. The Board of Directors will maintain a commercial bank account in a bank of its choosing. All received monies will be deposited in the Association's bank account and all payments will be made by cheques drawn on the Association's bank account. The Board of Directors can maintain a petty cash for casual and small office expenses (photocopies, stamps, office supplies, etc.).

The amount held in the petty cash will not exceed \$50.00 dollars, except under special circumstances approved by two members of the Board of Directors. One the members of the Board of Directors will keep in his possession bankbooks, deposits slips, receipt books, receipts for expenses and cancelled cheques. All deposits and withdrawals made by the other members of the Board will be reported as soon as possible. The designated member of the Board is also responsible to keep and protect all contracts and agreements signed on behalf of the Association.



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FISCAL YEAR

The fiscal year begins on the 1st of January of each year and ends on 31st of December. The Board of Directors will prepare and publish an annual financial report.

7. SIGNATURES OF THE BOARD OF DIRECTORS

Carlos Faria
President

Date

Yves Courbet
Secretary

Date

Philippe Wong
Treasurer

Date