

# Wyoming and District Soccer Club Constitution

*NOTE: Adopted March 3, 2022*

## *Article I. Club Name*

The name of this organization shall be the Wyoming & District Soccer Club, hereinafter referred to as WDSC.

## *Article II. The Objects*

The WDSC shall have the following objectives:

- To govern, foster and promote the game of soccer through recreational/ grassroots boys' and girls' soccer programs, games and leagues for Plympton-Wyoming and the surrounding area.
- Developing and providing equipment and amenities, which include establishing fully equipped and serviced soccer facilities;
- Promoting interest and participation in the sport of soccer for our youth.
- Teaching fair play, sportsmanship and skill to players, coaches and referees, fostering goodwill amongst all members of our organization.
- And such other complementary purpose not inconsistent with these objects.

## *Article III. Affiliation*

The WDSC shall be a member of Ontario Soccer (OS) and shall follow the published rules and guidelines of OS. WDSC is subject to the published rules in declining order of authority of the following governing organizations:

1. The Canadian Soccer Association (C.S.A.)
2. Ontario Soccer
3. The Lambton-Kent Soccer Association (L.K.S.A.)

## *Article IV. Membership*

The membership of the WDSC shall be open to all residents of the Town of Plympton-Wyoming and surrounding areas that are interested in supporting the activities of the club.

Members are:

1. All parents or legal guardians of players currently registered with WDSC.
2. Players, coaches, conveners and referees registered with the club.
3. Members of the Executive Board of Directors for the current year.
4. Others whom in the opinion of the Board of Directors are currently making a major contribution to the club in time, effort, or financial commitment.

The Executive/ Club reserves the right to revoke or suspend the membership of any member who fails to adhere to the rules of the club or who fails to adhere to the basic tenants of good conduct and sportsmanship.

## *Article V. Governance*

The management and administration of the WDSC shall be vested in the Executive Committee (hereinafter known as the Executive), with full authority to act as they see fit within the scope of the Constitution and By-Laws. To operate effectively and efficiently, the executive shall comprise of a minimum of 5 individuals and no more than 15.

The Executive shall consist of the following elected/ appointed positions:

President  
Vice-President  
Secretary  
Treasurer  
Registrar

The Executive shall also consist of the following elected/ appointed positions:

Media and Sponsorship Coordinator  
Facilities and Equipment Coordinator  
Referee Coordinator  
Volunteer Coordinator

Directors at large as determined by the current executive in office

NOTE:

- The Executive may include the Past President only if one exists.
- Executive members shall be eighteen (18) years of age or older.
- An executive member may hold more than one position.
- All executive are expected to remain in office until his/her successor is elected or appointed.

## ***Article VI. Election and Appointments***

When practical, to allow for changes in the executive, a reasonable transition and to ensure that the continued operation of the club is not greatly impacted, the position of President and Treasurer shall be elected/ appointed on even years. The position of Vice-President, Secretary and Registrar shall be elected/ appointed on odd years.

All elections and appointments shall be made known to the members at the annual general meeting or issued in the annual general report.

All members of the club may hold a position on the executive and may request for their name to be brought forward to hold office.

If no names from the general membership are brought forward for election/ appointment, it is the sole obligation of the current executive to elect, appoint, select or otherwise form the new executive.

## ***Article VII. Vacancies***

The office of a member of the Executive shall be vacated:

- Upon resignation in writing.
- If one becomes of unsound mind or otherwise incapable of performing the duties of the position held.
- If convicted of a criminal offence.
- If found guilty of conduct detrimental to WDSC.
- If absent from two consecutive meetings of the Executive without satisfactory reason.

The Executive may, as deemed necessary, combine or split duties and responsibilities of the Executive, and appoint persons to fill these positions as circumstances dictate. Should a vacancy occur on the Executive, said Executive entitled to vote may elect a successor to fill all position(s) held by the removed Executive for the remainder of his/her term being filled.

## ***Article VIII. Duties of the Executive***

All Executive members are expected to attend regular and special meetings as scheduled by the President. If an executive member will be absent from a meeting, he/she may appoint a proxy within the current Executive. This proxy would then have an additional vote at the meeting. All executive with responsibility for other persons or sub-committees are expected to chair their own committee meetings, and report their decisions or recommendations to the Executive for approval. Assist other Executive members with their duties whenever required. Be present during league games whenever available to handle any questions that may arise from the coaches, ensure referees are present, and call games based on club weather policy if needed. Assist with team selection and Coaches Clinic.

### **President:**

The President shall:  
except:

1. As provided for in Dispute Resolution Policy of the OS and
  2. Where the President delegates the responsibility to another person.
- Preside at all general meetings of the Membership and the Executive.
  - Be the Chief Executive Officer of WDSC, and shall execute the business and operations of the Executive.
  - Report at each meeting of the Executive on all current activities of the club and shall truly answer any questions asked by a member concerning the affairs of the WDSC.
  - Through the Treasurer, keep all money and assets of the WDSC and report on the same at each meeting of the Executive.
  - Delegate authority to any and all officers, executives, coaches and managers as is appropriate to their offices and as hereinafter set out.
  - Have a deciding vote in the event of a tied vote at Executive and Membership meetings.

- Call regular meetings as deemed necessary or when requested by a minimum of 3 Executive members.
- Shall be ex-officio a member of all committees and sub-committees.
- Be a signing officer.
- Be the liaison among the coaches, the conveners, the Executive and the Membership.
- Attempt to see every WDSC team in his/her group play at least once per season.
- Attempt to attend all WDSC events and be available to the general membership.
- Be present during team selection and Coaches Clinic.
- Purchase juices for season end events
- Prepare pictures and medals for all teams in age division and deliver to coaches.
- Purchase medals, engraving and other club awards
- Point of contact for coaches
- Send out coach email with coaches link
- Prepare coaches binders of rules, schedule, team lists and contact information and provide when issuing equipment.

## Vice President

- The role of the VP is to support the President in ensuring that all areas of the executive operate in a timely fashion on their activities. The role is not to do the activity, but ensuring that the various directors and officers complete the tasks on or prior to the set deadlines established by the executive.
- Be a signing officer
- Assume the responsibilities of the President when absent
- Perform other duties as assigned by the President to ensure a successful soccer season

Responsible to assist President with the following areas of the executive structure;

- Finance
- Registration
- Volunteers
- Sponsorship
- Media
- Facilities
- Equipment

- Convenor's
- Referee's
- Sign contracts, insurance, banking, etc.
- Set a schedule for age division (already established from previous years, may need minor changes).
- Contact Tim Horton's regarding sponsorship jerseys
- Book yearly team and player photography for pictures and re-takes.
- Provide Treasurer invoices for juices from season end events.

## Treasurer:

- Attend all meetings and provide a financial update to the executive.
- Maintain detailed record of all payments, invoices and receipts for club account.
- Issue an electronic copy of the detailed records to the President on a monthly basis for review (as required)
- Make all bank deposits as necessary.
- Issue payments for equipment, rentals, etc.
- Cash all volunteer and uniform cheques as required at year end.
- Pay invoices for ads, etc as required.

## Secretary:

- Attend all meetings and record minutes.
- Type and distribute the minutes to all executive.
- Maintain a record book of all minutes, club rules, guidelines, constitution and general newsletters.
- Issue general club correspondence to all families via e-mail.
- Requires a data base/ e-mail program be set-up for parents, coaches and executive.
- Send out notice of meetings and agenda as required to all executive, if not done by the President.
- Issue Thank-you cards as required.
- Book locations for meetings and registration.

## Registrar & Volunteer Coordinator:

- Download OS current registration form and waiver and amend WDSC to suit requirements

- Ensure waiver form and annual newsletters are provided
- Ensure all players, coaches and executive are registered with OS via their online registration process, prior to start of soccer season.
- Print reports from online registration to ensure upload was successful and registration process completed. If needed validate with LKSA Registrar that our registration went through properly.
- Point of contact for late registrations
- Ensure an email is issued to everyone who has signed up for volunteer jobs at registration.
- Maintain a list of all jobs that need volunteer help.
- Assign parent volunteers to activities after registration for those who call in later and issue a schedule to the executive so everyone knows who is to be helping do tasks.
- Keep record of those who do complete their tasks so that their volunteer cheque can be destroyed at end of season. Provide Treasurer a list of names not completing the volunteer activity at yearend.
- Co-ordinate phone calls/ emails to remind people of their volunteer duties/ activities.
- Wyoming Fair Board Contact (volunteers).
- Send thank you email to volunteers when duties are complete.
- Email Treasurer to shred cheque when volunteer duties are complete.
- Be the main contact for all volunteers

## Media & Sponsorship Coordinator:

- Post flyers at local area post offices, Town of Plympton-Wyoming office, other local businesses, and the Town web-site.
- Contact previous sponsors for renewed sponsorship
- Collect sponsorship funds and turn over to Treasurer
- Purchase new uniforms as agreed by executive.
- Advise VP regarding sponsorships for team schedules and advise if sponsor has any special requests for the uniforms.
- Collect any extra promotional material from sponsors for distribution.
- Provide logos of sponsors to Media Director
- Update website as required
- Arrange advertising
- Social media posts to keep parents informed as to what is going on with the WDSC

## Facilities & Equipment Coordinator:

- Arrange for field layouts to be completed and all fields prepared prior to league start.
- Issue field layout drawing to Media Director to post on website
- Renew field painting/ lining agreement
- Verify weekly that grass contractor is maintaining fields and advise the Wyoming Fair Board to ensure it gets completed or needed more frequently.
- Ensure line painting is maintained and call for re-painting as required.
- Ensure that nets are maintained, and netting is in place each week
- Wyoming Fair Board Contact (fields and garbage).
- Ensure we maintain fields and keep garbage bins emptied and trash put into dumpster provided by Fair Board.
- Ensure all nets removed at end of season and stored as required
- Responsible to ensure that all garbage in trash cans gets removed and placed in locked dumpster after each league night.
- Ensure that we have enough soccer balls, ball bags, corner posts, practice cones, whistles, first aid kits, etc. for all teams.
- Put together team bins/bags per age division and keep inventory of what was provided to each coach.
- Arrange to collect all team bins/bags at season end and return to storage unit verifying inventory.
- Contact during the year for coaches that may need additional equipment.
- Purchase new equipment as agreed by executive.
- Provide Treasurer invoices for any invoices that have been paid.
- Take calls from coaches needing additional equipment throughout the year

## Referee Coordinator:

- Recruit and appoint certified referees for all games.
- Maintain list of referee's, their schedules and certifications.
- Provide list of referee's per game to convenor's and coaches before season starts.
- Co-ordinate referee clinics as required.
- Arrange for payments through the Treasurer every month of the season.
- Be main contact for the referees
- Ensure code of conduct, harassment and weather policy are signed before their first game



## **Past President/Director(s):**

The Past President/Director(s) shall:

- Assume the duties of the President in the event that both the President and Vice-President are absent.
- Perform other duties as assigned by the President.

## ***Article IX. Meetings:***

### **Annual General Meeting (AGM)**

The AGM of the WDSC shall be held no later than December 31<sup>st</sup> of the current soccer year, the date of which is to be set by the Executive no later than September 30<sup>th</sup>, and shall be held at a suitable location. Each member of the WDSC shall receive at least 15 days notice of the date, time and location of any Annual General Meeting, such notification shall be by email.

The Executive have the sole discretion to issue an Annual General Report (AGR) in lieu of an AGM, provided that an AGM is held as a minimum every Two years, and the AGR receives majority approval from the Executive vote. The AGR shall contain all the information as per the normal AGM agenda, and make provision for anyone who wishes to join the executive to submit their name. AGR must clearly indicate that if any member has an issue that they can contact the club President.

### **Special General Meetings**

Special General Meetings may be called by the Executive or at the request of one third of the membership.

### **Executive Meetings**

Meetings of the Executive shall be called by the President as he/she deems necessary or at the request of 3 members of the Executive. Executive members shall be notified of all upcoming meetings in a timely fashion and provided an agenda to allow them to provide a proxy should the need arise.

The rules contained in the current edition of *Roberts Rules of Order* shall govern the WDSC in all cases to which they are applicable and in which they are not inconsistent with this constitution and by laws.

The Order of business for the AGM/ AGR shall be as follows:

1. Role call of the Executive.
2. Reading and approval of the minutes of the previous AGM/AGR.
3. President's report.
4. Treasurer's report.
5. Registrar's report.
6. Other reports as required.
7. Unfinished business.
8. Amendments to the constitution and bylaws.
9. Election of Executive members.
10. New business.
11. Adjournment.

## Voting at Meetings

The President shall not vote on any issue brought forward at a meeting unless in the event of a tie, at which time the President shall cast his/her vote to break the tie.

Each member is entitled to one vote at the AGM.

Each Executive member is entitled to one vote during the Executive meetings and shall appoint a proxy with in the Executive when absent from a meeting. Executive members can only accept the proxy of one additional member. The President must be notified prior to the meeting of any proxy appointments.

## ***Article X. Amendments to the Constitution***

Amendments to the Constitution and by-laws are to be performed at the discretion of the Executive and reported on at an Annual General Meeting, or issued with a Annual General Report, or as advertised within Club communications or on the official website of the Club. All proposed amendments must be forwarded in writing to the Secretary no later than 15 days prior to a scheduled Club meeting and as a minimum no later than 30 days prior to an Annual General Meeting.

The Secretary shall issue such raised amendments to the attention of the Executive, 7 days prior to the scheduled meeting for review.

All proposed amendments must receive two-thirds (2/3) of the majority vote to pass.

## ***Article XI. Expenses***

- All reasonable out-of-pocket expenses incurred by the WDSC Executive in conducting the business of the WDSC shall be reimbursed.
- Expense sheets must be submitted and supported, where possible, by receipt of expenditure. The Treasurer must approve expense sheets and notification made to all the Executive of any payments made.
- The Executive shall serve as such without remuneration and no Executive member shall directly or indirectly receive any profit from their position.

## ***Article XII. Harassment***

- The WDSC shall adhere to the Harassment Policy as published and approved by O.S.. and as administered by the L.K.D.S.A. at all times.
- The Harassment Policy shall apply to all members of the WDSC - including all officers, directors, volunteers, convenors, game officials (referees), coaches, assistant coaches and players. Failure to do so will result in the removal of that person from the WDSC.
- Harassment is defined as any comment, conduct, or gesture directed toward an individual or group of individuals which is insulting, intimidating, humiliating, malicious, degrading or offensive. It includes, but is not limited to, sexual inappropriate behaviour.
- The WDSC will make available to any member the harassment policy when requested