

HILLSBURGH ERIN AND DISTRICT SOCCER CLUB CONSTITUTION

ARTICLE 1 NAME

The club shall be known as the Hillsburgh, Erin and District Soccer Club, hereinafter referred to as The Club.

ARTICLE 2 AIMS AND OBJECTIVES

- a) To promote amateur soccer in Hillsburgh, Erin and the surrounding area.
- b) To provide the opportunity for youth and adults to play organized recreational and/or competitive soccer.
- c) To encourage and develop sportsmanship among all players, members and supporters.
- d) To encourage the development of a variety of soccer skills among all players

ARTICLE 3 AFFILIATION

- a) The club shall be affiliated to the Ontario Soccer Association (O.S.A.) and will abide by all rules laid down by this association.
- b) The club shall be affiliated to the South-West Regional Soccer Association (S.W.R.S.A.) and will abide by all rules laid down by this organization.

ARTICLE 4 MEMBERSHIP

Membership of the club shall be formed by:

- a) Parents or guardians of youth players registered for the current year.
- b) All members of the current Council.
- c) The coaches, managers, assistants, referees and honorary members of the club in the current year who are 18 or over.
- d) Players registered for the current year.
- e) Any person willing to subscribe to the objectives, rules and principles of The Club and invited by the Council.

All members (18 and over) have an individual vote on all matters brought before them at all general meetings.

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ARTICLE 5 ADMINISTRATION

- a) The club shall be administered by a Council which is composed of all volunteers elected by current members or appointed by the current elected Executive Committee in regularly scheduled meetings
- b) The Executive Committee comprises the following:
 - Past President
 - The Elected:
 - President
 - 1st Vice President
 - 2nd Vice President
 - Secretary
 - Treasurer
- c) The Council consists of the Executive Committee, all League Representatives (e.g. G.I.R.L.S., N.P.H.S.L., Acton) or specially appointed representatives (e.g. Town Council, Newspaper Correspondent); all Managers (e.g., Indoor Soccer, Fields, Equipment, Uniforms, Photographs, Trophies), Head Convenor, Head Coach, Head Referee and Rep/All-star Convenor(s).
- d) The members of the Executive Committee are the Officers of the Club.
- e) One person may take on more than one position in the Council however the Executive Committee must have at least 5 members.
- f) The members of the Executive Committee shall be elected at an Annual General Meeting excluding the position of past president.
- g) The term of office for the Executive Committee members shall be for a period of two years.
 - Vacancies on the Executive Committee not filled at the Annual General meeting or occurring during the term of the Executive Committee may be filled by appointment by the Executive Committee.
- h) The Executive Committee may appoint or hire at its discretion an Administrator who will be assigned specific duties to assist with Club operations.
- i) The Membership, at any General Meeting, or the Council, at any of

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its meetings, may establish a standing committee or special committee to carry out specific business or programs of The Club.

ARTICLE 6 DUTIES OF OFFICERS

PAST PRESIDENT: The Past President, with their wealth of Knowledge, will assist the executive council on the operations of the club and may be assigned specific areas of Club operations depending on the needs of the Club.

PRESIDENT: The president will act as chairperson at all club meetings, as a signing officer on all club financial transactions and shall act as a representative of the club on behalf of the Council unless responsibility is delegated to another Executive Committee member.

1ST VICE PRESIDENT: The 1st Vice President will assist the President in the execution of the operations of the club. Shall act as chairperson at meetings in the absence of the President.

2ND VICE PRESIDENT: The 2nd Vice President will assist the President and 1st Vice President in the execution of the operations of the club. Shall act as chairperson at meetings in the absence of the President and 1st Vice President.

VICE PRESIDENTS may be assigned specific areas of Club operations depending on their experience and expertise and the needs of the Club.

SECRETARY: The Secretary will take minutes at all meetings to be presented at the next meeting and shall ensure copies of all pertinent Club records are kept. The Secretary may handle any correspondence pertaining to the Club.

TREASURER: The Treasurer will keep an accurate account of all financial records and shall oversee all income and expenses of the club in an account solely assigned to the club. Shall act as co-signing officer with the President on all cheques issued from this account. Shall prepare a financial report for each meeting of the Executive Committee of the club. Shall prepare a written financial statement of account for presentation at the Annual General Meeting. Shall ensure that the statement of account be audited as may be required.

ARTICLE 7 MEETINGS

- a) Council meetings are where the administration of the club takes place. General meetings, whether specially called or annual general

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meetings, are geared for the participation and input from the membership at large.

- b) All meetings shall be conducted in an orderly manner and, as necessary in voting matters, in accordance with Parliamentary Procedure as outlined in Roberts Rules of Order.
- c) The Annual General Meeting shall be held after the end of the regular outdoor season and prior to November 30.
- d) Members will receive four weeks notice of the time and location of all General Meetings of the club. This may be achieved by an emailed or printed newsletter and/or advertisement on the clubs website and Facebook site.
- e) A quorum at all General Meetings of the club shall consist of ten current voting members and at least one member of the Executive Committee.
- f) Motions to be presented at General Meetings shall be presented to the President or Secretary, in writing, two weeks in advance of the specified date of the General Meeting.
- g) A Special General Meeting may be called by the Executive Committee by its own motion or by the Membership following receipt of a written request signed by not less than 30 voting members. The Special General Meeting shall be held within 6 weeks of receipt of the written request.
- h) A quorum at Executive Committee Meetings shall consist of four, one of whom shall be the President or the 1st or 2nd Vice President.
- i) Any member of the Executive Committee absent from three consecutive Council Meetings without prior notice to the President, shall automatically forfeit their position on the Executive Committee for that current term of office.
- j) Any member of the Executive Committee absent for a total of four Council Meetings without prior notice to the President, shall automatically forfeit their position on the Executive Committee for that current term of office.

ARTICLE 8 AMENDMENT OF THE CONSTITUTION

- a) This constitution may be amended by a 2/3 majority vote of the membership present and voting at a General Meeting of the club.

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- b) Proposed amendments to the constitution shall be submitted to the President or Secretary, in writing, by September 1 of the current year.
- c) All proposed amendments shall be published at least four weeks before the Annual General Meeting.

ARTICLE 9 RULES AND REGULATIONS

- a) All players shall register on a registration form provided by the club and pay the fee required by the club prior to participating in a club program.
- b) The Executive may waive the fee for individuals when indicated by their financial circumstances.
- c) Specific playing rules, club principles, codes and practices are established by the Council and reviewed by them as may be required.
- d) Amendments to these Rules and Regulations can be made by a majority vote of the Council at any time or by the voting members at a General Meeting. If these Rules or Regulations are amended by the Council, the amendment must be ratified at the next Annual General or a Special General Meeting called for that purpose

ARTICLE 10 INDEMNITY

Every Member of the Council or other servant to The Club shall be indemnified by the Club against all costs, losses and expenses incurred by them respectively in or about the discharge of their respective duties, except such as happens from their own respective wilful neglects or defaults.

ARTICLE 11 DISSOLUTION

In the event of dissolution, all debts and liabilities shall be paid. Any remaining assets shall be disposed of and distributed by the Council to The Association, or to that one or more than one charitable organization which operates in Ontario as the Council elects.

ARTICLE 12 DISCIPLINE

Player, team and team official discipline for game infractions will be handled in accordance with the procedures published by the South

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West Region Soccer Association and/or the Ontario Soccer Association.

Any Member who infringes the By-Laws and Rules of The Club or brings The Club into disrepute may be reprimanded, suspended or expelled from The Club after a hearing by a disciplinary committee appointed by the Council at which the member may attend at the Members discretion.

ARTICLE 13 DISPUTES

Any member may request the Council to settle a dispute by submitting, in writing, to the Council, the nature of the dispute and to request a hearing of all concerned. The hearing will be heard by the Council within 30 days from receipt of the request. The decision of Council shall be made within ten (10) days of the hearing date. The decision will be given in writing to the applicant via registered mail. The decision of the Council is final. If the dispute involves a council member, that member will be excused from council deliberations regarding the dispute.

ARTICLE 14 OBLIGATIONS OF MEMBERS

Members are required to abide by the Principles, Codes and Rules of The Club as prescribed by the Council.

ARTICLE 15 OBLIGATION OF THE CLUB

To ensure that all members are aware of, and in compliance with, the Constitution, Rules and Procedures of the Southwest Region Soccer Association and the Ontario Soccer Association found at www.swrsa.ca and www.ontariosoccer.net.