



Section 1 - Name and Affiliation:

- a) "Mount Hamilton Youth Soccer Club" herein will be referred to as the Club.
- b) The Club shall be affiliated with the Ontario Soccer Association (herein referred to as OSA) through the Hamilton and District Soccer Association (herein referred to as H&D).
- c) The Club will conform to the Constitution and By-Laws of the OSA, unless otherwise amended at the Annual General Meeting (herein referred to as AGM).
- d) The Club shall be incorporated under Provincial Charter.

Section 2 – Club Mission:

**THE MOUNT HAMILTON YOUTH SOCCER CLUB
IS COMMITTED TO THE SPORT OF SOCCER IN THE CITY OF HAMILTON
AND**

**WILL PROVIDE A SAFE AND HEALTHY ENVIRONMENT THAT FOSTERS THE GROWTH OF PLAYERS, COACHES AND
OFFICIALS TO ACHIEVE THEIR OPTIMUM GOALS
WHILE PROMOTING THE VALUES AND ETHICS OF TRUE SPORTSMANSHIP, SKILL DEVELOPMENT, TRAINING AND
ENCOURAGEMENT.**

Section 3 – Membership definition:

a) Adult Members:

- i. All parents and legal guardians of a current player are deemed to be adult members.

b) Player:

- i. A participant of organised soccer games who practices under the direction of a coach, and who has registered by paying the current season's fees, and any previous year's fees.

c) Coaches:

- i. Volunteers who have signed a declaration of personal disclosure, a confidentiality agreement and in good standing within the community which may include a police checks. These volunteers shall be approved for the status of coach, assistant coach or manager by the Coaches Co-ordinators.

d) Executive Committee Director or a Senior Director position holder:

- i. Members in good standing who have been elected or appointed to the Executive Committee, by the Executive on a two third majority vote.

e) Voting Members:

- i. Members in good standing including parents, legal guardians, coaches, players (aged 19 yrs or over) and Executive Committee position holders. The President shall exercise the voting rights solely, to break a tie vote.

f) Non-Voting Members:

- i. Members under the age of 19 yrs.
- ii. Members of the Club under suspension from Mt. Hamilton and/or any other affiliated bodies.
- iii. Employees of the club



Section 4 - Executive Committee & Election Procedure:

a) Executive Committee:

- i. Executive Committee will be comprised of Senior Executive Directors and Executive Committee Members. This will include an President, Vice President, Recording Secretary & Social Director, Treasurer, Public Relations Director, Business & Organization Director, Coaches Directors (one full size, one mini), Scheduler & Field Director, Equipment Director, Competitive Director, Recreational Soccer Director (Indoor & Outdoor), Communication Director, Disciplinary Director, Sponsorship Director and Tournament Director.
- ii. President and Vice-President will be members of the either Executive Committee for a minimum of one year. Other Executive Committee position holders will be Club members in good standing, for a minimum of a one-year period, prior to the election. Any person, seeking election, and not meeting the requirement must be approved by a two-thirds majority vote of members at the election.
- iii. The Senior Executive Committee will meet monthly and the Executive Committee will meet monthly or bi-weekly, dependant on time of year and business at hand.
- iv. The Competitive and Recreational Directors will report to the Senior Executive monthly and will bring any decisions and concerns to the Senior Executive.
- v. The President shall hold office for no more than three consecutive terms (6 yrs).
- vi. All Senior Executive and Executive Committee members must attend a minimum of 75% of the annual meetings.

b) Election Procedure:

To be elected in EVEN years, for a two-year term.

President (Senior Director)
Recording Secretary & Social Director
Coaches Director: full field

Communication Director
Business & Organization Director
Disciplinary Director

Recreational Soccer Director (Indoor & Outdoor) (Senior Director)
Director at Large

To be elected in ODD years, for a two-year term.

Vice-President (Senior Director)
Treasurer
Public Relations Director
Coaches Co-ordinator Mini Field (and Micro)
Equipment Director
Scheduler & Field Director
Competitive Soccer Director (Senior Director)
Director at Large



- i. The election shall be conducted by a minimum of three members of the existing Executive Committee, who are not eligible or will not run for office, in the election. (1 chair person & 2 ballot counters)
- ii. All members attending the AGM are required to sign in. Election ballots are required for voting for elected positions but changes to constitution will be decided by a show of hands.
- iii. Directors shall be elected for a **two year term**. The number of directors, if any, will be determined annually based on the projected workload. Board of directors can appoint a person to assist with their tasks and responsibilities. This person can attend meetings when the board member to report to the board on the specific part of the board member's responsibilities. This person must be approved by the rest of the board at any regular board meeting.
- iv. Another member in good standing must nominate any member running for a position on the Executive Committee. Any person in absentia, but willing to run must indicate his/her intention in writing to the Club Secretary.
- v. Only voting members shall be eligible to participate in the vote. Votes by proxy are not accepted.
- vi. Election to office shall require a majority of votes cast. Where a ballot does not result in a majority vote, the candidate/candidates with the least number of votes shall be struck from the ballot, and a new vote will be taken. This procedure shall be followed until a majority vote results.
- vii. When only one nominee has declared his/her intention to run, the person shall not be voted in by acclamation. A vote shall be taken.
- viii. Vacancies created on the Executive Committee after the election, will be filled by appointment, on a two-thirds majority vote of the Executive Committee. Such appointments shall be effective from time of appointment until the next AGM. The person appointed to a position will only be in this position for one year and will be an elected position at the following year's AGM regardless if it is an odd or even year.
- ix. If absolutely necessary, a board member can be replaced by a paid employee providing that the club can financially afford such salary and the board approves this in a vote at any board meeting.

Section 5 – Meetings:

a) **Annual General Meeting:**

- i. Held at completion of the current playing season. Place, date & time to be published at the beginning of the calendar year.

b) **Special General Meeting:**

- i. May be called at any time by the President
- ii. Must be called within 14 days of a written request signed by 11 active voting members.
- iii. Only the problem under consideration may be debated at a special general meeting

c) **Voting & Quorum:**

- i. All voting members present, except the President, shall have one vote.
- ii. The President shall exercise his voting right only in the event of a tie vote.

d) <u>Quorums:</u>	Adult/Coaches Meetings	- 15 members
	Annual General Meeting	- 15 members
	Executive Meetings	- Majority of the Executive present (minimum 5 Directors)



Section 6 - Signing Officers:

President, Vice President, Treasurer, and one other Senior Executive Committee member designated by the Senior Executive Committee will be the signing officers of the Club. Cheques shall require the signatures of two (2)-signing officers.

Section 7 – Resignations:

- a) Any member resigning from the Senior Executive Committee or the Executive Committee should submit their resignation in writing to the Club President.
- b) Any Board member that condemns another executive or their work in an unacceptable manner will be called to appear by the MHYSC discipline subcommittee who will determine if they will remain on the board. In all cases, a written apology will be mandatory.
- c) If it is evident that any member of the board of directors have abandoned their position for no apparent reason; they will be asked to step down by the president of the club. There will be a 30 day period allowed to confirm the abandonment of the board member's position.
- d) A Senior Executive Member must attend a minimum of 75% of the scheduled meetings. If an executive is absent 5 consecutive meetings, they must resign their position.

Section 8 - Financial Year:

- a) The financial year will be October 1st to September 30th.

Section 9 - Player Allocation Procedure:

- a) In an effort to have balanced teams, the following procedures will be followed for all House League teams and teams participating in WWISL:
- b) Allocation position and rotation are determined by the teams colour sequences.
- c) Registrants will be assigned to teams, in accordance with the player's evaluation on record from the previous year, major or minor (in full field divisions) and will be processed using the current software the club is using for registration purposes.
- d) Coaches and Assistant Coaches will have their children assigned to their team. Brothers and sisters will be assigned to the same team. Sponsors children will be assigned to their sponsored team. These are considered "Player Protects". Only 2 (two) player protects are allowed per coach or sponsor. A protect is considered a son, daughter, niece, nephew, cousin or a grandchild.
- e) Teams with less than a full roster (i.e. 15 players-full field & 11 players' mini- soccer) will have players assigned to them as they are registered with the Club.
- f) One (1) player trade per team may be allowed at the discretion of the Executive Committee. Trades must be of equal grading and age and will be considered only on request of the players' parent or guardians. Trades can only be completed prior to June 15th.
- g) A player may only be moved up one age group, but in no circumstance shall be moved down from his/her age group.

Section 10 - Competitive Teams:

- a) Competitive teams are considered any team not part of the House League schedule and registered in a OSA Provincial, Regional or District League.

Section 11 – Tenders and Purchases:

- a) Tenders for uniforms, equipment, trophies, photographs, and all major expenditures, should be requested from three (3) suppliers annually, or if an agreement is in place, at expiration of agreement.



- b) The Club Secretary should have copies of all tenders and a list of suppliers prior to being presented at any board meetings.
- c) Purchases over \$300 require the approval of the Executive Committee.

Section 12 - Constitutional Amendments:

- a) All proposed amendments to the constitution shall be forwarded to the Club Secretary one (1) month prior to the AGM.
- b) Amendments will be reviewed by the Executive Committee prior the AGM, in order to give their view to the membership, prior to voting at the AGM.
- c) Members will receive their copies of these amendments at the AGM. Hard or soft copies will be distributed 2 weeks prior to the AGM via the club's Official website
- d) Amendments may only be put forward, by the Club's voting members.

Section 13 – Directors and Officers Liability Insurance:

- a) Every member of the Executive for Mount Hamilton Youth Soccer Club shall be indemnified by The Club against all cost, losses and expenses incurred by them respectively in or about the discharge of their respective duties, except those which happen as a result of their own neglect or defaults. (For details see the Clubs Directors and Officers Liability Insurance forms.)

SECTION 14 – Club Head Coach:

- a) The Club Head Coach will work under the direction of a steering committee comprised of a minimum of 3 (three) members. Two (2) of this steering committee must be from the Board of Directors and any other member of this committee will be a member in good standing of the MHYSC

SECTION 15 – Administration Staff:

- a) The Senior Board of Directors are to ensure that ALL tasks are completed by the administration staff that are paid by the club. The board of directors can hire as many employees necessary provided the club can afford the salaries paid out and/or it has been included in the current year's budget.
- b) The Board of Directors are to ensure that a balance of responsibilities is completed by the administrator(s).
- c) The administrator(s) are primarily responsible to duties provided by the president, the vice president, the business & organization director, the competitive and recreational directors.
- d) The administrator(s) responsibilities will be detailed in the most current Job Description.

SECTION 16 - Members responsibility:

- a) Any member of the Club under investigation for unlawfully profiting or taking unfair advantage of Mount Hamilton Youth Soccer Club shall be temporarily suspended from the Club. If the member is proven guilty of such undertaking he/she shall be permanently dismissed from the Club. Further action may be taken, if deemed necessary by the Executive Committee.

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