### Point Edward Soccer Club 2014

###  Constitution

#### NOTE: Adopted January 1, 2104

***Article I.   Club Name***

The name of this organization shall be the Point Edward Soccer Club, hereinafter
referred to as PESC.

***Article II.   The Objects***

The PESC shall have the following objectives:

* To govern, foster and promote the game of soccer through recreational boys’ and girls’ soccer programs, games and leagues for Point Edward and the surrounding area.
* Arranging games as well as establishing and granting awards and distinctions.
* 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.

***Article III.   Affiliation***

The PESC shall be a member of the Point Edward Minor Athletic Association and shall follow the published Bylaws and Code of Conduct of the PEMAA.

***Article IV.    Membership***

The membership of the PESC shall be open to all residents of the Village of Point Edward and surrounding areas that are interested in supporting the activities of the club.

Members are:

* All parents or legal guardians of players currently registered with PESC.
* Players, coaches, conveners and referees registered with the club.
* Members of the Executive Board of Directors for the current year.
* 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 such as Team Sponsors.

The PESC or the PEMAA have the right to deny membership or revoke a current membership of anyone they feel does not adhere to our rules or jeopardizes the integrity of our organization.

***Article V.   Governance***

The management and administration of the PESC shall be vested in the Soccer Committee (hereinafter known as the Committee), with full authority to act as they see fit within the scope of the Constitution and By-Laws.  To operate effectively and efficiently, the Committee shall comprise of a minimum of 6 individuals and no more than 10.

The Committee shall consist of the following appointed positions:

Convenor
Secretary
Treasurer

Coach Coordinator

Divisional Coordinators

Liaison

NOTE:

* Committee members shall be eighteen (18) years of age or older.
* A committee member may hold more than one position
* All committee members shall remain in office until they decide to leave or they are asked to step down.

***Article VI.   Appointments***

The Convenor will have the final say in who sits on the Committee and will use the input of both the existing Committee members and the PEMAA.

All vacancies on the Committee will be made public through advertising and through word of mouth. All those interested will be asked to submit their name in writing to the Convenor so that they may be considered.

If no names are submitted, the Committee can choose to run one season with vacancies before deciding on the future of the program.

***Article VII.   Vacancies***

The Convenor will be the only one to accept a committee member’s resignation. They will bring it before the Committee and start the process of posting the open position. The Convenor will also have the right to ask someone to resign if they have committed a criminal offense or act in a manner that goes against our policies.

***Article VIII.   Duties of Committee Members***

All Committee members are expected to attend regular and special meetings as scheduled by the Convenor.  If a Committee member will be absent from a meeting, he/she should give proper notice of their absence.  Meetings are where decisions will be made for upcoming seasons and all members are expected to give input.

**Convenor:**

* Organize and attend all meetings
* Be present at all registration dates
* Ensure all positions on the Committee are filled and that roles are clearly defined
* Execute the business portion of each meeting
* Oversee the daily operations of the committee during the soccer season
* Delegate authority to other members as need be
* Have the deciding vote if there is a tie in regards to any matter
* Have signing authority along with the Treasurer
* Ensure all forms are ordered for the upcoming season

**Treasurer:**

* Attend all meetings and provide a financial update to the Committee
* Be present at all registration dates
* Maintain detailed record of all payments, invoices and receipts for club account.
* Make all bank deposits as necessary.
* Issue payments for equipment, rentals, etc.
* Issue payments for all approved expenses
* Issue receipts to all those that are Sponsors of our Club

**Secretary:**

* Attend all meetings and record minutes.
* Be present at all registration dates
* Type and distribute the minutes to all executive
* Ensure the website is updated with all changes
* Ensure meeting minutes are posted to the website
* Send out notice of meetings and agenda as required to all Committee Members, if not done by the Convenor
* Ensure Sponsor request letters are sent out each year

**Coach Coordinator:**

* Attend all meetings
* Sign up coaches at all registration dates
* Keep record of all coaches, police checks and affidavits
* Assign appropriate coaching staff to all teams
* Organize and notify all coaches of the coaching clinic date and location
* Handle all issues regarding coaches or questions from coaches

**Divisional Coordinators:**

* Attend all meetings
* Be present at all registration dates
* Organize shirt order for all teams in their division
* Place all players on a team and submit to Convenor for final approval
* Inform all coaches within their division of their team list and ensure they are told to inform the players
* Handle all emails and other enquiries about their respective divisions
* Ensure all equipment is ready to go for the start of the Season
* Assist in the picture day organization as well as the Final Day festivities

**Liaison:**

* Act as the voice between the PESC and the PEMAA Board
* Assist the Soccer Committee in any area there is a vacancy until the position is filled and help with any duties the Convenor feels need extra attention
* Will not have a vote at any PESC meeting unless a decision is brought before the PEMAA Board for consideration.

***Article IX.   Meetings:***

**Committee Meetings**

The PESC will meet quarterly to discuss all matters relating to the Soccer season. Issues from the past, present or future season can be discussed at this time. Anyone not on the Committee can attend these meetings or have something brought up for discussion if prior written notice is given to the Convenor through our website. Meetings need to have the majority of the members present for any decisions to be voted on and carried out.

Additions to the agenda can be made up to one week prior to the meeting date and will only be made if written notification is sent to the Convenor. In the Convenors’ absence, the Secretary or Treasurer may alter the agenda.

Special meetings may be called if a situation arises that cannot wait until the next regular meeting. Situations also can be handled through emails if all parties are in agreement.

The meetings will follow the agenda and the general format will be much like the meetings of the P.E.M.A.A.;

1. Attendance recorded.
2. Reading and approval of the minutes of the previous meeting.
3. Convenor’s report.
4. Treasurer’s report.
5. Coach Coordinator’s report.
6. Other Divisional Coordinator’s reports.
7. New business.
8. Items brought forward through website.
9. Date selected for next meeting.
10. Adjournment.

Voting at Meetings

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

Each member is entitled to one vote at the meeting.

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

Amendments to the Constitution and by-laws are to be performed at the discretion of the Convenor and The P.E.M.A.A.  All proposed amendments must be forwarded in writing to the entire Committee for review and then approval at the next scheduled meeting.

Once a change is voted on, the change must be posted on the website as soon as possible.

***Article XI.   Expenses***

* All reasonable out-of-pocket expenses incurred by any Committee member shall be reimbursed.
* Prior approval should be obtained by the Treasurer whenever possible, and once the expense is incurred, the receipt should be turned into the Treasurer.
* The Treasurer can obtain approval for expenses from either the Convenor or Secretary.

***Article XII.   Harassment***

* The PESC shall adhere to the Harassment Policy as published and approved by the PEMAA.
* The Harassment Policy shall apply to all members of the PESC - including all Board Members, Committee Members, volunteers, game officials, coaches, assistant coaches, players and parents.  Failure to do so will result in the removal of that person from the PESC.
* 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 Harassment Policy will be posted on the Main website for all to access.