

Oakville MCM Soccer Club

CONSTITUTION



Executive Committee
4 October, 2016



Oakville MCM Club Constitution

The Club's Constitution is an evolving document and should keep pace with changes in the sport, the Club's focus and composition and the Club's ever-evolving mission. Club's Constitutions should also be revised to reflect any changes in the policies and procedures of the Club Sports program as a whole. A Club should review its Constitution every two years. Once a Club has formally amended its Constitution and/or Bylaws, the amended Constitution must be submitted to the Club Sports Governing Board for approval.

Article 1. Name

The Club will be called: Oakville MCM Soccer Club ("Club") and will be affiliated to the Peel Halton Soccer Association, the Ontario Soccer Association, and the Canadian Soccer Association.

Article 2. Club Colours and Logo

Section 1: Colours

The Club's official colours are red, white and blue.

Section 2: Logo and Emblem

The Club's logo is a shield with the name of Oakville MCM Soccer Club and a picture of a soccer ball. The logo shall be placed on the left breast, with numbers on the back of the jersey.

Section 3: Use of Logo and Emblem

Any and all use of Club logos and emblems should be pre-approved by the Committee prior to usage in any regard.

Article 3. Mission Statement

Refer to Mission Statement and Code of Ethics of the Club.

Article 4. Membership

Membership should consist of officers, players, non-playing members, and alumni of the Club.

All members will be subject to the regulations of the Constitution, and by joining the Club will be deemed to accept these regulations and codes of practice that the Club has adopted.

Section 1: Eligibility

- Officer: Voted by the Club
 - Player: Selected by Coach of an MCM team, signed to an active roster, and registered with OSA
 - Non-playing member: Active Member (as defined below) but not register as a Player (as defined above) of the Club
-



- Alumni: Voted by the Executive Committee based on the principles of the Constitution and Code of Ethics of the Club

Section 2: Active Membership

- Must be a member in-good-standing;
- Pay dues on a timely basis; and
- Adhere to Club Constitution, Mission Statement, Code of Ethics, and Operating Guidelines

Section 3: Privileges

- Have the right to vote
- Have the right to attend Club functions

Section 4: Termination of Membership

Membership in the Club shall be deemed to have been terminated:

- If the Member submits a signed letter of resignation to the Club
- If the Member is expelled by the Executive Committee
- If the Member is no longer registered with the Club

Article 5. Membership fees

Membership fees will be set annually and agreed by the Executive Committee.

Fees will be paid annually by the date established and communicated by the Executive Committee. Upon request, and under special circumstances, the President may elect to waive all or any part of the registration fee for individual players.

Article 6. Members of the Executive Committee

Section 1: The officers of the Club will be:

- President
 - Vice President
 - Chair Person
 - Secretary
 - Treasurer
 - Field Convenor
 - Social Convenor
 - Media Officer
 - Registrar
-



Section 2: Duties of Office

- President: The President shall preside at all general meetings of the Club, and of the Executive Committee and shall be ex officio a member of all sub-committees, except for a nominations committee; shall appoint all chairs of standing and special committee subject to ratification by the Executive Committee; coordinate all duties of the Executive Committee, sub-committees, staff; and shall be the spokesperson for the Club.
- Vice-President: The Vice-President shall act in the absence of the President and shall have other powers as assigned by the Executive Committee.
- Treasurer: The Treasurer shall ensure that full and accurate records are kept of the accounts of the Club; shall report to the Executive Committee at least once per quarter; and shall submit and Annual Report at the Annual General Meeting.
- Secretary: The Secretary shall maintain a record of all minutes of the organization, maintain copies of all Executive Committee and any sub-committees reports, notify members of the Executive Committee and any sub-committees of their election or appointment, sign all certified copies of acts of the Club (unless otherwise specified in the Club's published rules), maintain record books in which bylaws, published rules and minutes are entered and have the current record books available at each meeting, arrange to publish notice of general meetings, send to the Executive Committee and any sub-committees notices of each meeting, conduct the general correspondence of the organization that is not the proper function of another office or committee, prepare prior to each meeting in consultation with the presiding officer and order of business, and, in the absence of the President and Vice-President, preside until the immediate election or appointment of a new presiding President and/or Vice-President
- Other Executive Committee Positions: The Executive Committee shall determine the duties of the other members of the Executive Committee and any sub-committees established during the course of operations.

An Executive Committee member may hold more than one position.

Section 3: Eligibility

In order to be eligible for the Executive Committee and any sub-committees, the candidate must have been a member in-good-standing for one season.

Section 4: Elections

As described in Article 10.

Section 5: Term of Office

All officers will serve for 2 years, and the President will serve for 5 years. All Officers of the Executive are eligible for re-election, and continue to serve for additional terms of office.

Section 6: Vacancy of Committee Position

A director has the right to resign her or his position by submitting a signed letter of resignation to the Club.

A vacancy on the Executive Committee and their respective position(s) held, cause by death, or resignation, which was accepted by the Executive Committee, shall be filled by a majority vote of the Executive Committee. The successor Committee member shall hold his or her incumbent's position(s) for the remainder of the term being filled.



Section 7: Removal of a Member of the Committee:

No member of the Executive Committee shall be removed for arbitrary reason(s), but may be removed if there was a breach of the Club's Constitution, Mission Statement, Code of Ethics, or Operating Guidelines.

Article 7. Committee

The Club will be managed through the Executive Committee consisting of Officers as described in Article 6.

The Executive Committee meetings will be convened by the Secretary of the Club and held no less than 6 times per year, and the Annual General Meeting. The Secretary may appoint the Chair Person to organize Committee and sub-committee meetings. The quorum required for business to be agreed at the Executive Committee meetings will be: 5 votes.

The Executive Committee will be responsible for adopting new policies, codes of practice and rules that affect the organisation of the Club. The Executive Committee will have powers to appoint sub-committees as necessary and appoint advisers to the Executive Committee as necessary to fulfil its business. The Executive Committee will have the power to decide on matters via email where time is a constraint.

In order to maintain honesty and trust between Executive Committee members during the course of meetings, any and all communication and matters discussed during Executive Committee meetings shall remain confidential. Club Members are allowed to request access to Executive Committee meeting Minutes, but must do so through a formal written request to the President, and the Executive Committee reserves the right to redact and edit any aspect of the Minutes before submitting the Minutes.

Any gifts accepted by Committee members must be declared immediately to all Executive Committee members.

The Executive Committee, through the Disciplinary Sub-Committee, will be responsible for disciplinary hearings of members who infringe the Club rules/ regulations/ constitution. The Disciplinary Sub-Committee will be responsible for taking any action of suspension or discipline following such hearings within a 14 day period. The Disciplinary Sub-Committee will abide by the disciplinary rules established by the OSA and will report any members voluntarily as required by the rules of the OSA.

Article 8. Finance

All Club monies will be banked in an account held in the name of the Club. The financial year of the Club will end on: 31 October.

The Club Treasurer will be responsible for the finances of the Club as described in Article 6, Section 2.

Section 1: Club Bank Account Signatories:

Signatories on the Club's bank account have to be the Treasurer and one more Officer of the Club, as appointed by the Executive Committee.



Section 2: Year End Financial Results:

A statement of annual accounts will be presented by the Treasurer at the Annual General Meeting. Any member, upon request, will have the right to review the Club's books and records. Refer to Club's Mission Statement as well.

Section 3: Budget and Planning:

The Annual Budget will represent the pre-approved expenses of the Club for the upcoming year. The Annual Budget must be approved by the Executive Committee before the commencement of the season.

Section 4: Authorization of Expenses:

Individual expenses included in the Annual Budget greater than \$1,000 must be pre-approved by the Executive Committee prior to a compromise being completed on behalf of the Club. Any individual expenses that have not been pre-approved by the Annual Budget must be approved by the Executive Committee regardless of monetary or non-monetary value.

Article 9. Club Funds

Section 1: Dues

Dues for the upcoming season will be communicated to all Club members at the AGM for the previous season.

Section 2: Sponsorships

All sponsorship funds will require the approval of the Executive Committee prior to accepting the funds into Club finances. Sponsors must be aligned to the Club's mission and values. It is the Executive Committee's responsibility for the allocation/distribution of all sponsorship funds within the Club.

Article 10. Meetings

Notice of Annual General Meetings (AGM) will be given by the Club Chair Person. Not less than 21 clear days notice to be given to all members.

The members attending the AGM will receive or be presented with a report from Officers of the Executive Committee and a Statement of the Accounts.

Nominations and elections for Officers of the Executive Committee will be presented at the AGM. All members, in-good-standing, have the right to vote at the AGM.

The quorum for AGMs will be 25% of the membership. A statement must be made that quorum has been met at the AGM.

Decisions may be made by the Executive Committee via email in the event of emergencies or inability to meet in person.

Article 11. Discipline and Appeals

All complaints regarding the behaviour of members should be presented and submitted in writing to the Executive Committee.



The Executive Committee will meet to hear complaints within 14 days of a complaint being lodged – the “disciplinary hearing”. The Executive Committee will delegate the decision to the Disciplinary Sub-Committee, which will have the power to take appropriate disciplinary action including the termination of membership.

The Disciplinary Sub-Committee will be comprised by 3 appointed Officers of the Executive Committee, as determined by the Executive Committee.

The guidelines of the OSA will be used, where applicable, to guide the Disciplinary Sub-Committee in its determination of appropriate sanctions, penalties and fines.

The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 7 days of the hearing.

There will be the right of appeal to the Disciplinary Sub-Committee following disciplinary action being announced. The Sub-Committee should consider the appeal within 7 days of the Secretary receiving the appeal.

If the Appeal is denied by the Disciplinary Sub-Committee, the Club member has the right to appeal the decision to the district or provincial association that the Club is associated with.

Article 12. Affiliations

- National Governing Body: CSA
- Provincial Governing Body: OSA
- District Governing Body: Peel-Halton

Article 13. Amendments

Section 1: Procedure for Amendment

Recommendations for Amendment must be presented to the Committee for examination.

Section 2: Ratification

As long as quorum is met, the majority vote at the Committee meetings is sufficient to ratify an amendment.

Article 14. Indemnity

Members of the Executive Committee or other servants to the Club, their heirs, executors, administrators and estate and effects respectively shall be indemnified and saved harmless at all times 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 neglect or default.

Article 15. Dissolution



A resolution to dissolve the Club can only be passed at an AGM through a majority vote of the membership. In the event of dissolution, any assets of the Club that remain, after all liabilities are satisfied, will become the property of the Founder (Mr. Manfred C. Muntwyler).

Article 16. Declaration

Oakville MCM Soccer Club hereby adopts and accepts this Constitution as a current operating guide regulating the actions of members.

Signed:

Date:

Name:

Position: Club Chair

Signed:

Date:

Name:

Position: Club Secretary

Signed:

Date:

Name:

Position: Club President and Founder