

Walkerton Minor Soccer Club Constitution  
**Walkerton Minor Soccer Club**  
**CONSTITUTION & BY-LAWS**

**Article I** **NAME**

The name of the organization shall be "Walkerton Minor Soccer Club". Hereafter referred to as WMSC.

**Article II** **OBJECTIVES**

1. To foster and improve soccer in Walkerton and District.
2. To develop healthy attitudes towards both competition and co-operation.
3. To promote leadership, sportsmanship, enjoyment and good conduct and the interests of the members of WMSC.

**Article III** **MEMBERSHIP**

1. Membership in WMSC shall be open to all parents/guardians of children registered, provided they are in good standing.
2. Non-parent coaches/administrators and referees will be members.
3. Members in good standing meet the following criteria:
  - fees are paid, proper registration form completed and signed.
  - agree to abide by and comply with the constitution, by-laws and playing rules of WMSC.

**Article IV** **CONSTITUTIONAL / BY-LAW AMENDMENTS**

Any Constitutional Amendment:

1. Must be presented in written form to the Secretary two weeks prior to the A.G.M. A supporting rationale for the change is suggested.
2. Must be ratified by a simple majority of those attending the A.G.M. Notice of the A.G.M. will appear in the local newspaper.
3. May only be presented and voted on at the A.G.M.

The Executive may amend by-laws throughout the year. Changes passed by simple majority. The Executive may call an emergency meeting at any time during the year to agree upon an amendment or ratify the constitution; changes passed by simple majority.

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## Article IV

## VOTING

1. The Executive has voting rights at General Meetings.
2. Any one person will have only one vote.
3. A recorded vote will be taken.
4. A quorum will consist of half the Executive plus one. A quorum is the number needed to transact business. The presiding officer at a meeting should not take the chair until a quorum is present unless there is no hope of a quorum attending. Then no business can be transacted except to adjourn. If no one objects, debate may continue, but the only vote taken is the one for adjournment.

## Article IV

## MEETINGS

1. All interested persons are eligible to attend the General Meeting of WMSC or any Executive meeting. At an Executive Meeting, only the Executive can vote.
2. The A.G.M. will be held in September/October.
3. Other Executive Meetings will be held monthly or at the discretion of the President.

## Article V

## THE EXECUTIVE

The Executive of WMSC shall consist of the following members:

President	Referee Co-ordinator
Vice President	Field Maintenance Manager
Secretary	Publicity Manager
Treasurer	Coach Coordinator
Registrar	House League Convenor
Equipment Manager	Lakeshore Convenor
Head Referee	

One person may hold more than one executive position.

### Convenors: Non-Executive Positions

Town Liaison          Tournament Convenors          Photograph Convenor

Communications Convenor

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**DUTIES OF THE OFFICERS**

**Article V**

The President shall:

- call and preside at all meetings
- receive and file all correspondence
- act as spokesperson for the Club
- have the authority to inquire into any matter pertaining to the affairs of the Club and ask any representative to attend a meeting
- be an ex-officio member of any committee authorized by the Club
- delegate tasks
- provide an agenda for all executive meetings
- submit budget proposals to the Treasurer of the Club by December 1

In the event that the President is unable to attend a meeting, the Vice-President or the Secretary or Treasurer shall preside.

The Vice President shall:

- carry out the duties of the President in his/her absence
- perform other duties delegated by the President
- be the liaison with the Convenors and the Executive
- establish a liaison with the organizers in the other towns playing in the House League
- submit budget proposals to the Treasurer of the Club by December 1

The Secretary shall:

- record the minutes of all meetings and forward a copy to the Executive no more than 10 days after the meeting
- keep records for annual trophies and their return
- circulate information deemed necessary to the Executive no later than 10 days before the A.G.M.

The Treasurer shall:

- collect and receipt all monies due and maintain proper accounts and records
- submit all accounts payable to the Executive for approval
- sign, issue and record all cheques: cheques to be co-signed by the President or Treasurer and/or one other executive member - to be chosen at the start of the year.
- present a financial report at each Executive and General Meeting
- prepare a draft budget for the January meeting from Executive member input.
- distribute to coaches pay for referees.

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The Registrar shall:

- organize registration dates and inform the Recreation Department and newspapers
- organize help for Registration
- be the only person to receive and file all player registrations
- ensure the Treasurer receives a complete list of all registered players
- deliver the appropriate player registrations to the convenor involved as soon as possible after registration is closed
- complete Youth Recreational Team registration forms (obtained from EMSA)
- complete Play-out Right forms (obtained from EMSA)
- ensure Out-of-Town teams get carded
- submit budget proposals to the Treasurer by December 1

The Equipment Manager shall:

- provide the Treasurer with a needs estimate for the upcoming season
- with Executive approval, order the necessary equipment and uniforms for the season
- ensure that equipment is stored properly
- sign out equipment to the coaches and receive all equipment back from coaches at end of season
- at the end of the season take a complete and itemized inventory of all equipment and uniforms
- submit budget proposals to the Treasurer by December 1

The Referee Co-ordinator shall:

- arrange a yearly referee clinic
- schedule referees for all games except the U6 level
- schedule linesmen for games as per league requirement
- dispense payments monthly to all referees and linesmen, and keep records thereof
- submit financial statement of wages to the board at year end
- submit budget proposals to the Treasurer by December 1
- assist the Head Referee as required
- organize an annual review of rules and obligations with refs
- pass on schedule to treasurer and distribute to all coaches, president and lakeshore convenor

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The Publicity Manager shall:

- promote Minor Soccer and advise newspapers etc. of upcoming events, news items.
- recruit and liaise with sponsors, eg. Sponsor Tournaments
- develop and monitor a sponsor program
- liaise with the local newspapers to promote sponsors e.g. weekly scoreboard
- monitor local newspapers to ensure write ups are maintained to the proper standard and include sponsors
- chair any publicity related function
- submit budget proposals to the Treasurer of the Club by December 1
- publish and distribute registration newsletter and flyers to schools

The Coach Co-ordinator shall:

- recruit coaches and assistant coaches for each team
- arrange for training of coaches
- arrange for soccer camps for players (1 day - 1 week)/mini tournament
- obtain police checks of all coaches and assistant coaches
- provide coaching material/books etc
- assist with balancing teams to coaches
- submit budget proposals to the Treasurer of the Club by December 1
- maintain a list of coaches and provide to secretary

The Field Maintenance Manager shall:

- make sure all lines are drawn in time for games
- check on conditions of fields
- maintain good nets
- maintain Lining machine and keep sufficient paint on hand
- liaise with town parks supervisor as required
- submit budget proposals to the Treasurer of the Club by December
- ensure portable toilets are available at Brant School and ensure that there are extra facilities for both the Under 10 tournament and the Lakeshore tournament; and any other tournament that Walkerton is hosting.
- liaison with town/recreation department

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The Lakshore Convenor shall;

- attend all league meetings for Lakeshore leagues
- assist Registrar to make sure all players are registered/carded and teams have playing-out rights
- liaison between League, Coaches and Executive
- assist in balancing teams
- provide equipment manager with updated rules for coaches binders before the start of the season
- submit budget proposals to the Treasurer of the Club by December 1

The House League Convenor shall:

- appoint sub-convenors for each division – U6, U8, U10
- provide schedules for the Division House Leagues
- assist in balancing teams
- monitor leagues through the season
- liaison between coaches and the executive
- assist with the set-up for playoffs
- provide equipment manager with updated rules for coaches binders before the start of the season
- submit budget proposals to the Treasurer by December 1
- liaison with other town representatives
- arrange a referee refresher with local league

The Head Referee shall:

- arrange recruitment and training of referees to required standard
- coach, mentor and provide feedback to referees
- assist the Referee Co-ordinator as required

## **CONVENORS (NON-EXECUTIVE POSITIONS)**

The Tournament Convenors shall:

- issue invitations to out-of-town teams
- set up playing format for each tournament
- arrange with Referee-in-Chief for referees and linesmen
- arrange for food/drinks sale and workers

The Photograph Convenor shall:

- arrange for photographer, date, location and distribution

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The Town Liaison shall: (more than one)

- be a liaison between the Town, the Recreation Department and the Executive/Minor Sports

The Communications Convenor shall:

- maintain a website for WMS.