**LINCOLN SOCCER CLUB CONSTITUTION est.1966**

1. A) the name of the organization shall be the ‘Lincoln Soccer Club”; hereinafter referred to as the Club, with headquarters in the Town of Lincoln.

B) The Club shall be affiliated with the Ontario Soccer Association (O.S.A.) through the Canadian Soccer Association (C.S.A.) through association with the Niagara Soccer Association (N.S.A.).

 C) The Club colors are forest green, white and black.

2. A) The object of the Club is the promotion and development of the sport of soccer within the confines of Town of Lincoln for residents regardless of sex and for all age groups three (3) and older.

B) To fulfill our mandate, we believe that our time, our talents and our efforts should be directed toward the development of the following traits in the members we serve:

1. a sense of fair play
2. the ability to accept victory or defeat with equal grace
3. the recognition of individual effort and team accomplishment, and
4. to teach the skills of soccer.

Further, we believe these traits are best taught by example and by participation. Above all, we wish to guard against any element, which distract from our image of soccer and its enjoyment by all participants.

3. A) Registration fees shall be established by the Board of Directors or Executive and presented at the Annual General Meeting.

B) Application for registration shall be made on a form or online provided by the Club. Registration fees must accompany all applications.

C) Registration fees may be waived at the discretion of the Executive.

D) Team sponsor fees shall be established by the Board of Directors or Executive and presented at the Annual General Meeting.

4. A) The business of the Club shall be conducted by the Executive of the Club. This Executive shall consist of the following officers:

 1. Past President

 2. President

 3. Vice President

 4. Secretary

 5. Treasurer

 6. Conveners

 7. Director – Sponsors & Uniforms

 8. Director – Tournaments

 9. Head Referee

 10. Director – Property

 11. Head Coach

 12. Registrar

 13. Statistician & Rules Package & Scheduling

 14. Director of Picture Day

 15. Select League Convener

 16. Final Day Convener

 17. Discipline Committee

AMENDED AT THE 2008 AGM – ADMINISTRATIVE SECRETARY will take over positions 4, 5, 7, 8, 12, 14 and 16.

B) The Executive may add other Directors, at any time, to assistwith the affairs of the Club.

AMENDED AT THE 2008 AGM – 4 DIRECTORS AT LARGE were added to the Executive Board with full voting privileges.

Amended at the 2012 AGM – Directors At Large must be past board members in good standing.

C) Special event duties will be allocated by the Executive.

**PREAMBLE**

The Executive reserves the right to terminate the tenure of any Executive member whose commitment to the Club is called into question because of lack of attendance at Executive meetings and or the failure to carry out duties which he/she were assigned. Executive members who cannot attend meetings are expected to deliver progress reports regarding their assigned duties.

5. The duties of the Executive members shall be as follows:

 a) Past President - to help Club and President in whatever role is needed.

 b) President – The President will call and preside as Chairman at all scheduled meetings of the Executive and will act as spokesman for the Executive. Further, the President will provide direction for the Officers of the Club. The President will prepare a written report, with the aid of the Executive, outlining notable events which occurred in the previous season and statements which provide direction for the up and coming season. The President will also maintain a file of Club activities, which will be passed along to his/her successor. The president must have served 2 consecutive years in good standings on the Executive board for Lincoln Soccer Club.

c) Vice-President – The Vice-President will assume the duties of the President when the President is absent and will perform duties as assigned by the Executive.

d) Secretary - The Secretary will record minutes of Club meetings and maintain all records of Club activity and business. The Secretary will bring to the attention of the President and Executive all correspondence received.

e) Registrar – The Registrar will be responsible for the registration of all players.

This duty will include the following:

 i) the setting of the dates and times of registration

1. the production and supply of registration forms
2. the registration of players and teams on proper O.S.A. forms
3. the acquisition of registration facilities
4. the acquisition of sufficient personnel to staff the registration desks
5. the sorting of registration forms into the appropriate age, sex and competitive categories
6. presentation to the Executive of registration facts and figures
7. provide aid to the appropriate Conveners in team selection
8. the ***R***egistrar will also obtain and distribute to the coaches of travel teams, the necessary sanctioned travel cards and act as a liaison between coach and the N.S.A. to ensure proper registration.

f) Treasurer – The Treasurer will maintain all Club funds received in accounts as directed by the Executive. The Treasurer will also pay all accounts as authorized by the Executive upon receipt of proper invoices. The Treasurer will prepare a financial report giving an accurate accounting of Club funds upon request by the Executive. Further, the Treasurer will prepare an annual statement of accounts detailing the Club’s financial situation for the annual meeting. The Treasurer will maintain the account books in good order to facilitate an annual audit. The Treasurer will maintain a file of financial records and matters to be passed on to his/her successor.

g) – j) Conveners –Conveners will attend appropriate Club and League meetings and pass on pertinent information to the Executive. They will supervise the choosing of teams and the entry of said teams into the appropriate leagues of play along with making application of play to the various leagues and the registration of players to these said leagues. During the season they will be responsible for the dissemination of information, to the appropriate Divisional Conveners, regarding changes in rules of play, schedules of play, league standings, play-off information and all other pertinent information.

k) Director – Sponsors – This Director will actively seek sponsors for the Club’s teams according to the fee schedule set at the Annual General Meeting. This Director will pass along sponsorship funds to the Treasurer and will provide the Executive with a list of sponsorships along with sponsor requests. This Director will keep sponsors informed of the activities of the Club and of the playing record of the appropriate team. This Director will also convey messages from the Club to the Sponsor upon request by the Executive. This Director will also be responsible for the purchase of uniforms.

l) Director – Tournaments – This Director will prepare tournament formats for all tournaments sanctioned by the Club whether they are Invitational or End of Year under the direction of the appropriate Convener. A further requirement will be the gathering of information regarding potential outside tournaments. Such information will be passed on to Conveners and appropriate coaches. This Director will also be responsible for the acquisition of prizes and awards given to winning teams and their players as defined by the Executive.

m) Head Referee – The Head Referee will be responsible for the active recruitment and the training of all referees employed by the Club. This will involve the notification of potential referees as to the availability of referee's clinics as well as the organization and hosting of said clinics. The Head Referee will be responsible for the assignment of referees to all games sanctioned by the Club. The Head Referee will also be responsible for the distribution of fee charges by the referees and the keeping of appropriate payments records.

n) Director – Property – This Director will be responsible for the purchase of all equipment upon request by the Executive. As well, this Director will be responsible for the maintenance and storage of all Club equipment. This Director will assist the Executive in acquiring all necessary playing fields as deemed by the Executive. The lining and maintenance of the above playing field is within the jurisdiction of the Property Director.

 o) Head Coach – The Head Coach is responsible for the active recruitment and training of coaches for the House League as well as for the Travel teams as deemed necessary by the Executive. This individual will notify coaches of available clinics as well as arrange for the organization and hosting of such clinics. The Head Coach will coordinate with the statistician a system whereby current league standings may be kept. The Head Coach will also make coach performance reports to the Executive upon request. These reports may be used by discipline committees upon direction from the Executive.

p) Statistician – The Statistician***,*** with aid from the Head Referee, the Head Coach and the Conveners***,*** will keep up to date records regarding team standings. This information should be passed on to the Director of Tournaments upon request.

6. The election of Executive Officers and Directors for the Club will take place at the Annual General Meeting. Nominations for open positions on the Executive will be received by the existing Executive at the Annual General Meeting.

a) At the Annual General Meeting held in even numbered years, the following positions are declared open for election: President, Secretary, Director of Property, Director of Tournaments, and Head Coach, Interlock Convener, Under 10 Convener, Under 12 – 18 Boys Convener, Under 12 – 18 Girls Convener, Mini Convener and Timbit Convener will be elected to a two year term by open ballot.

b) At the Annual General Meeting held in odd numbered years, the following positions are declared open for election: Vice President, Treasurer, Director of Sponsors, Head Referee, Registrar, and Statistician/Scheduling, Travel Convener, Picture Day Convener, Select Convener and Final Day Convener, will be elected to a two year term by open ballot.

c) Should a position of the Executive become vacant before the term of office expires, the Executive may:

1. directly assume the responsibilities of the vacant position

Or

1. appoint an appropriate officer to the vacant position
2. open for election to the general public

7. The order of business at the Annual General Meeting will be as follows:

1. Roll Call of Officers
2. Reading of the minutes of the last Annual General Meeting
3. President’s Report
4. Treasurer’s Report
5. Convener’s Report (House League, Travel)
6. Head Referee’s Report
7. Head Coach’s Report
8. Registrar’s Report
9. Amendments to the Constitution
10. Unfinished business
11. Election of Executive Officers
12. New business
13. Adjournment

8. a) The Annual General Meeting will be held no later than the last day of the month of November each year.

1. The community (citizens of the Town of Lincoln) must be notified no later than September 15th prior to the meeting date established by the Executive. Such notification may be made by newspaper advertisement or newsletter or personal letter. Such notification must indicate the time, date and place of the meeting.
2. Only community members may vote at the Annual General Meeting. It shall be the responsibility of the Executive of the Club to verify citizen status. Members of the club shall include all coaches, referees, parents or guardians of athletes registered for the current year in good standings, athletes of 18 years or older.

9. a) Amendments to the Constitution of the Club will take place only at the Annual

 General Meeting.

1. All proposed amendments to the Constitution must be in writing and must be in the hands of the President or Secretary seven days prior to the Annual General Meeting.

c) Amendments to the Constitution shall require a 2/3 vote of those present to be carried.

d) Proposals to amend the Bylaws must be made in writing to the Secretary or President no later than the first day of October prior to the Annual General Meeting. Amendments to the By-laws require 50% plus one vote to be carried.

e) A quorum shall consist of a minimum of six (6) persons representing the Club or the community.

f) Proxy votes will not be accepted at the AGM.

g) Special General Meetings may be called by the Executive at any time.

h) The President must call at least six (6) meetings of the Executive per year. The first meeting of the Executive must be held no later than thirty (30) days after the Annual General Meeting.

i) Nominations for positions on the Executive will be called for by the President at the Annual General Meeting. Nominations received will be read aloud by the President at this Meeting.

10. a) Robert’s Rules of Order shall govern the operation of the Executive meetings, the

 Annual General Meeting and all other General Meetings.

b) Discipline shall be as outlined by the Club, with right of appeal to the N.S.A.

c) The Club shall support and maintain the Principles of the Laws of the Game as established by the O.S.A.

d) The Club may make such rules and regulations as may be deemed necessary to promote, develop and govern the game of soccer within the Town of Lincoln.

e) The Executive shall deal with all matters of concern to the well being of the Club and the promotion of soccer in the Town of Lincoln.

Approved: **ALL IN FAVOR** Date: **November 28, 2012**