

# Giovanni Caboto Soccer Club



## CONSTITUTION

ADOPTED JANUARY 2005

AMMENDED FEBRUARY 2013

# GIOVANNI CABOTO SOCCER CLUB CONSTITUTION

## TABLE OF CONTENTS

Part	Title	Page
1	The Name	3
2	Objectives	3
3	Governance	3
4	Membership	3
5	The Committee or Board of Directors	4-5
6	Meetings	5-6
7	Duties of the Executive and Directors	6-7
8	Committee	7
9	Parliamentary Authority	7
10	Finance	7
11	Rules and Regulations	7-8
12	Amendments of Bylaws and Rules and Regulations	8
13	Harassment	8
14	Dispute Resolution	8
15	Dissolution	8

# **Giovanni Caboto Soccer Club Constitution**

## **PART 1: THE NAME**

The name of this club shall be the Giovanni Caboto Soccer Club, hereinafter referred to as the Club. The Head office of the Club shall be located within the Giovanni Caboto Club 2175 Parent Avenue, Windsor, Ontario.

## **PART 2: OBJECTIVES:**

The club shall have the following objectives:

1. To help individuals develop their character as resourceful and responsible members of their community by providing opportunities, through the game of soccer, for their mental, physical, social and leadership development.
2. To promote and develop the game of soccer, both indoor and outdoor.
3. To provide a safe haven for individuals with physical and mental disabilities to participate in various sports and Special Olympic events through our sister organization, the Caboto Specials.

## **PART 3: GOVERNANCE AND AFFILIATION:**

1. The Club shall be a member of the Essex County Soccer Association, hereinafter referred to as the ECSA and the Ontario Soccer Association, hereinafter referred to as the OSA.
2. The Club is subject to the published rules in declining order of authority of the following governing organizations to which it is affiliated:
  - a. The Giovanni Caboto Club
  - b. The OSA
  - c. The ECSA
  - d. The Club
3. The Board of Directors of the Club may from time to time choose to affiliate itself with other soccer clubs in the spirit of positive growth and development of the game of soccer for its members.

## **PART 4: MEMBERSHIP:**

- Membership is open to any person willing to subscribe to the objectives, rules, and programs of The Club.
- The Board of Directors (also referred to as the Committee) will be the only voting members. All members shall have one vote.
- Non-voting members shall consist of all players, coaches and team officials.

**PART 5: THE COMMITTEE OR BOARD OF DIRECTORS:**

1. The Club shall be governed by a Board of Directors, synonymously known as the Committee, selected annually.
2. The President of the Club is selected annually by the President of the Giovanni Caboto Club and its Executive Board of Directors. The President of the Soccer Club shall be a member of the Giovanni Caboto Club.
3. The President's term is not limited in time.
4. The Executive Members within this Committee are appointed by the President of the G. Caboto Club with direction from the President of the G. Caboto Soccer Club. Members of the Executive Committee are recommended to be members of the Giovanni Caboto Club however an exemption may be made. The President of the G. Caboto Soccer Club must provide a letter of reference to the Giovanni Caboto Club Board of Directors for approval. The Executive members are listed below:

a) President	Executive
b) Vice President	Executive
c) Secretary	Executive
d) Treasurer	Executive
e) Registrar	Executive
f) Fundraising Chair	Executive

5. The Directors are volunteers approved by the Executive.
6. The Directors shall be approved by the Executive Committee during the last meeting of the year.
7. Vacancies are filled adhoc unless they are Executive Positions. Executive Positions require the input of the Giovanni Caboto Club Executive Committee.
8. No Director may be removed for arbitrary reasons however may be removed if:
  - a. The Director is unable to perform the duties expected of the position due to but not limited to:
    - i. Missing 3 consecutive meetings without excuse or notification to the secretary or President.
    - ii. Missing 6 of the 10 monthly Board of Director Meetings within a fiscal year.
    - iii. Failure to comply with the Rules of Operations

- iv. Failure to uphold the objectives of the Club
- v. If he/she becomes or is discovered to be an undischarged bankrupt.
- b. The Director has compromised the integrity of the Club due to but not limited to any of the following reasons:
  - i. If he/she is found guilty of an offence under the harassment policy of the OSA.
  - ii. If he/she is found guilty of an offence involving violence under the discipline policy of the OSA.
  - iii. If he/she failed to properly account for monies or other properties belonging to the Club.
  - iv. If he/she has been found guilty of a criminal offense regardless or not whether the offense affected the Club.

## **PART 6: MEETINGS:**

### **1. Board of Directors Meetings:**

- BOD Meetings shall be conducted no fewer than ten times per year.
- The dates for BOD Meetings shall be provided at the beginning of the year.
- The secretary shall call or email members as a reminder of the meeting.
- All meetings will take place at the Giovanni Caboto Club.
- Attendance will be kept
- Two –thirds of the voting members shall form a quorum at all BOD meetings of the Club.

### **2. Typical Order of Business (Agenda)**

- a) Roll Call
- b) Review and Acceptance of Previous Minutes
- c) Old Business
- d) New Business
- e) Standing Reports
  - i. Treasurer
  - ii. Website
  - iii. Equipment Manager
  - iv. Fundraising Report
  - v. League, District Reports
- f) Round Table
- g) Adjournment

### **3. Annual General Meeting:**

- a. The AGM shall be held in January of each year to review the complete previous year and prepare for the upcoming year.
- b. The AGM is intended for any member such as coaches, parents or players.

- c. Non-members may attend solely for the purpose of making a presentation pre-approved by the Board of Directors.
- d. The AGM is chaired by the President and is attended by all members of the Board of Directors.
- e. The Agenda will include the following:
  - i. Roll Call
  - ii. President's Address
  - iii. Officer's Reports
  - iv. Treasurer's Report
  - v. Auditor's Report
  - vi. Other Reports
  - vii. New Business
  - viii. Round Table
  - ix. Adjournment

**4. Coaches Meeting:**

- a. Coaches meetings shall occur four times per year at a minimum.

**5. Special General Meeting:**

- a. SGM may be called by the President at any time
- b. By a member of the Board of Directors upon written request to the Club with a description of meeting content and purpose. Upon receipt the Club will schedule such SGM within 30 days of the written response if supported by the majority of the Board of Directors.
- c. Only business set out in the notice will be dealt with during the SGM.

**PART 7: DUTIES OF EXECUTIVE AND DIRECTORS:**

**President:**

The President of the Club shall act as a leader and is responsible for the following:

- Represent or delegate the responsibility of representing The Club at General Meetings with associated leagues, districts, and associations.
- Ensure all meetings are conducted fairly with all committee members having their opportunity to participate as per Parliamentary Procedure.
- Appoint Directors to Adhoc Committees

**Vice President:**

The Vice President of the Committee is responsible for the following:

- Assume responsibilities of the President during his absence.

**Secretary:**

The secretary shall assume the following responsibilities:

- Prepare all agendas, meeting minutes, correspondence,
- Take minutes during all meetings.
- Send out correspondence for the Committee
- Receive correspondence for the Committee.

**Treasurer:**

The treasurer shall assume the following responsibilities:

- Ensure that full and accurate records are kept of the accounts of The Club and reported to the Committee no less than four times per year.
- Submit an Annual Report at the first meeting of the New Year.

**Registrar:**

The registrar shall assume all responsibilities outlined in the Club Policies and Procedures relating to registration of teams, players and officials of the Club.

**Fundraising Chair:**

The fundraising Chair shall assume responsibilities as outlined in the Club Policies and Procedures. This role links the Club with its sister Club the Caboto Specials.

**PART 8: COMMITTEES**

**Committees:**

The Executive and Directors, at any time, may establish a standing committee or special committee to carry out specific business or programs of The Club.

**PART 9: PARLIAMENTARY AUTHORITY:**

All meetings of The Club shall be conducted in accordance with Roberts Rules of Order (Newly revised) except as otherwise stipulated in its Constitution or Rules and Regulations.

**PART 10: FINANCE**

1. The accounts of the Club shall be audited annually.
2. The audit shall be presented at the AGM for acceptance.
3. The fiscal year end of the Club shall be December 31<sup>st</sup>.
4. Any money owing to the Club shall be due 30 days after invoicing.

**PART 11: RULES AND REGULATIONS**

1. The Board of Directors may approve and publish rules and regulations which are not inconsistent with the Club Constitution and are not inconsistent with the Rules and Regulations of a higher level governing body.

2. Rules and Regulations may be amended as necessary by the Board of Directors either upon their own volition or by the request of Coaches within the Club. A majority vote is required to make changes.
3. Rules and Regulations / Policies and Procedures will be posted on the Club Website.

#### **PART 12: AMENDMENTS OF BYLAWS AND RULES AND REGULATIONS:**

1. Amendments of Bylaws and rules and regulations shall be passed with a 2/3 majority vote of the Board of Directors with the President voting only in the case when a tie occurs.
2. Amendments shall only be made at the Annual General Meeting of the Club.
3. All proposed amendments must be proposed in writing 30 days prior to the Annual General Meeting.

#### **PART 13: HARASSMENT**

1. The Club shall adhere to the Harassment Policy as published and approved by the OSA.
2. The Harassment Policy shall apply to all employees, directors, officers, volunteers, coaches, administrators, players, members and registrants of the Club.
3. Harassment is defined as any comment, conduct or gesture directed towards an individual or group of individuals which is intimidating, insulting, humiliating, malicious, degrading or offensive. It includes but is not limited to sexual harassment.
4. The Club shall make available to any member the Harassment Policy when requested.

#### **PART 14: DISPUTE RESOLUTION**

1. The published and approved dispute resolution process approved by the OSA shall be used by the Club if needed.
2. Any member of the Club may initiate the Dispute Resolution Process by communicating in writing to the OSA.
3. This process is not applicable for Game Discipline.
4. The Dispute Resolution Process shall be made available to any member who requests it.

#### **PART 15: DISSOLUTION**

In the event of dissolution, all debts and liabilities shall be paid. Any remaining assets shall be disposed of and distributed by the Executive and Directors to the G. Caboto Club, or to one or more than one charitable organization(s) which operates solely in Ontario as the Committee elects.