



## **Constitution – updated July 25, 2018**

For  
**East London Soccer Club**

Approved at the ELSC AGM meeting on Wednesday, July 25, 2018

### **Article 1 Name**

The league shall be known as the East London Soccer Club (herein referred to as the ELSC).

### **Article 2 Mission Statement**

The ELSC is governed by this constitution, By-Laws and;

- ELSC promotes and supports the game of soccer and provides a team environment for any individual to participate in and develop their skills.
- Ensures the player has the opportunity to play at a level appropriate to his/her age.
- Maintains a Youth Referee Mentorship Policy.
- Supports the training and development of our Coaches and Assistant Coaches.
- Maintains a ZERO tolerance policy against discrimination, harassment, and misconduct.

### **Article 3 ELSC Colours and Logo**

- 3.1 The ELSC logo shall be a soccer ball with the words East London on the top of the ball and Soccer Club written on the bottom. The logo shall be used on any ELSC originated team wear and advertisements.

### **Article 4 Affiliations**

East London Optimist Club (Sponsoring body)  
WLSL (West London Soccer League)  
WCSA (Western Counties Soccer Association)

### **Article 5 Responsibilities**

- 5.1 ELSC shall be responsible for the organization's management and the operation of all house league soccer involving its members. ELSC business shall be conducted by a Board of Directors (herein referred to as the Board).
- 5.2 ELSC may organize teams in any category or division as deemed appropriate, provided such category or divisions is recognized by WCSA.
- 5.3 The minimum and maximum numbers of players in any one team, entered for play shall be in accordance with specific divisions as defined by ELSC and WLSL (if pertaining to the Under 12 to Under 18 divisions).

**Article 6 Membership**

- 6.1 Membership shall be open to all persons residing within the ELSC area of jurisdiction and others, which may be accepted by the ELSC.
- 6.2 The Board reserves the right to refuse membership to any individual who has, for any reason, demonstrated flagrant violation of the Constitution, ELSC policies, procedures, guidelines or who has any outstanding registration fees owing.
- 6.3 A member is any person who is currently registered with ELSC on one or more of the following capacities: Board Committee member, Coach, Assistant Coach, player, parent or legal guardian of a player.

**Article 6a Membership qualifications**

Any person wishing to become a Board Committee member for the upcoming year shall be elected at the Annual General Meeting or appointed by the Board or its delegate.

**Article 7 Voting rights**

- 7.1 During General meetings of ELSC each member shall be entitled to one vote on all matters. NO member shall be entitled to more than one vote.
- 7.2 The President shall have only a casting vote in the event of a tie.
- 7.3 Only Board Committee members shall have voting rights on issues arising at Board meetings.
- 7.4 Only members in good standing, who are 16 years of age or older may vote at General meetings.
- 7.5 Elections of Board Committee members will be by ballot in the event of more than one candidate running for any position. All other votes are by a show of hands.

**Article 8 Quorum**

- 8.1 A quorum of the Board shall consist of 50% of the Board Committee members, plus the President or alternate.

**Article 9 Annual General Meeting (AGM)**

- 9.1 The AGM shall be held within the last 35 days of the regular season.
- 9.2 Members shall receive no less than fourteen-(14) days notice of the time, date, and location.
- 9.3 Board Committee members who have completed their term of office and have not been re-elected for another term of office in the same position, shall vacate said positions effective October 1<sup>st</sup> immediately following the season.
- 9.4 Vacant positions shall be open for nominations and election.
- 9.5 Outgoing members are obliged to hand over their successors all files, books, and records associated with their position.

## **Agenda for AGM**

1. Roll call
2. Minutes of last general meeting
3. Unfinished business from the last AGM
4. President's report
5. Treasurer's report
6. Other Board member's reports
7. Amendments to the Constitution and Rules
8. Election of officers
9. New business
10. Adjournment

**NOTE:** A neutral chairperson and scrutinizer shall conduct the election. Anyone not running for a Board Committee member position can be classified as neutral.

### **Article 10 Board meetings**

- 10.1 A minimum of three (3) Board meetings is to be held prior to the beginning of the soccer season.
- 10.2 Board Committee members shall receive three-(3) days notice of the time, date, and location of the meeting.
- 10.3 The Board may call a meeting at any time as deemed necessary with proper notice given to all Board members.

### **Article 11 ELSC management**

- 11.1 All ELSC business shall be conducted by the Board.
- 11.2 The Board shall have the authority to decide all matters that affect the operation, management and administration of the ELSC and to establish policies, procedures and guidelines as deemed appropriate where not contrary to, or prohibited by, its own Constitution or those of a higher body.
- 11.3 The Board shall comprise the following elected Committee members:
  - President
  - Vice President
  - Secretary
  - Women's League Convenor
  - Men's League Convenor
  - Boys Affiliate League Convenor
  - Girls Affiliate League Convenor
  - Under 4 Convenor (co-ed) – 8 weeks
  - Under 4 Assistant Convenor (co-ed) – 8 weeks
  - Under 6 Co-Convenor (co-ed) (M/W)
  - Under 6 Co-Convenor (co-ed) (T/T)
  - Boys Under 8 Convenor
  - Girls Under 8 Convenor
  - Boys Under 10 Convenor
  - Girls Under 10 Convenor

Referee Convenor  
Referee Scheduler  
Public Relations/Sponsorship Representative  
Field Coordinator/Scheduler  
Registrar  
Equipment Manager  
Director at Large 1  
Director at Large 2  
Assistants to Division Convenors and other positions (as required)  
Past President (if applicable)

**NOTE:** The Treasurer, Treasurer Assistant and Webmaster are appointed by the Board.

- 11.4 The Board may appoint members to assist elected Committee members in carrying out their duties as deemed necessary.
- 11.5 For carrying out the operational, management and administrative activities of the ELSC, the Board may hire such individuals or companies as may be required to facilitate the operation, management and administration of the ELSC.
- 11.6 The Board may appoint subcommittees, as deemed necessary, to assist in ELSC responsibilities. These subcommittees will have terms of reference that will be approved by the Board.
- 11.7 The Board may enter into any fundraising enterprise deemed appropriate on behalf of the ELSC.
- 11.8 The Board Committee members shall be elected to serve a term of two (2) years at the AGM, as defined in Articles 11.8a and 11.8b listed below.
- 11.8a Elected at the AGM on **odd** numbered years - President, Secretary, Boys Affiliate League Convenor, Under 4 Co-Convenor 1, Under 6 Co-Convenor (M/W), Girls Under 8 Convenor, Registrar, Girls Under 10 Convenor, Public Relations/Sponsorship Representative, Referee Scheduler, Women's League Convenor, Director at Large 1.
- 11.8b Elected at the AGM on **even** numbered years - Vice President, Under 4 Co-Convenor 2, U6 Co-Convenor (T/T), Boys Under 8 Convenor, Boys Under 10 Convenor, Referee Convenor\*, Field Coordinator/Scheduler, Girls Affiliate League Convenor, Equipment Manager, Men's League Convenor, Director at Large 2.

**\*NOTE:** The Referee Convenor position requires incumbents to have referee experience and they must take the Level 1 and Level 2 Referee Clinics.

- 11.9 The Board shall decide the exact nature of the Committee member duties, as it deems necessary.
- 11.10 Vacancies arising among the elected Board Committee members mid-season shall be filled at the discretion of the Board and subject to confirmation at the next AGM. Vacancies arising among the elected Board Committee members where they are unable to complete the 2<sup>nd</sup> year of their term of office will be filled at the AGM.
- 11.11 The minutes of the Board meetings shall be recorded by the Secretary and distributed to all Board Committee members in a timely manner.

## **Article 12 ELSC youth referee support policy**

- 12.1 The ELSC considers the development of its youth referees as important as the development of its players. To endorse this belief and demonstrate a tangible means of support for youth officials, the following policy is in place and will be enforced as needed.

### ***Policy***

Any Coach or spectator judged by the Discipline Committee to be guilty of abusive conduct towards a game official during an ELSC game will be reprimanded in writing. A second conviction, during the same season will result in all playing members of the immediate family in question being de-registered from the ELSC. In extreme cases, as determined by the Discipline Committee, the de-registration process may be evoked after the 1<sup>st</sup> offense.

This policy applies to all non-playing attendees (ie. Coaches, spectators) at ELSC games.

### ***Policy procedures***

- 1 When a game official feels that they are being abused, as per the scope of this policy, by either a coach or spectator, the official will be allowed to suspend the playing of the game. If the abuse is physical, the game official is advised to inform the coaches that the game has been abandoned and then proceed with step 4.
- 2 The official will then verbally advise both coaches that the game has been stopped due to the abuse and inform both coaches as to the source of the abuse. If the source is one of the coaches, the official will advise the coach that the next occurrence of a similar nature will result in an abandonment of the game and that a report to the Board will be sent in for review. If the source is a spectator, the appropriate coach will provide the official with the name of the spectator and the coach must advise the spectator that the next occurrence of a similar nature will result in an abandonment of the game. Further, a report to the Board will be sent in for review. If the spectator is not associated with either team, both coaches are asked to speak to the spectator and ask the individual to leave.
- 3 Once the prescribed action in step 2 has been completed, the game will restart with a dropped ball between the two teams at the location where the play was stopped.
- 4 If the abuse continues, the official will be allowed to stop any further playing of the game and advise the coaches that the game has been abandoned and that a special incidence report will be forwarded to the Board. The official must clearly indicate on the game sheet that the game was abandoned due to abuse.
- 5 The game official must contact the President or Vice President to verbally report the incident within 24 hours.
- 6 A special incidence report, with the assistance of the President or Vice President, if required, must then be forwarded to the Board within 72 hours.
- 7 The Discipline Committee shall consist of 3 members of the Board, who were not directly involved in the incident.
- 8 The Discipline Committee will then review and deal with the report as per their guidelines.

- 9 If the game was abandoned due to the conduct of a spectator not associated with either team, the Board will determine the status of the game.
- 10 If the game continues without any further incident, the game official is advised to inform the President or Vice President that the game was temporarily suspended due to abuse towards a game official, but that the game was able to be resumed. Further, a note should be made on the game sheet.

### **Article 13 Amendments**

Amendments to this Constitution shall only be made at the AGM or a special meeting called for that purpose. All proposed amendments shall be received in writing by the Secretary at least 24 hours prior to the meeting.

Application shall take effect as qualified at the time of approval.

Amendments to the by-laws may be enacted at any Board meeting. All proposed amendments shall be received in writing by the Secretary at least 24 hours prior to the meeting. Approval of amendments shall require a two-thirds (2/3) majority vote and shall take effect as qualified at the time of approval

### **Article 14 Dissolution**

Should the ELSC be dissolved for whatever reason, the monies and other assets of the ELSC shall be returned to the East London Optimist Club and shall be made available in full or part by the East London Optimist Club to further the development of youth soccer within their jurisdiction.