



Glencoe Minor Soccer Inc.
138 Mill Street, P.O. Box 1004
Glencoe, Ontario
N0L 1M0

Constitution & Bylaws
November 24, 2024
Revision # 3
Drafted 2016, Revised 2022

Glencoe Minor Soccer Constitution & Bylaws

ARTICLE 1 – NAME AND AFFILIATIONS

- 1.1 The Name of this Association shall be the Glencoe Minor Soccer Inc. (GMS).
- 1.2 The Association shall be affiliated with the Elgin Middlesex Soccer Association (EMSA)

ARTICLE 2 – OBJECTIVE

- 2.1 To provide a local recreational soccer program committed to the personal and athletic development of youth through the sport of soccer.
- 2.2 To provide a positive environment for athletes to work to achieve their maximum playing potential.
- 2.3 To encourage players to excel for their own personal growth, but equally as important for the betterment of their teams.
- 2.4 To provide an opportunity to learn to work as a part of a team to achieve an understanding of supporting, encouraging, and cooperating with others in a team atmosphere to further an attitude of good sportsmanship.
- 2.6 To encourage the development of coaches and referees.
- 2.7 To uphold the Constitution, Bylaws and Rules and Regulations of GMS and EMSA
- 2.8 To foster among its members, supporters and teams a general community spirit, good sportsmanship and fellowship.

ARTICLE 3 – MEMBERSHIP

- 3.1 The Association shall be composed of players registered on GMS teams.
- 3.2 The Association will govern its teams, but will be under the control of EMSA.
- 3.3 Annual membership fees shall be established by a majority of eligible Executive voters.
- 3.4 A late fee will be added to the annual membership fee after March 30th.
- 3.6 Membership fees shall not be refunded after June 1st regardless of whether the player has withdrawn or been removed from the association.
- 3.8 Players must have a complete registration package to play on a GMS team. This includes registration fee, registration form, player photo (if not current), and a Parent Code of Ethics signed by parents or guardians that will be bringing the child to practices and/or games.
- 3.9 Players, parents and coaches who fail to abide by any of the expectations outlined by GMS may be dismissed from the club at the discretion of the Executive.

ARTICLE 4 – DEFINITIONS

- 4.1 Wherever the word "Association" or "Club" is used it shall mean the Glencoe Minor Soccer Inc.
- 4.2 Wherever the word "League" is used it shall mean the EMSA.
- 4.3 Wherever the word "Executive" or "Council" or "Board Members" is used it shall mean the Elected Officers of the Association.

ARTICLE 5 – COUNCIL

- 5.1 The business of the Association shall be conducted by a Council comprised of but not limited to a President, Vice-President, Secretary, Treasurer, Registrar, Scheduler, Sponsorship Coordinator, Referee Coordinator, Coach Coordinator and Equipment Coordinator during the periods between Annual General Meetings and in accordance with the authority granted to it in the published rules of the Association.
 - 5.1a The Council shall, at a minimum, be comprised of a President, Secretary, Treasurer, Registrar and three (3) Directors.
 - 5.1b The maximum number of Council seats shall not exceed twelve (12) members.
- 5.2 The Board Members/ Executive Council are entitled to one vote each at all regular board meetings with the exception of the President who only votes in the case of a tie.
- 5.3 Board members will be parents of registered players or as invited and approved by council.



ARTICLE 6 – NOMINATIONS

- 6.1 Any qualified voter (member of GMS or their parent) may submit or second nominations
- 6.2 Any qualified voter may stand for any position except President.
- 6.3 Only members of the Standing Executive Council may stand for President, unless all members of the Standing Executive are resigning.
- 6.4 Nominations shall be accepted from the floor at the Annual General Meeting.

ARTICLE 7 – SELECTION PROCEDURE

- 7.1 Election of officers are to be held at the Annual General Meeting.
- 7.2 Election shall be by show of hands, a simple majority of votes cast to elect.
- 7.3 Officers are to be elected for a one-year term.
- 7.4 A director may hold more than one position.

ARTICLE 8 – DUTIES OF THE PRESIDENT

- 8.1 The President shall preside at all meetings of the Council and act as spokesperson for the Association at all times.
- 8.2 The President shall have a deciding vote only, at all meetings, in the event of a tie.
- 8.3 The President shall act as signing officer.
- 8.4 The President shall be accountable to the executive council.
- 8.5 The President will guide Council in addressing any cares and concerns that arise that are not or cannot be addressed by the coach, volunteer, coach coordinator or referee coordinator.

ARTICLE 9 – DUTIES OF THE VICE-PRESIDENT

- 9.1 The Vice-President shall assume the presidential powers as specified in Article 8 either in the absence of or under instructions of the President.
- 9.2 The Vice-President shall act as signing officer.
- 9.3 The Vice-President will assist the coach coordinator with the house league program (U8 and younger)
- 9.4 The Vice-President may assume other role(s) as outlined in the Articles that follow.

ARTICLE 10 – DUTIES OF THE SECRETARY

- 10.1 The Secretary shall keep an accurate record of facts and minutes at all meetings and send copies not later than fourteen days after the meeting to the executive members.
- 10.2 The Secretary will book the meeting room for all meetings and notify all members of Council of the date, time and location of the meetings.
- 10.3 The Secretary will develop and distribute the meeting Agenda prior to scheduled meetings.
- 10.4 The Secretary will be responsible for keeping meeting attendance and bringing to the attention of the Council any absences to be addressed as per Article 21.
- 10.5 The Secretary will organize the annual cash calendar fundraiser
- 10.6 The Secretary will assist with social media postings
- 10.7 The Secretary will be a point of contact for websites and general inquiries.

ARTICLE 11 – DUTIES OF THE TREASURER

- 11.1 The Treasurer shall keep an accurate record of all receipts and disbursements of the Club.
- 11.2 The Treasurer shall deposit all monies or other valuable effects in the name of and to the credit of the Association in such a Bank or Trust Company as designated by Council.
- 11.3 The Treasurer shall authorize all disbursements of funds of the Club under the direction of the Council.
- 11.4 The Treasurer shall act as signing officer.

ARTICLE 13 – DUTIES OF THE REGISTRAR

- 13.1 The Registrar shall be responsible for organizing the registration of all players and report to GMS.
- 13.2 The Registrar shall be responsible for submitting team lists to EMSA for insurance purposes and roster approval.
- 13.3 The Registrar shall keep all players lists.



ARTICLE 14 – DUTIES OF THE SCHEDULER

- 14.1 The Scheduler will work with coaches and the league to schedule all home games and assign field location
- 14.2 The Scheduler will communicate with the municipality to ensure availability and readiness
- 14.3 The Scheduler will communicate with the Glencoe Agricultural Society (landowner) for schedule conflicts
- 14.4 The Scheduler will communicate with Referee Coordinator regarding final schedule and any changes

ARTICLE 15 – DUTIES OF THE COACH COORDINATOR

- 15.1 The Coach Coordinator shall distribute and collect all materials to and from the coaches each season.
- 15.2 The Coach Coordinator shall act as the contact for the coaches and appropriately deal with any questions or conflicts that the coaches may have.
- 15.3 The Coach Coordinator shall ensure coaches receive the proper certifications

ARTICLE 16 – DUTIES OF THE REFEREE COORDINATOR

- 16.1 The Referee Coordinator will actively assist with referee recruitment
- 16.2 The Referee Coordinator will be the point of contact with the referees regarding training, clinics, schedules etc.
- 16.3 The Referee Coordinator will submit time sheets to treasurer as required.

ARTICLE 17 – DUTIES OF THE SPONSORSHIP COORDINATOR

- 17.1 The Sponsorship Coordinator will draft, revise and distribute sponsorship packages to current, past & potential sponsors.
- 17.2 The Sponsorship Coordinator will work with the equipment coordinator to ensure sponsorship requests are fulfilled.
- 17.3 The Sponsorship Coordinator will be responsible for providing sponsorship recognition via field signage, website etc.

ARTICLE 18 – DUTIES OF THE EQUIPMENT COORDINATOR

- 18.1 The Equipment Coordinator will be responsible for controlling the current inventory of all equipment belonging to the GMS.
- 18.2 The Equipment Coordinator will be responsible for distributing, tracking and receiving equipment from coaches throughout the season.
- 18.3 The Equipment Coordinator will seek approval from the Board of Directors before purchasing any equipment for the GMS.
- 18.4 The Equipment Coordinator will be responsible for the storage of all equipment prior, during and after any season.
- 18.5 The Equipment Coordinator will be the point of contact for each team to communicate regarding equipment requests, representing the GMS board of directors.
- 18.6 The Equipment Coordinator will work with the association registrar to order team uniforms, once registrations in confirmed.

ARTICLE 20 – DUTIES OF MEMBERS AT LARGE

- 20.1 Members at Large shall perform such duties as required by Council.
- 20.2 Members at Large shall represent their fellow club members to the Council.
- 20.3 Members at Large shall represent the Council to their fellow club members.

ARTICLE 21 – VACANCIES

- 21.1 The office of a member of the Council shall be vacated (except Directors):
 - 21.1a Upon resignation in writing or if he/she becomes incapable of performing the business of the Club.
 - 21.1b If he/she is absent from two (2) consecutive meetings of the Council without satisfactory reason.
 - 21.1c If he/she be removed by resolution of the Council for good and sufficient cause.
 - 21.1d Should a vacancy occur; Council may appoint a person to fill the vacancy until the next Annual General Meeting.

ARTICLE 22 – EXPENSES

- 22.1 The Council shall authorize all expenses incurred in the performance of the Club.
- 22.2 All expenses must be submitted with proper documentation before Council will authorize reimbursement.



ARTICLE 23 – COMMITTEES

23.1 The Association may constitute such committees as it deems necessary to ensure the efficient administration of its affairs.

ARTICLE 24 – ANNUAL GENERAL MEETING

24.1 The Annual General Meeting of the Association shall be held at the discretion of the Council, before November 30th of each year.

24.2 Order of Business:

1. Roll Call
2. Minutes of the previous Annual General Meeting
3. President's & Vice President's report(s)
4. Secretary's report
5. Treasurer's report
6. Registrar's report
7. Reports of the Coach, Referee, Sponsorship and Equipment Coordinators, and Club Directors (if applicable)
9. Unfinished business
10. Amendments to the Constitution
11. Election of Officers
12. New business
13. Adjournment

ARTICLE 25 – AMENDMENTS TO THE CONSTITUTION

25.1 All proposed amendments to the constitution shall be forwarded in writing to the secretary to be included in the agenda. Recommended thirty (30) days prior to the Annual General Meeting.

25.2 Copies of the proposed amendments shall be sent to all members at least fourteen (14) days prior to such meeting.

25.3 Amendments to the constitution shall require a majority vote of 2/3 of the qualified voters present at the Annual General Meeting.

ARTICLE 26 – VOTING

26.1 Those who shall be qualified to vote and take part at the Annual General Meeting shall be the parents of registered players, coaches, councilors of this Club plus any other party invited by Council.

26.2 The President shall cast his/her vote only to break a tie.

26.3 Voting shall be conducted by a simple majority of qualified voters present.

ARTICLE 27 – SPECIAL GENERAL MEETING

27.1 A Special General Meeting may be called by the Council by its own motion.

27.2 All Board members shall receive clear notice of the date, time and location of any Special General Meeting.

27.3 Only the business for which the Special General Meeting has been called will be dealt with.

ARTICLE 28 – GENERAL MEETING

28.1 A General Meeting of the Council shall be held at scheduled intervals at a time and place determined by Council at the previous general meeting.

28.2 Order of Business – General Meeting:

1. Roll Call
2. Minutes of last meeting
3. Treasurer's report
4. Reports
5. Unfinished business
6. New business
7. Adjournment

28.3 Quorum at a General Meeting of the Council must be 50% +1 of voting members, with a minimum limit of 7.

28.4 Any item or discussion that requires an electronic vote, will require a seventy-two (72) hour timeframe, with a 50% +1 requirement in response to satisfy the vote.



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ARTICLE 29 – LAWS OF THE GAME

- 29.1 The Association shall support and maintain the principles of the Laws of the Game as established by the International Football Association and recognized by FIFA, from Soccer Canada, Ontario Soccer and EMSA.
- 29.2 Changes shall come into effect in the playing season immediately following their adoption.

ARTICLE 30 – OTHER REGULATIONS

- 30.1 The Association may impose such other regulatory measures as it deems necessary for the efficient administration of the playing structure of the game within its jurisdiction.
- 31.2 No such regulation may violate the individual's rights and freedoms except as may be required to protect the rights and freedoms of any other individual and to ensure the stability of the basic structure of the game.

ARTICLE 31 – HARRASSMENT

- 31.1 GMS is committed to providing an environment free of harassment on the basis of race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status or disability.

ARTICLE 32 – DISSOLUTION

- 32.1 In the event of dissolution of the Club, and after payment of all debts and liabilities, its remaining property shall be distributed or disposed of by the Executive to one or more not-for-profit soccer related organizations, or any not-for-profit athletic community organizations, which operate solely in Ontario.

Approved and adopted as amended at the Annual Meeting of the Glencoe Minor Soccer Inc., on November 24, 2024.

Signed by:

Daniel Moniz
GMS President
2025