

The Clarington Tigercats Football Club Constitution

*****2010 updates*****

Article 1: Name and Affiliations

- (A) The organization shall be known as "The Clarington Tigercats Football Club".
- (B) The Clarington Tigercats Football Club shall be a member of the Central Ontario Minor Football League, the South Central Ontario Minor Football League and/or its successors.
- (C) The Clarington Tigercats Football Club shall affiliate itself with other organizations as decided by the Executive for the benefit of football in the province of Ontario.

Article 2: Objectives

- (A) To promote the common interests of football for boys and girls in the Municipality of Clarington.
- (B) To support and supervise Minor Football and any other Football Association that may be accepted for affiliation.
- (C) The Clarington Tigercats Football Club shall be a non-profit organization for the furtherance of football in the Municipality of Clarington.
- (D) In the event the Clarington Tigercats Football Club shall cease to operate, all monies and assets remaining after debt liquidation shall be held in trust for a period of one year to be used for the development of amateur football in the Municipality of Clarington. After the period of one year, these funds, at the discretion of the final executive, are to be donated to a non-profit organization.

Article 3: Membership

- (A) Membership in the Clarington Tigercats Football Club shall consist of persons; parents/guardians registered in the operational season ending with the AGM, unless released or quit.
- (B) All executive members, coaches, volunteers, and members shall comply with the Constitution and By-laws of the Clarington Tigercats Football Club.

Article 4: The Clarington Tigercats Football Club Executive

- (A) The Clarington Tigercats Football Club Executive shall be members in good standing of the Clarington Tigercats Football Club and be comprised of;
- 1) President
 - 2) Past President
 - 3) Executive Director
 - 4) General Manager
 - 5) Treasurer
 - 6) Secretary
 - 7) Directors-maximum of (10).
- (B) Nomination for office shall be given in writing to the Secretary or President fourteen days prior to the AGM Meeting. The Executive shall be elected bi-annually with (President and Executive director on alternate years) by the membership at the AGM to be held no later than the 30th of January. Any member would have the opportunity to vote at this one and only time. See Article 3. Members wishing to be nominated for President, Executive Director of Treasurer must have a minimum of one term (two years), holding a position on the Clarington Tigercats Football Club board.
- (C) The President and Executive Director shall have the authority to appoint Officers and Committee Chairpersons as required.
- (D) Vacancies in the Executive other than the President, created during a current season shall occur only:
- 1) After a letter has been received from the resigning party.
 - 2) If the person holding office has been removed for just cause. See article 10.
- (E) Succession of any Executive, other than the President, shall be filled by a by-election at the next executive meeting. Those positions will be filled until the next AGM. The Executive Director shall fill the President position until the next AGM.

- (F) Should the situation arise that the President and the Executive Director positions are vacant; the positions will be filled by a by-election until the next AGM. At which time the President position will be elected to a two year term and the Executive Director will be elected to a one year term to re-establish alternate terms between them.
- (G) If the conditions of any of the above are not met, the elections of these positions are subject to the review and approval of the executive.
- (H) There will only be one executive position allowed per family, no spouses, ex-spouses, direct/or indirect family members.

Article 5: Duties of the Executive Officers

- (A) President
 - 1) He/she shall convene, attend and chair all meetings of the Clarington Tigercats Football Club.
 - 2) He/she shall provide leadership in the development of the Clarington Tigercats Football Club. He/she shall maintain the highest level of professionalism at all times while representing the Clarington Tigercats Football Club
 - 3) He/she shall be an ex-officio member of all standing or special committees.
 - 4) He/She shall discharge all duties imposed on him/her by this Constitution and By-Laws as the Executive may require from time to time.
 - 5) He/she shall sit as a Director on any league.
 - 6) If willing, the President upon successful completion of his/her term shall assume the position of Past President with voting privilege, to offer experienced guidance as an active consultant.

- (B) Executive Director
 - 1) He/she shall assist the president in duties.
 - 2) He/she may sit as a Director on any league.
 - 3) He/she shall not miss more than 3 consecutive scheduled meetings.

- (C) General Manager
 - 1) He/she shall be responsible for the on the field operation of the team(s).
 - 2) He/she shall supervise and control issuing of all equipment.
 - 3) He/she shall fulfill such duties as assigned by the President.
 - 4) He/she shall be responsible for the booking of fields for the duration of the season.
 - 5) He/she shall not miss more than 3 consecutive scheduled meetings.

- (D) Treasurer
 - 1) He/she shall keep the financial accounts of the Clarington Tigercats Football Club.
 - 2) He/she shall be responsible for all banking arrangements.
 - 3) He/she shall prepare an annual budget.
 - 4) He/she shall prepare regular financial statements.
 - 5) He/she shall fulfill such duties as assigned by the President.
 - 6) He/she shall not miss more than 3 consecutive scheduled meetings.

- (E) Secretary
 - 1) He/she shall conduct correspondence on behalf of the Clarington Tigercats Football Club.
 - 2) He/she shall fulfill such duties as assigned by the President.
 - 3) He/she shall review and approve all correspondence to be sent to parents and community members with joint approval of the President.
 - 4) He/she shall keep a record of all motions put forth by the executive.

- 5) He/she shall record the minutes of each executive meeting and provide them to the executive before the following meeting.
 - 6) He/she shall not miss more than 3 consecutive scheduled meetings.
- (F) Directors
- 1) Directors shall fulfill such duties as assigned by the President.
 - 2) He/she shall not miss more than 3 consecutive scheduled meetings.
 - 3) May sit as an elected/appointed Director on any league.

Article 6: Signing Officers

- (A) Only the President, Executive Director and Treasurer are authorized to sign cheques in the name of the Clarington Tigercats Football Club. Each cheque shall require two (2) signatures.
- (B) Only the President, the Executive Director and the Treasurer are authorized to execute contracts and other legal documents in the operation of the Clarington Tigercats Football Club, with 2 signatures required.

Article 7: Meetings

- (A) The Annual General Meeting of the Clarington Tigercats Football Club shall take place no later than January 30th of each year.
- (B) Scheduled meetings will be held monthly.
- (C) A scheduled meeting may be called at the insistence of 20% of the executive members. The Secretary shall give notice of a meeting being called to all Executive Members.
- (D) The President at his/her discretion shall call special, general and executive meetings.
- (E) Quorum at a meeting will consist of 50% of the Executive present, without which no voting can take place.
- (F) The fiscal year shall be the calendar year.

- (G) Members of the Clarington Tigercats Football Club may attend any general meetings with written notice of request to the Executive to attend. They will have no voting privileges, and will not be disruptive to the flow of the meeting.

Article 8: Voting

- (A) At a meeting all Executive except the President are eligible to vote on any matter.
- (B) The President is only eligible to vote in the event of a tie.
- (C) All votes at any meeting shall be taken by a show of hands for all in favor and any opposed and any abstained.
- (D) All voting motions shall be recorded by the Secretary.
- (E) Motions can only be put forth by and seconded by Executive Members.

Article 9: Amendments to the Constitution and By-Laws

- (A) The constitution shall not violate any conditions or term of the charter of incorporation of the Clarington Tigercat Football Club Incorporated.
- (B) The constitution may be amended by a 50% plus 1 vote of the total-voting members who are present at the AGM on or before January 30th. The by-laws may be amended by a 50% plus 1 vote of the executive at any time during the year.
- (C) A unanimous vote of the General Membership shall be required to suspend the constitution.

Article 10: Unbecoming Behaviour

- (A) A parent/guardian, Coach or Member of the Executive as listed in article 4 (A) will be given no more than one verbal warning by the General Manager, President or Executive Director for behavior considered rude or unbecoming
- (B) A second warning will be issued in writing by the President or Executive Director requesting the offensive individual to stay clear of the field during home games and practices.

- (C) If the offensive individual refuses to abide by the decision of the Clarington Tigercats Football Club, he/she will be removed from the Membership of the Clarington Tigercats Football Club for the duration of the season.
- (D) Incidents of unbecoming behaviour must be documented in writing and submitted to the executive before a decision can be made to proceed as in article 10(A), 10(B) or 10(C).

Article 11: Indemnification

- (A) The Executive from and after his/her election to office shall be indemnified and saved harmless out of the funds of the Clarington Tigercats Football Club from and against all costs, charges and expenses whatsoever which such officer may sustain or incur in or about any action, suit or proceeding which is brought, commenced or prosecuted against him/her for in respect of any act, deed, matter or things whatsoever made, done or permitted by him/her in or about the execution of the duties of his/her office and all other costs, charges and expenses which he/she sustains or incurs on or in his own willful neglect or default.

BY-LAWS

- (1) The Executive may suspend a member from the Clarington Tigercats Football Club for conduct detrimental to the club.
- (2) The President, Executive Director or General Manager may suspend a coach or player for conduct detrimental to the Clarington Tigercats Football Club.
- (3) The Executive may vote on a suspension for any member of the Executive for conduct unbecoming and detrimental to the Clarington Tigercats Football Club.
- (4) A hearing shall be granted to the suspended individual within 10 days of the date of the suspension at which time the Executive shall render a decision concerning the suspension.

- (5) The Executive shall be empowered to make decisions regarding the operation of the Clarington Tigercats Football Club in so far as they are not inconsistent with the constitution and by-laws.
- (6) A returning member will receive \$100 of their registration fee back if their child decides he/she no longer wishes to play up to the 'equipment issue' date.
- (7) For new players, they will receive \$100 of their registration fee if they wish to quit up to 2 weeks after the equipment issue date. The refund will be issued only after all equipment has been returned.
- (8) Appeals to withdraw from the organization after these 2 above circumstances will be dealt with on a case-by-case basis.
- (9) The Executive shall act as the final arbitrator in all membership disputes.
- (10) Head Coaches must ensure a minimum of 2 assistance coaches to be on the field during practices and games.
- (11) Head Coaches are responsible for recruiting a Team Manager to be approved by the Executive. The Team Manager will act as a liaison between the Executive and the players. He/she shall not miss more than 3 consecutive scheduled meetings.

- (12) Head Coaching positions will be voted on annually by the executive from those parties who have applied to do so.
- (13) By-Law additions and changes may be made or altered outside of the AGM by a 50% plus one of the Executive.
- (14) Police Checks-are required for all Club Executives, Coaching personal and volunteers.
- (15) Clothing and the procured reproduction of the official Clarington Tigercats name or logotype, by individuals or teams operating under the auspices of the club, needs the Executives awareness and prior agreement to such proposed use. This is to include any reproductive method including uses on clothing, print material, websites etc.

(16) The '24 Hour' Rule. Within 24 hours after a game or practice, parents/guardians are not to approach coaches, referees, and/or any team staff to discuss game or playing time issues on or off the field. After the 24 hour 'cool down' period has passed the individual with the complaint will submit in writing to the appropriate team manager, team director, or member of the executive, their complaint within 7 days of the incident. Anonymous submissions will not be accepted.

A) Infractions to By-Law 16 will be subject to review by the executive and disciplinary action taken will be based on a majority vote which may include suspension up to and including a life time ban. Any executive member who is the source of the complaint or issue will be excused from the review and disciplinary process on a majority vote of the executive.

B) All issues and complaints are to be dealt with by the club executive. If no resolution can be reached then the issue or complaint will be submitted to the corresponding league or provincial body.