

**Brantford Intercity Soccer Club
B.I.C.S.**

ARTICLE 1.

NAME:The club shall be known as “The Brantford BICS” (Brantford Inter-City Soccer) hereinafter call the club.

ARTICLE 2.

OBJECTIVES:

- A. To organize, promote and foster sports and recreational activities in the community while abiding by the rules of District, Provincial and National governing bodies.
- B. With regards to the club’s soccer activities; the club will restrict its affiliation with the Brantford Youth Soccer League as a part of the clubs structure.
- C. The directors of the club shall have the power to accept, on behalf of the club, donations, gifts, legacies and bequests that would be in the best interests of the club. All such donations, gifts, legacies and bequests will be forwarded to the club treasurer.
- D. To establish, maintain and conduct recreational activities for the members of the club and others.
- E. To conduct dances and other social events for the members of the club.

ARTICLE 3.

MEMBERSHIP:

- A. Memberships will be based on the calendar year (January 1 to Dec. 31). All members, in good standing, are eligible to run for executive positions in BICS. To be eligible to vote at any membership meeting, the membership must be in place 60 days before said meeting.
- B. Each family (parent/guardian, as recorded on registration form), of registered player(s) are entitled to voice and two votes at all BICS annual and special membership meetings. One family vote may be transferred, within a family, to a registered player who is 18 years of age or older, who will then have voice and vote at such meetings.

ARTICLE 3.

- C. I) Memberships will be granted to coaches when approved by the executive.
- II) Memberships will also be open to individuals who volunteer their services as: assistant coach, trainers and team managers etc. upon approval of the executive. Such members will have voice and vote at membership meetings and be eligible to run for executive positions in BICS.

- D. Honorary memberships can be granted, by the executive, to persons not affiliated directly with the club by either executive or coaching positions, or by those who do not have children playing soccer, if the membership is granted for the intent of a special circumstance. These memberships will be considered honorary and such members will not be eligible to cast a vote at the membership meetings.
- E. I) No one member of the executive shall have the authority to act unilaterally on a termination or suspension of a club or executive member. All matters must be brought before the executive board, (Via the agenda), for consideration. Members have the right to representation and prior notice regarding any action being considered with regards to that member.
H) The BICS executive shall establish a disciplinary committee for any member or player.
- F. Members in good standing may observe all executive meetings unless designated by the executive as a closed meeting. Any member of the club has the right to make a presentation before the executive subject to request being submitted to the secretary seven days prior to the meeting.

ARTICLE 4.

MEMBERSHIP FEES:

Membership fees shall be included in the registration fee of players. Other membership fees for members covered in Paragraph four, Article 3. (I&fl), shall be determined by the executive.

ARTICLE 5.

HEAD OFFICE:

The club will be incorporated with its head office in the municipality of Brantford in the province of Ontario.

ARTICLE 6.**A. EXECUTIVE STRUCTURE:**

- A. Chairperson
- B. Vice-Chairperson
- C. Secretary
- D. Treasurer
- E. Head Coach
- F. Registrar
- G. Scheduler/Statistician/Facilities
- H. Tournament Coordinator
- I. Equipment Manager
- J. Sponsorship / Fundraiser
- K. Publicity
- L. Indoor Rep.
- M. Directors - a maximum of two
- N. Coach Representatives - one for the Girls teams and one for the Boys teams
- O. BICS KICS Coordinator
- P. BICS Adult Rep.
- Q. Select Teams Rep.
- R. Picture Day Coordinator
- S. Past Chairperson

All executive members will each have voice and one vote at all executive meetings.

A representative from BYSL and the Referee Association will be seated, with voice.

B. Table officers will consist of the Chair, Vice-Chair, Secretary, Treasurer and Head Coach. They shall be considered a Quorum for the passing of emergency matters that must be dealt with before a regularly scheduled executive meeting. Any one member of the table officers may request an emergency meeting, through the club secretary, who will then notify the table officers. All decisions will be put before the executive, for ratification, at the next meeting.

C. The executive board shall at its first meeting resolve the duties that each board member shall serve for this/her term of office.

D. Should an executive board vacancy occur during the term of the office the position shall be filled at the discretion of the executive board for the remainder of the term of office.

E. The executive board shall be elected for a period of one year. All Executive members have one vote on all questions before the executive. A nominations chairperson will be appointed, by the executive six months prior to the AGM and will:

- i) Form a nominating committee
- ii) Give due notice to all members of the upcoming elections and the positions open on the executive.
- iii) Work to ensure that suitable individuals are prepared to submit their names for election to the executive.

Nominations for the executive will be received by the nominating committee between the time the AGM is called and the close of nominations at the AGM

ARTICLE 6.

F. The CHAIRPERSON shall:

- A) Preside over all executive and club meetings
- B) Act as spokesperson / representative for the club at all soccer related events / meetings unless:
 - a) he/she otherwise delegates the responsibility
 - b) the executive chooses another representative for a specific event / meeting.
- C) Attend all BYSL meetings as the club representative, with voice only, unless the executive appoints another individual.
- D) Prepare an annual address for submission at the AGM.

G. The VICE-CHAIRPERSON shall:

- A. In the absence of the Chairperson, act in the capacity of the chairperson with all the powers of the Chairperson

H. The HEAD COACH shall:

- A. Be responsible to advertise for Rep coaches and Select coaches in a timely manner asking for applications to be submitted by the end of September each year and to make recommendations to the executive for their approval of these applications.
- B. To arrange clinics and camps for coaches and players - responsible for player and coach development.
- C. To oversee coaching and to supply support and direction as required for

all teams.

D. To call meetings with coaches as required to insure proper communication of all pertinent information.

E. To prepare an annual report which shall be submitted at the AGM.

I. The SECRETARY shall:

A. Give notice of all executive board meetings to persons entitled thereto

B. Attend all executive board and club meetings and keep the minutes of such meetings

C. Be custodian of the club's minutes and correspondence files.

D. Keep the Chairperson and the executive board informed as to the business at hand and as to its disposition for action.

E. Handle all incoming and outgoing correspondence pertinent to the executive board's function.

F. Prepare an annual report which shall be submitted at the AGM.

ARTICLE 6.

J. The TREASURER shall:

A. Keep or cause to be kept, up to date and accurate records of the revenue and expenditure in books belonging to club.

B. Deposit all monies and other valuable effects in the name of and to the credit of the club.

C. Give receipts for all monies or valuable effects received by the club.

D. Pay all accounts due by cheque. No cheques will be drawn on the bank unless the cheque is signed by two of the three or more signing officers appointed by the executive board.

E. Render a monthly financial statement to all members of the executive board.

F. Render a financial statement whenever requested by the Chairperson.

G. Reconcile the bank account or accounts monthly.

H. Be custodian of deposit and receipt books of the club and be required to produce such books properly balanced at all executive board meetings.

- I. Prepare an annual report, financial statement and balance sheet which shall be submitted with all financial documents to auditors appointed by the executive board fifteen days prior to the Annual General Meeting.
- J. Submit such report, duly audited, to the Annual General Meeting.
- K. All revenues accrued through lotteries are to be utilized in the activities of the youth section of the club, nineteen years of age and younger
- L. The treasurer shall request, at season end, from each team registered with BICS, a full financial statement of all monies raised under the BICS umbrella. If in the case that a team folds, the monies from that bank account are to be transferred to the BICS account to be earmarked for the benefit of players in the BICS organization, as decided upon by the executive members.
- K. The REGISTRAR shall:
 - A. Receive all players registration forms and enter the particulars of same In the register provided for that purpose.
 - B. Complete up to date reports of registrations and submit same to the Secretary so that copies can be given to the Executive Board.
 - C. Turn over registration money to the treasurer as soon as possible with a master list detailing all registrations received and keep receipts for all monies turned over to the treasurer.
 - D. Prepare an Annual report showing the number of players and teams for submission at the Annual General Meeting.
 - E. Prepare all team registration forms and submit to proper league or Association in a timely manner along with appropriate fee.

ARTICLE 6.

- L. The EQUIPMENT MANAGER shall:
 - A. Obtain quotations and samples for all team equipment and supplies before the start of the year for submission to the Executive Board with his/her recommendations.
 - B. Place all orders for team equipment with the successful supplier no later than December 15th for the following season (placing orders for equipment in a timely manner is essential to avoid shortages and to ensure equipment and uniforms etc. are available when required).
 - C. Be custodian of all equipment belonging to the club and keep a record of

same.

- D. Attend all executive board meetings and report on the progress of equipment deliveries and distribution.
- E. Approve all supplier invoices for payment prior to submission to the treasurer.
- F. Prepare an Annual report showing all equipment inventories and disbursements for submission at the Annual General Meeting.
- M. The SCHEDULER / STATISTICIAN / FACILITIES MGR. shall:
 - A. Attend all executive board meetings and report on the club's facilities requirements.
 - B. Place all applications for facilities with the City of Brantford or any other authority offering gyms or fields.
 - C. Arrange for payment of the procurement of all facilities permits.
 - D. Work with the coaches and or team managers to cover their requirements additional to the regular league schedules.
 - E. Work with the various leagues, the club's teams are entered in to check schedules and ensure no duplication of facility usage.
 - F. Work with referee scheduler or authority to ensure that referees are available to cover games scheduled and co-ordinate payment of same.
 - G. Prepare an Annual report for submission at the Annual General Meeting.
- N. The SELECT TEAMS REP. shall:
 - A. Act as liaison between select coaches and executive.
 - B. To co-ordinate all information pertinent to and from select cc'aches and club executive.
 - C. To assist all executive functions as relates to select soccer teams.
eg. Work with Tournament Coordinator to arrange select tournaments.
 - D. Attend all executive board meetings and report on select team activities
 - E. Prepare an Annual report for submission at the Annual General meeting
- O. The TOURNAMENT DIRECTOR shall:

ARTICLE 6.

- A. Recommend rep and select tournaments to the club executive for their approval.
- B. Oversee and manage all aspects involved in the development and presentation of tournaments and to delegate responsibilities as required in a timely manner.
- C. Receive all available information on rep and select tournaments and notify all club coaches of same.
- D. Assist all teams in registering to enter tournaments and informing them of steps required to do so.
- E. Prepare an Annual report for submission at the Annual General Meeting
- P. The BRANTFORD YOUTH SOCCER LEAGUE REP. shall:
 - A. Act as liaison between the B.Y.S.L. executive and the club executive ensuring an effective communication process.
 - B. Has voice at all executive board and club meetings.
 - C. Shall be appointed by B.Y.S.L. and approved by the BICS executive.
- Q. The BICS KICS CO-ORDINATOR shall:
 - A. Co-ordinate all aspects of publishing the BICS KICS Newsletter in a timely manner.
 - B. Oversee the acquisition of articles for the newsletter.
 - C. Arrange for advertising to keep the costs of the newsletter to a minimum.
 - D. Edit the newsletter ensuring material is in good taste and promotes The Brantford BICS Soccer Club and Soccer in General.
 - E. Prepare an Annual report for submission at the Annual General Meeting
- R. The SPONSORSHIP/FUNDRAISER, PUBLICITY will be developed by the club executive at their discretion and responsibilities delegated accordingly.
- S. The TWO DIRECTORS shall:
 - A. Attend outside meetings as requested by the chair.

- B. Take on assignments and responsibilities as requested by the executive.

ARTICLE 6.

T. The TWO COACHES REPRESENTATIVES shall:

A. Act as liaisons between the teams and the executive in conjunction with the Head Coach.

B. Attend all executive board meetings.

U. The INDOOR REPRESENTATIVE shall:

A. Be responsible for co-coordinating BICS participation in the Indoor Soccer Leagues and attend all required meetings pertaining to the Indoor league.

B. Shall submit the executive proposals for BICS participation in the Indoor League.

C. Attend all executive board meetings.

ARTICLE 7.

MEMBERSHIP MEETINGS:

A. BICS Executive will call an Annual General Meeting during the month of November of each year.

B. A special membership meeting will be called at the request of:

- a) A majority vote of the executive.
- b) A written request by any 25 members of the BICS club.

C. The out going executive will submit to the AGM a report of the work of the executive for the preceding year.

D. The AGM will elect a new executive to undertake the work of BICS for the next twelve months.

E. The AGM will elect a balloting committee to supervise and count the ballots.

F. Voting for executive positions will be in the order listed in Article Six.

G. Voting procedures for executive positions are as follows:

a) A candidate (s) running uncontested for a position will require a vote of 50% plus one of registered members attending the AGM to be declared elected.

b) Where two or more candidates are running for one position, the winner must obtain a vote of 50% plus one of registered members attending the

AGM to be declared elected. In the event of no person receiving 50% plus one, the two candidates receiving the most votes will be placed on a second ballot. The person receiving the highest vote of at least **50%** plus one will be declared elected.

ARTICLE 8.

A. The BICS constitution can only be changed at the AGM or a general membership meeting.

B. A change in the BICS constitution will require a majority of 2/3 of those voting at the AGM or general membership meeting

C. Notice of motion to amend the constitution must be presented to the executive one month prior to the AGM or a general membership meeting.

D. Change of By-laws: if in the case of a change in the BICS By-laws, a notice must be given at the previous monthly executive meeting. A change in a by-law will require a majority of 2/3 of those voting, representing at least 50% plus one of the elected executive. Executive members unable to attend will be permitted to cast their vote in writing.

ARTICLE 9.

A. Miscellaneous:

Anything not covered in the constitution shall be conducted by using the Roberts Rule of Order.

THE BRANTFORD BICS PROMOTE EXCELLENCE IN ALL SPORTS