

WHITCHURCH-STOUFFVILLE SOCCER CLUB

CONSTITUTION BY-LAWS AND PLAYING RULES

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WHITCHURCH-STOUFFVILLE SOCCER CLUB
CONSTITUTION AND BYLAWS

SECTION A

CONSTITUTION

1.0 NAME

1.1 The Club shall be known as the Whitchurch-Stouffville Soccer Club.

1.2 The Club shall be not-for-profit and affiliated with the Ontario Soccer Association hereinafter referred to as the O.S.A through the York Region Soccer Association hereinafter referred to the Y.R.S.A.

2.0 OBJECTIVES

2.1 To foster and promote the game of soccer.

2.2 To provide and organize playing opportunities and facilities and to develop character and sportsmanship.

3.0 MEMBERSHIP

3.1 Membership shall be made up from the following:

3.1.1 Registered Players

3.1.2 Team Officials

3.1.3 Club Officials

3.1.4 Parents or Guardians of Youth Registered Players

3.1.5 Associate Members with vested interests in WSSC who are approved as Associate Members by the Board of Directors

4.0 MANAGEMENT

4.1 The affairs of the Club shall be managed by a Board of Directors, all of which are Directors, consisting of:

- 4.1.1 President
- 4.1.2 Secretary
- 4.1.3 Treasurer
- 4.1.4 Director At Large #1
- 4.1.5 Director At Large #2
- 4.1.6 Director At Large #3
- 4.1.7 Director At Large #4
- 4.1.8 Director At Large #5
- 4.1.9 Director At Large #6
- 4.1.10 Director At Large #7
- 4.1.11 Director At Large #8
- 4.1.12 Past President

The Board will be advised by an Executive Committee made up of the President, Secretary, Treasurer, Director responsible for Technical Operations and Director responsible for Administrative Operations.

4.2 THE TERM OF OFFICE

4.2.1 The term of office for each Director will be for a two year term.

4.2.2 Each Director will hold office until the alternate Annual General Meeting after his/her election or until his/her successor has been elected.

4.2.3 If a Director should need to resign from office, said Director will do everything within their power to continue with their duties until a successor has been elected or appointed and to assist in the transition to that successor.

4.3 NOMINATIONS

4.3.1 The President, Secretary and Treasurer, or any Director acting as President, Secretary or Treasurer may make nominations for positions on the Board of Directors up to 3 days before any General Meeting.

4.3.2 All other nominations for positions on the Board of Directors must be made at least 7 days before any General Meeting.

4.3.3 A person may be nominated for more than one position.

4.3.4 In the event that a written nomination is not received for a given position before the deadlines, only then will nominations for that position be accepted from the floor. Notwithstanding that limitation: any individual who is properly nominated by the deadlines and is not elected to the position for which he/she was nominated, may stand for any or all positions which are to be subsequently elected in that meeting.

4.4 ELECTIONS

4.4.1 To be eligible for the office of the President a candidate must have served on the Board of Directors or as an approved committee chairman.

4.4.2 Vacancies of the Board of Directors will be appointed by the Board of Directors, with consideration given to that member holding the second highest number of votes at the Annual General Meeting. Such Appointees will assume the responsibilities of the vacated position until the next Annual General Meeting at which time the vacated position will be put up for election for a new two year term.

4.4.3 As an exception to section 4.2 (THE TERM OF OFFICE) under the Constitution, should the number of elected Directors fall below 5, and the next Annual General Meeting be further away than ninety (90) days, then the President will, within seven (7) days, call a Special General Meeting, with between fourteen (14) and twenty one (21) days notice, where all Director's positions will come up for election. The term of the newly elected Directors will end at the Annual General Meeting after the next Annual General Meeting. Also, as an exception to section 4.2 (THE TERM OF OFFICE) under the Constitution, should the number of elected Directors fall below seven (7), and the next Annual General Meeting be within ninety (90) days, then all Director's positions will come up for election at that Annual General Meeting. The term of these newly elected Directors be for two (2) years.

4.4.4 Upon election or appointment to the Board, all Directors will swear to an Oath of Office which confirms their agreement to carry out their responsibilities to the best of their abilities during their term, to assist other Directors when needed and do so in a manner consistent with their fiduciary responsibilities.

4.5 A majority of Directors, excluding vacant positions, shall constitute a quorum at all Board meetings. The Directors shall meet as often as is necessary to carry out the business of the Club.

4.6 No Member of the Board of Directors shall be removed for arbitrary reasons but may be removed if:

- the Director is unable to perform the duties expected of the position due to, but not limited to, any of the following reasons:
 - If she/he becomes incapable of performing the business of the Club
 - If she/he is absent from two or more meetings of the Board without satisfactory reason
 - If she/he no longer resides in reasonable proximity to the Club
 - If she/he becomes, or is discovered to be, an un-discharged Bankrupt; or the
- the Director has compromised the integrity of the Club due to, but not limited to any of the following reasons:
 - If she/he has been found guilty of an offence under the Harassment Policy of The OSA
 - If he/she has been found in violation of the then current OSA Conflict of Interest Policy 21.0 in The OSA's published rules.

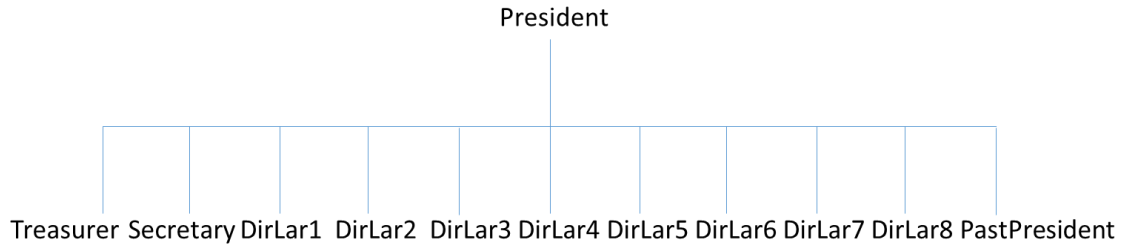
Such removal from office must be by a majority vote at an official meeting of the Board of Directors, after due notice has been given in writing to the Director in question where that Director has not been able to rectify the concerns of the Board to the Board's satisfaction within fifteen (15) days of written notice. Written notice is defined to have

been delivered when delivered to the Director's normal email address used for club business. It is a Director's responsibility to notify the club in a timely manner if his/her email address for club business changes.

4.7 The Directors shall receive no remuneration for acting as such.

4.8 The Board of Directors shall decide on all matters of finance relating in any-way to the Club, directly or indirectly. Financial reports shall be issued quarterly to Directors and at the Annual General Meeting of all members.

5.0 DUTIES OF OFFICERS



It is understood that the lists of duties in this section are not rigid and are intended only to serve as guidelines for the President, in consultation with the Directors, in assigning specific duties to specific Directors and individuals for the operation of the Club.

5.1 President

- Preside at all W.S.S.C. meetings.
- Call Executive Committee meetings as he/she sees fit.
- Chair Executive Committee meetings, Board meetings, and General Meetings, or at his/her choice, assign chair duties to another Director.
- Assume direction and delegate supervision of all W.S.S.C. activities and all personnel.
- Act as co-signing officer on all contracts and financial transactions along with either the Secretary or the Treasurer.
- Provide an annual report at the end of the season.
- Be available to be a member of the Club Disciplinary Committee.
- Present and vote on motions set before the Board only in the event of a tie.
- Attend and represent WSSC at all YRSA Annual General Meetings or arrange for a suitable substitute if unavailable.

5.2 Secretary

- Give notice of all Executive Committee and Board of Directors and General Meetings.
- Attend and contribute to all Executive Committee meetings called by the President.
- Prepare an agenda for all meetings.
- Keep minutes of all Executive Committee/Board of Directors Meetings and General Meetings.
- Be responsible for all club status correspondence.
- Act as co-signing officer on contracts and financial transactions together with the President, or with the Treasurer at the instruction of the President.
- Collect all annual reports.
- Undertake other duties as may be assigned by the President of the Club.
- Provide an annual report at the end of the season.
- Be available to be a member of the Club Disciplinary Committee.
- Present and vote on motions set before the Board.
- Collect Director's reports for inclusion in the Annual Report.

5.3 Treasurer

- Be responsible for proper control of monies and proper financial record keeping including banking, payables and revenue.
- Provide financial reports at Executive and Board Meetings.
- Attend and contribute to all Executive Committee meetings called by the President.
- Act as co-signing officer on contracts and financial transactions together with the President, or with the Secretary at the instruction of the President.
- Prepare budgets with input from Board members and other contributors as needed.
- Provide an annual report at the end of the season.
- Prepare books for audit by the end of January following the December 31 year end
- Be available to be a member of the Club Disciplinary Committee.
- Present and vote on motions set before the Board.

5.4 Sample Technical Operations Responsibilities

- Assume the presidential responsibilities in the absence of the President.
- Give consideration to allowing his/her name to stand for the President when it becomes available.
- Attend and contribute to all Executive Committee meetings called by the President.
- Supervise Head Coach and Head Referee.
- Report all red cards to the Executive Committee and Board of Directors.
- Represent the W.S.S.C. at all league meetings including Y.R.S.A. and O.S.A. in the absence of the Director responsible for Travelling Teams.
- Undertake other duties as may be assigned by the President of the club.
- Provide an annual report at the end of the season.
- Be available to be a member of the Club Disciplinary Committee.
- Present and vote on motions set before the Board.

5.5 Sample Administrative Operations Responsibilities

- Assume the presidential responsibilities in the absence of both the President and Director responsible for Technical Operations.
- Give consideration to allowing his/her name to stand for the President when it becomes available.
- Attend and contribute to all Executive Committee meetings called by the President.
- Supervise Club Administrator
 - Player registrations
 - Team listings
 - Schedules
 - Office Organization
- Pursue fundraising endeavours.
- File with the Y.R.S.A. all required reports.

- Obtain permission from the Executive Committee and Y.R.S.A. for teams to participate in any tournaments.
- Provide signing authority as Registrar for travelling teams.
- Undertake other duties as may be assigned by the President of the club.
- Provide an annual report at the end of the season.
- Be available to be a member of the Club Disciplinary Committee.
- Present and vote on motions set before the Board.

5.6 Sample Indoor Soccer Responsibilities

- Organize and run indoor league(s) and training programmes.
- Schedule all games and practices.
- Distribute players among the teams.
- Obtain permission from Director responsible for Technical Operations to participate in tournaments.
- Give Director responsible for Communications one article per newsletter.
- Provide an annual report at the end of the season.
- Be available to be a member of the Club Disciplinary Committee.
- Present and vote on motions set before the Board.
- Investigate expansion of indoor programme in an ongoing manner and report back the Board on progress and recommendations.

5.7 Sample Micro/Mini Soccer Responsibilities

- Organize and run micro/mini soccer programmes.
- Schedule all games and practices.
- Distribute players among the teams.
- Give Director responsible for Communications one article per newsletter.
- Provide an annual report at the end of the season.
- Be available to be a member of the Club Disciplinary Committee.
- Present and vote on motions set before the Board.

5.8 Sample Youth Soccer Responsibilities

- Organize and run youth in-house Club leagues.
- Supervise league convenors who may be delegated the responsibilities below.
- Schedule all games and practices.
- Distribute players among the teams.
- Recruit, train, and supervise team managers.
- Give Director responsible for Communications one article per newsletter.
- Assist Director responsible for Travelling Teams in organizing Select team try outs.
- Provide an annual report at the end of the season.
- Be available to be a member of the Club Disciplinary Committee.
- Present and vote on motions set before the Board.

5.9 Sample Travelling Team Responsibilities

- Organize teams and provide liaison to out-of-club leagues.
- Recruit, train, and supervise team managers.
- Obtain permission from Director responsible for Technical Operations to participate in tournaments.
- Represent the W.S.S.C. at all league meetings including Y.R.S.A. and O.S.A.
- Organize Competitive and Select tryouts. Ensure public notice given of tryouts.
- Ensure Club representation, either as self or delegate, to out-of-Club league meetings.
- Be available to go to league meetings.
- Give Director responsible for Communications one article per newsletter.
- Provide an annual report at the end of the season.
- Be available to be a member of the Club Disciplinary Committee.
- Present and vote on motions set before the Board.

5.10 Sample Senior Soccer Responsibilities

- Organize and run league(s).
- Schedule all games and practices.
- Organize end of season game schedule.
- Give Director responsible for Communications one article per newsletter.
- Provide an annual report at the end of the season.
- Be available to be a member of the Club Disciplinary Committee.
- Present and vote on motions set before the Board.

5.11 Sample Communications Responsibilities

- Be responsible for the design, production and distribution of all external communications.
- Be responsible for the design, production and distribution of all internal communications such as the Handbook.
- Advertise publicly all appropriate Club Activities as directed by the Executive Committee and Board of Directors.
- Provide local newspaper(s) with game scores received from the Head Referee.
- Assist the Director responsible for Administrative Operations or committee members with advertising for registration days, tournaments or for special events.
- Provide an annual report at the end of the season.
- Be available to be a member of the Club Disciplinary Committee.
- Present and vote on motions set before the Board.

5.12 Past President

- Shall be the Chairman of the Club Disciplinary Committee
- Chair meetings as requested by the President
- Act in an advisory capacity to the Board
- Represent W.S.S.C. at the Y.R.S.A.
- Present and vote on motions set before the Board.

WHITCHURCH-STOUFFVILLE SOCCER CLUB

CONSTITUTION AND BYLAWS

SECTION B

BYLAWS AND PLAYING RULES

1.0 MEETINGS

1.1 Annual General Meeting and Special General Meetings

1.1.1 The Annual General Meeting shall take place in the months February to June of each year. This meeting is to review the activities of the previous calendar year and to elect a new Board of Directors when vacancies exist. Elections shall be held by a show of hands, or by ballot where the outcome from a show of hands is not conclusive, with a simple majority of the votes determining the outcome.

1.1.2 A minimum of fourteen days written notice shall be given for all Annual General Meetings and all Special General Meetings.

1.1.3 Changes to the Constitution can only be presented and approved at the Annual General Meeting or at Special General Meetings. Any proposed amendments to the Constitution by a member must be submitted in writing to the Club Secretary at least seven day prior to the Annual General Meeting. Proposed amendments shall be provided to any member of the Club upon request prior to the Annual or Special General Meeting.

1.2 After the Annual General Meeting, but not later than two weeks following this meeting, a final retiring Board of Directors meeting shall be held. At the termination of this meeting all members of the retiring Board of Directors shall cease to hold office or position. The newly elected Board of Directors shall take office at this time.

1.3 Special General Meetings must be called by the President or the Secretary on direction of two members in writing.

1.4 The Directors shall call Special General Meetings as and when considered necessary.

1.5 A quorum shall consist of all members present at properly called general meetings.

1.6 Questions arising at any meeting of Directors shall be decided by a majority vote. The President shall have a casting or deciding vote in the event of a tied vote by the remainder of the Directors.

2.0 MEMBERSHIP REGULATIONS

2.1 Any and all groups operating under the name of the Whitchurch-Stouffville Soccer Club are subject to the Club Constitution and Bylaws. All activities must receive prior approval by the Board of Directors.

2.2 All members 16 years and older will have voting privileges.

2.3 Discipline of Member

- Member may be fined, censured, suspended or expelled from Membership for cause and only after charges have been laid in accordance with the Club's published rules and a hearing held in accordance with the Club's and OSA's published rules. An individual whose Membership has been suspended loses all rights of Membership until the suspension has been terminated.
- Player, team and team official discipline for game infractions is governed in accordance with the procedures published by The OSA.
- Any Member, who infringes the Articles or Rules of the Club or brings the Club into disrepute, may be reprimanded, suspended or expelled from the Club after a hearing by the Board of Directors of the Club at which hearing the Member is entitled to attend.

2.4 Termination of Membership

Membership in the Club shall be deemed to have been terminated:

1. if the Member submits a signed letter of resignation to the Club
2. if the Member is expelled by the Club's Board of Directors
3. if the Member is no longer registered with the Club

3.0 PLAYER REGULATIONS

3.1 Players must be registered on the form supplied by the Whitchurch-Stouffville Soccer Club and pay all necessary fees.

3.2 A players' registration must be approved prior to participation in any league game.

3.3 Players participating on teams shall abide by the Rules of the Club and/or Association in which the team is registered.

3.4 If a player resigns or is dismissed for a misdemeanour, he/she shall return his/her uniform and on receipt may receive a partial fee refund at the discretion of the Board of Directors.

3.5 The Board shall establish necessary limits on number of registrations and have the right to reject subsequent registrations.

3.6 W.S.S.C. will advise members that should players be absent for four consecutive games without adequate reason, they may be replaced and that it would be the parent's responsibility to return their uniforms to the Club.

3.7 Travelling and Select teams shall adhere to the local jurisdiction's rules.

3.8 The age grouping of all other teams shall be at the discretion of the VP Travelling Teams.

4.0 PROTESTS

4.1 Club League game protests must be made to the league Director responsible for Technical Operations in writing within 48 hours of the completion of the game in question. No protest dealing with a decision of the referee will be accepted. All other game protests must be made to the appropriate governing bodies in accordance with their policies.

5.0 APPEALS

5.1 Recreational team or player appeals may be made against decisions made by the Club Disciplinary Committee. The appeal will be submitted to the Club Secretary and will specify the exact nature of the appeal. Appeals must be lodged within forty-eight (48) hours of the day of the original decision (Sundays and holidays excluded). All appeals are to be sent by registered mail. All other appeals must be made to the appropriate governing bodies in accordance with their policies. The date of the postmark will be taken as the limiting date in all cases.

6.0 GENERAL RULES

6.1 Roberts Rules of Order shall govern.

6.2 REFEREES

6.2.1 The referee shall have sole authority on the field and work under the direction of the Referee in Chief. Any complaints shall be transmitted to the Head Referee or the Director responsible for Technical Operations.

6.2.2 The referee shall be the sole timekeeper.

6.2.3 Recreational games may be shortened by the referee if playing time is restricted by bad weather, darkness or other unforeseen circumstances. Both coaches must be consulted on any such change. In such an instance the score will stand if one complete half has been played. Otherwise games will be rescheduled.

6.2.4 Only the referee or league official may postpone a game prior to game kick-off due to unsuitable field or weather conditions.

6.3 COACHING

6.3.1 Coaches shall be responsible for their team members and spectators during practices and league games.

6.3.2 Coaches shall be responsible for any Club equipment issued to the team.

6.3.3 Any complaints shall be transmitted by to the Head Coach or the Director responsible for Technical Operations.

6.3.4 Coaches and Managers must remain on the sidelines during play except in the Micro Division where they may traverse the field to give instructions as unobtrusively as possible.

6.3.5 Team players and Team Coaches shall be appointed a minimum of three weeks before commencement of the regular season or as soon as possible thereafter under unusual circumstances.

6.4 TEAMS

6.4.1 Team Sizes

6.4.1.1 All 11-a-side league teams shall be made up of a minimum of fourteen (14) and a maximum of eighteen (18) players.

6.4.1.2 League teams for smaller sized games (micro/mini) shall be sized in such a way so that there are at least 3 substitutes per team, and no more than 1 substitute per on-field player.

6.4.2 Team players can be rearranged to balance teams prior to the fifth game of the year through exhibition games by the appropriate Director or designated league convenor. Transfers will not be permitted after the 10th of July of each year.

6.4.3 Wherever possible the Club shall endeavour to operate a Club (in-house) recreational league with a minimum of four teams per league.

6.5 GAME RECORDS

6.5.1 Home and away game sheets shall be submitted to the Club office by the Coach or Team Manager on regulation sheets within forty-eight hours after the game. Regulation sheets must be signed by both Coaches.

7.0 MATTERS NOT INCLUDED

7.1 Bylaws and Playing Rules

7.1.1 The Board of Directors shall have the power to pass additional bylaws and playing rules within the framework of the Constitution to facilitate the day to day operation of the Club until the next Annual General Meeting or Special General Meeting where the changes must be passed by a members vote for those changes to be confirmed and accepted permanently.

7.1.2 The decision of the Directors shall be final in all matters arising that may not be covered by this Constitution or Bylaws, and in disputes in questions of interpretation of Constitution or Bylaws and playing rules.

7.1.3 All matters not included shall be dealt with in accordance with the O.S.A. Constitution.

7.2 Committee Members

The following functions (offices) may be performed by Committee Members as directed by the Board of Directors. A committee member shall be appointed by the Board of Directors and may hold more than one office. With each office, the committee member will report to the Board member associated with that office or as otherwise decided by the Board.

7.2.1 The Statistician shall be responsible for keeping an up-to-date record (on each team operating within W.S.S.C.) comprising of goals for, against, total point, league standing, goal scorers. He/She shall liaise with the appropriate Director(s) and Publicity Officer.

7.2.2 The Equipment Officer shall be responsible for the upkeep and safe keeping of all equipment including uniforms, balls, nets, corner flags, first aid kits etc; advise and recommend to the Board of Directors the purchase of necessary equipment; issue required equipment to team coaches and ensure such equipment is returned at the end of the soccer season. He/She should also ensure that all required equipment is available for the commencement of the next soccer season.

7.2.3 The League Convenor shall be responsible for the "day to day" operation and control of a league and may assist in the planning and team balancing as requested.

7.2.4 The Field Manager shall be responsible for the "housekeeping efforts associated with all playing fields utilized by the W.S.S.C. He/she shall ensure that the grass is properly cut, the fields are suitably marked and are in adequate playing condition.

7.2.5 The Sponsorship Manager shall be responsible for the recruitment of all sponsors as required by the Club. He/she shall liaise with the Treasurer and the Director responsible for Technical Operations.

7.2.6 The Development Manager shall be responsible for the organizational efforts associated with Tournaments and fund-raising activities as directed by the Board of Directors. He/she shall utilize the resources of the Club as directed by the Board of Directors, and where necessary the recruitment of additional forces to execute the appropriate function.

7.2.7 Additional offices shall be generated as found necessary by the Board of Directors during the course of the "day to day" affairs of the Club. Such offices shall come under the jurisdiction of the Board of Directors and shall be appointed with specific responsibilities as detailed by the Board of Directors. Each office shall report to a designated Board member set at time of appointment. These offices include;

ADMINISTRATOR

- Shall handle all Club correspondence (mail, fax, email) answering requests for information promptly and forwarding information on to Club officials as appropriate
- Shall supervise the registration of all players as follows:
 - Club registration for all players.
 - Regional registration of Travelling and Select players and teams.
 - Regional registration of all other players and teams.
- Shall maintain club registration records.
- Shall be responsible for completing and maintaining a waiting list of all players.
- Shall maintain and provide printouts of team lists per league upon request.
- Shall collect and organize all Club related information on the Club computer.
- Shall keep the Club computer(s) in good working order, including regular backups of all Club information.
- Assist Treasurer in processing all financial transactions properly and in a timely manner.

HEAD REFEREE

- Shall be responsible for the recruitment, training, supervision and allocation of referees and linesmen (where required).
- Shall provide liaison with the appropriate Directors.
- Shall represent the W.S.S.C. at the Regional Referee Association.
- Shall prepare an annual report at seasons end.
- Shall be a member of the Club Disciplinary Committee.

HEAD COACH

- Shall be responsible for the recruitment, training, supervision and allocation of coaches and assistant coaches (where required).
- Shall make recommendations to the Board of Directors regarding allocations of coaches and assistant coaches.
- Shall be a member of the Club Disciplinary Committee.
- Reports all red cards to the Director responsible for Technical Operations.

CLUB DISCIPLINARY COMMITTEE

- Comprising of Past President, Head Coach, Head Referee or alternatives as have been appointed by the President.

TOURNAMENT CHAIRPERSON

- Shall be responsible for the organization and running of a Tournament Committee, under the Board of Directors.
- Shall be responsible for the permits necessary for tournaments and travel.
- Shall provide liaison with the Head Coach, Head Referee, etc..
- Shall be responsible for sending reports of club held tournaments to the appropriate governing bodies.
- Shall submit financial reports to the Treasurer.

AUXILIARY CHAIRPERSON

- Shall be responsible for organizing and running the catering of food and amusements at tournaments or special events.
- Organization to include:
 - Physical set up for food (tent, table, etc.)
 - Personnel
 - Supplies
- Shall be responsible for organizing and running club social events as directed by the Board of Directors.
- Shall be a member of the Tournament Committee.
- Shall give to the Treasurer, at the conclusion of a tournament or social event, all income received and all expenses incurred for final settlement by the Treasurer.
- Shall report to the Tournament Chairperson or Board of Directors whichever is applicable.