



MEMO
ANNUAL GENERAL MEETING
NOVEMBER 22, 2011

To: Members of Kingston Women's Soccer Association

From: Sandi Wright, President KWSC

Resources: Sandi Wright – President, Sherry Gibson-Scheduler/Statistician,
Veronica Harris-McAllister – Secretary, Ginette Blais –
Communications Officer

Subject: Amendment to Constitution

Date: November 22, 2011

At the General Meeting of KWSC in May of 2011, members were informed that a review of the positions of the Directors of the KWSC would be assessed in terms of responsibilities and distribution of duties to better utilize these positions and eliminate and or merge positions that were being under utilized in an effort to be more cost efficient.

Throughout the first term of the newly appointed Board, it was noted that there were positions that were being underutilized and it became apparent that streamlining of duties needed to be considered for ease of effectiveness and to providing members with an acceptable level of service in responding to requests, providing direction, resolving field schedule issues, and various other everyday operational requirements.

The position of the Field Director has remained vacant for approximately three (3) years. These duties have typically been performed by the Vice President in the absence of a Field Director. The Vice President currently sits on the Kingston Soccer Field Committee and therefore it was a natural progression to 'fold' the duties of the Field Director under the duties of the Vice President.

Improvements have been made to the registration process. In working with the website provider, their programmer designed a process that simplified the registration process and vastly reduced the amount of work the Registration Officer had typically performed. Subsequently, in consultation with the Tier Director and in reviewing the duties of this position, it was agreed that combining the duties of these two positions into one would promote a more streamlined process.

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The role of the Treasurer carries a significant amount of responsibility. For the past three years the Directors have reviewed and evaluated the role of the Assistant Treasurer. While it is noted that the Treasurer requires additional resources at various times throughout the season, the distribution of such duties presents various challenges relating to records Management. During the course of review of past practices and suggestions with the type of resource required, it was decided that some of the administrative assistance could be provided by the Secretary and Communications Officer. A report to address the administrative duties of the Treasurer will be presented in a separate report on the agenda.

Originally, the review of the restructure of positions was to assist with eliminating additional costs associated with the Director's Stipend, to be more financially responsible to our members and to improve the effectiveness of the Board.

As a result of the restructure of the Board of Directors of KWSC, amendments were required to the Constitution.

General revisions have been made to the language in the document however it does not have an impact on the actual content itself. The two significant changes to the Constitution are the number of positions of the Board of Directors and the Dissolution clause which was amended to reflect the language in the 'Not-For-Profit' handbook and bring the club into compliance;

"In the event of dissolution of the Club, and after payment of all debts and liabilities, May, (unless prohibited from so doing in its charter or by-laws) on dissolution distribute its remaining assets among its members in accordance with Not- For-Profit Corporation regulations."

The amended Constitution is being presented to the membership for information and adaptation.