

Bay of Quinte Women's Indoor Soccer League

Constitution- By-Laws November 2024

Article 1: NAME

The name of this League shall be the Bay of Quinte Women's Indoor Soccer League (BQWISL), hereinafter referred to as the League. The headquarters of the League shall be located within the District Boundaries of the Southeast Ontario Soccer Association, hereinafter referred to as SOSA.

Article 2: OBJECTS

The objects of the league shall be to promote, develop, and govern the sport of soccer within the league's jurisdiction in the Bay of Quinte and its environs.

Article 3: AFFILIATIONS

The League shall be a Member of the SOSA and shall follow the published rules of the SOSA and the Ontario Soccer Association, hereinafter referred to as OSA. The League is subject to the published rules in declining order of authority of the following bodies to which it is affiliated:

1. The OSA
2. The SOSA
3. The League

Article 4: MEMBERSHIP

Regular Member

A regular Member is a player, a coach, or team official who has properly registered with the league in accordance with the Rules and Regulations.

A player shall become a regular Member when approved by the League's Registrar. Upon application, a coach shall become a regular Member upon acceptance by the directors of the League. A coach is an individual who is registered with The OSA to teach, instruct, train and guide players to play the game of soccer.

An administrator shall become a regular Member upon election or appointment by the directors of the League. An administrator is an individual who is registered with The OSA to be responsible for one or more of the functions required to operate a team. For purposes of this definition, a team manager shall be classified as an administrator.

Regular Members shall be represented at all general meetings of the league through their Team Representative, who shall be a regular member that has been appointed by their team.

Fees

Membership fees for regular Members shall be set annually by the Executive.

Discipline of Member

A Member may be fined, censured, suspended or expelled from Membership for cause and only after charges have been laid in accordance with the League's published rules and a hearing held in accordance with the League'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 League or brings the League into disrepute, may be reprimanded, suspended or expelled from the League after a hearing by the Executive Committee of the League at which hearing the Member is entitled to attend.

Termination of Membership

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

1. if the Member submits a signed letter of resignation to the League
2. if the Member is expelled by the Executive Committee
3. if the Member is no longer registered with the League.

Article 5: BOARD OF DIRECTORS

The League shall be governed by a Board of Directors hereinafter referred to as the Executive which shall consist of at least three (3) individuals, as may be amended from time to time in accordance with the League's By-Laws. These individuals shall hold the positions of:

- President / Website Administrator
- Treasurer / Secretary / Vice President
- Scheduler

An Executive member shall be 18 years of age or older, shall not be an undischarged bankrupt and shall be a Regular Member of the League.

An Executive member shall serve for a term of two years or until his or her successor is elected or appointed.

After an initial Executive has been appointed, the positions of President/Website Administrator and Scheduler shall be elected in even numbered years while the positions of Treasurer/Secretary, Registrar and Statistician shall be elected in odd numbered years.

The roll of Vice President will be determined by a majority vote at an executive meeting on an annual basis. The Vice President will be selected from nominations of existing executive members.

Executive Vacancy

An Executive member has the right to resign her or his position by submitting a signed letter of resignation to the League.

A vacancy on the Executive and their respective position(s) held, caused by death, or resignation which has been accepted by the Executive, shall be filled by a majority vote of the Executive members. The successor Executive member shall hold his or her incumbent's position(s) for the remainder of the term being filled.

Removal of Executive Member

No Member of the Executive shall be removed for arbitrary reasons but may be removed if:

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1. The member of the Executive 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 League;
- if she/he is absent from two or more meetings of the Executive without satisfactory reason;
- if she/he no longer resides in reasonable proximity to the League;
- if she/he becomes, or is discovered to be, an undischarged bankrupt;

or

2. the member of the Executive has compromised the integrity of the League 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 she/he has been found guilty of an offence involving violence under the Discipline Policy of The OSA;
- if she/he has failed to properly account for monies or other property belonging to the League;
- if she/he has been found guilty of a criminal offence regardless of whether or not the offence directly affected the League.

A Member of the Executive holding his or her respective position(s), as member of the Executive or other position(s), may be removed from office by the Executive for good and sufficient cause by a two thirds (2/3's) vote of the Executive Committee present, provided notice to remove the Executive Member has been given to all Executive Members of the League. If an Executive Member is removed by the Executive, the Executive may appoint a successor to the position(s) for the remainder of the term(s) being filled.

A Member of the Executive may also be removed from office for good and sufficient cause at a meeting of the Members of the League provided notice to remove the Executive Member has been given to persons entitled to attend the Members' meeting. If an Executive Member is removed at a Members' meeting, the Members entitled to vote may elect a successor to fill all position(s) held by the removed Executive Member for the remainder of the term(s) being filled.

Conflict of Interest and Standards of Conduct

The Executive shall be subject to the Conflict of Interest Policy 21.0 in the OSA's published rules.

Duties of the Executive

The Executive shall conduct the business of the League during the periods between general meetings of the League and in accordance with the authority granted to it in the published rules of the League.

The Executive may also revoke, for cause, any appointment providing that it has followed the procedures for the revoking an appointment as outlined in the League's published rules.

Duties of Executive Members

President / Website Administrator

Except:

1. as provided for in the Dispute Resolution Policy of the OSA, and

2. where the President delegates the responsibility to another person,

the President shall preside at all general meetings of the League and of the Executive. The President shall be ex officio a member of all committees, except any nominations committee; shall appoint all chairs of standing and special committees subject to ratification by the Executive; coordinate all duties of the Executive, committees, staff; and shall be the spokesperson for the League.

The website administrator shall be responsible for maintaining and updating the website each season and uploading the game sheets for each team at the beginning of each season.

2. Treasurer / Secretary

The Treasurer shall ensure that full and accurate records are kept of the accounts of the League; shall make deposits and issue cheques; shall present an annual budget; shall report to the Executive annually with a financial summary; shall collect all fees and fines and shall attend executive meetings.

The Secretary shall maintain a record of all minutes of the organization, maintain copies of all committee reports, notify officers and committee Members of their election or appointment, furnish committees with those documents required to perform their duties, maintain minutes of all executive meetings, ensure current documents are maintained in the “dome binder”. In the absence of the president and vice-president, preside until the immediate election or appointment of a new presiding officer.

3. Registrar

The Registrar shall be responsible to ensure that all players and teams are properly registered as per OSA / SOSA rules, shall communicate with the OSA / SOSA offices to confirm registration, maintenance of the OSA computer registration program, deliver registration fees to the Treasurer and make reports of fees and registration collected, verify game sheets at the beginning of the season and shall attend Executive meetings.

4. Scheduler

The Scheduler shall be responsible for the scheduling of all regular games, playoff games, cup games, and rescheduled games and confirming that referees have been assigned for all games. The Scheduler shall attend executive meetings.

5. Statistician

The Statistician shall be responsible to ensure all scores are entered and standings are accurate; to keep and update all game statistics as mandated by the Executive, track and issue fines for game related issues (game sheets, forfeits, equipment), track red/yellow cards issued, have the plaque engraved with the season’s winners and attend executive meetings.

6. Vice President

The Vice President shall act in the absence of the President and shall have other powers as assigned by the Executive

Other Executive Positions

The duties of other appointed executive positions or committees shall be determined by the Executive.

Nominations and Elections

Nominations for positions on the Executive Committee may be made by any Member at the Post-Season Team Rep Meeting or at a Special General Meeting called for that purpose.

Nominations and elections for positions open shall be held in the order of the positions listed in the Constitution.

In the event only one candidate is nominated, no vote is required and the nominated candidate shall be declared elected by acclamation.

A majority of the votes cast shall be required to elect Executive Members. In the event no candidate receives a majority, the candidate with the least votes shall be dropped from the ballot and another vote shall be held.

Article 6: MEETINGS

Pre Season & Post Season Team Rep Meetings:

An official notice of each meeting shall be given to all Team Representatives at least 14 days before the meeting is to be held, at such place, and at such date as the Executive may determine. Such notification shall be by: email, or posting on the league website.

Seventy-five percent (75%) of the Team Representatives who are eligible to vote shall form quorum at all general meetings of the League. Any question shall be decided by a majority of the votes unless otherwise required by this By-Law or other law.

The League shall hold its Pre Season meeting no later than September 30th and the Post Season Meeting not later than May 31st. The agenda of the meeting shall include:

1. Roll Call
2. Officers' Reports

3. Treasurer's Report
4. Other Reports
5. Unfinished Business
6. Amendments to the By Laws (Constitution) and Rules and Regulations
7. Election of Officers and Executive Committee members
8. Any other business
9. Adjournment

Special General Meeting:

A Special General Meeting of the League:

1. may be called by the Executive, or
2. shall be called by the Executive upon receipt of a written request signed by not less than 25 Members or 25% of the voting Membership, whichever is less, setting out the items of business to be conducted at the Special General Meeting. The Special General Meeting shall be held within 30 days of receipt of the written request from the Members.
3. Only the business set out in the notice of the Special General Meeting shall be considered.

Voting at General Meeting:

Every team shall have the right to attend, speak and cast one vote at a General meeting of the League.

Executive Meeting:

The Executive shall meet at least one time per year, upon 14 days notice given by the President and Secretary, at such place and time as the Executive may determine.

A majority of the Members of the Executive shall form a quorum at all meetings of the Executive. Questions arising at any meeting shall be decided by a majority of votes where each director is entitled to cast one vote.

Article 7: COMMITTEES

The Team Representatives at any general meeting, or the Executive Members at any meeting of the Executive, may establish a standing committee or special committee to carry out specific business or programs of the League.

Article 8: BY-LAWS AND AMENDMENTS

1. By-Law amendments may be proposed by the Executive Committee, or proposed by Members and submitted in writing to the League Secretary at least fourteen (14) days prior to the team rep meeting of the League.

2. Copies of all proposed amendments shall be sent at least seven (7) days prior to the team rep meeting by the secretary by e-mail to the Team Representatives who shall be responsible to notify the regular members of their team.

3. Proposed amendments must be approved by at least 2/3's vote of the Membership present and voting at the team rep meeting of the League.

Article 9: RULES AND REGULATIONS

The league may adopt rules and regulations as deemed necessary to promote, develop, and govern the sport of soccer.

Amendments to rules and regulations may be passed by a majority vote at any general meeting.

A copy of the current Rules and Regulations shall be made available to all members of the League by publishing it on the League website.

The Executive shall inform members of any changes to the Rules and Regulations within seven (7) days of their adoption by email to all Team Representatives and by amending the copy of the Rules and Regulations published on the League website.

Article 10: INDEMNITY

Members of the Executive or other servants to the League, their heirs, executors, administrators and estate and effects respectively shall be indemnified and saved harmless at all times by the League against all costs, losses and expenses incurred by them respectively in or about the discharge of their respective duties, except such as happens from their own respective wilful neglect or default.

Article 11: FINANCE

The financial statements of the League shall be:

1. presented annually subject to the minimum requirements as defined in 5;
2. based on a defined fiscal year;
3. presented to the members at the Team Rep Meeting for adoption; and

4. audited by a volunteer member to confirm accuracy and completeness.

The fiscal year of the League shall end on March 31st of each year, unless otherwise ordered by the Executive Members.

Article 12: DISPUTE RESOLUTION

The League shall adhere to the Dispute Resolution process as published and approved by The OSA from time to time.

Any Member of the League may initiate the Dispute Resolution process by communicating in writing to The OSA, with a copy to the League and SOSA, the nature and facts of the dispute. The OSA, at its discretion, may proceed with the Dispute Resolution process by assigning one or more neutral persons to the dispute.

The Dispute Resolution process shall not to be used for game discipline which follows the normal discipline and appeals process.

The League shall make available to any Member the Dispute Resolution process when requested.

Article 13: HARASSMENT

The League shall adhere to the Harassment Policy as published and approved by The OSA from time to time. The Harassment Policy shall apply to all employees, directors, officers, volunteers, coaches, game officials, administrators, players, Members and registrants of the League.

Harassment is defined as any comment, conduct, or gesture directed toward an individual or group of individuals which is insulting, intimidating, humiliating, malicious, degrading or offensive. It includes, but is not limited to, sexual harassment.

The League shall make available to any Member the Harassment Policy when requested.

Article 14: APPEALS

1. Any Member or registrant of the League directly affected by a decision of the League may appeal such decision. The denial or termination of Membership in the League may be appealed by a non-Member.

2. A decision of the League may be appealed to the District Association with which the League is affiliated. The appeal shall be conducted in accordance with The OSA's and SOSA's published rules.

3. An individual shall not appeal a decision made by the Executive Committee regarding the appointment, non-appointment, re-appointment or revocation of an appointment of an individual to any coach or administrator position within the League's operations, except where the selection, appointment and revocation process outlined in the League's published rules has not been followed.

4. An individual shall not appeal a decision made by the League regarding a player's team assignment.

Article 15: DISSOLUTION

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

Article 16: DEFINITIONS/TERMINOLOGY

Terminology used in this By-Law shall have the same meaning as used by The OSA in its letters patent, By-Laws and published rules.