

## **Article 1: NAME**

The name of this League shall be the Bay of Quinte Women's Soccer League (BQWSL), 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.

Although an individual may qualify for, and be registered under more than one of the above categories, each individual holds only one Membership in the League, and is entitled to one vote at Members' meetings.

A player shall become a regular Member when approved by the League's **Scheduler**. 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 and ratified or amended by the Team Representatives at a general meeting of the League.

Current members of the Executive are entitled to have their fees covered by the League, for up to **\$150.00** per member, per year.

### **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 **four (4) individuals**, or such number

not to be less than **three (3)**, as may be amended from time to time in accordance with the League's By-Laws. These individuals shall hold the positions of:

- President
- Vice- President
- Treasurer
- **Field and Game Scheduler/ registrar**
- **Secretary**

An Executive member may hold more than one position.

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 **three years** or until his or her successor is elected or appointed.

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

### **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:

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 shall be responsible for the appointment and renewal of appointments of all positions within the League except for those positions elected by the Membership of the League. This shall include the appointment of volunteer and paid positions for coach and administrator positions within the League's operations. The selection process and the appointments shall be based on procedures outlined in the League's published rules.

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*

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.

### *Vice-President*

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

### *Treasurer*

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 at least once per quarter; shall submit an Annual Report to the Annual General Meeting; and shall attend executive meetings.

### *Secretary*

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, sign all certified copies of acts of the organization (unless otherwise specified in the League's published rules), maintain record books in which bylaws, published rules and minutes are entered and have the current record books available at each meeting, send to the Membership a notice of each general meeting, send to the Executive notices of each meeting, conduct the general correspondence of the organization that is not the proper function of another office or committee, prepare, prior to each meeting in consultation with the presiding officer an order of business, and, in the absence of the president and vice-president, preside until the immediate election or appointment of a new presiding officer.

### *Scheduler/Registrar*

The Scheduler/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, and shall attend Executive meetings. They shall also be responsible for the scheduling of all regular games, playoff games, cup games, and rescheduled games. The Scheduler shall attend executive meetings.

### *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 Annual General 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.

Election shall be by secret ballot, but 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**

### **General 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, social media, website, or any other suitable method to ensure such notice is received.

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.

### **Annual General Meeting:**

The League shall hold its Annual General Meeting at a date determined feasible by the members of the executive following the previous soccer season. Amendments to the By-Laws (Constitution) and Rules & Regulations (if applicable)

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 submitted to the League by registered mail, certified mail, trace mail, courier service, hand delivery, fax or e-mail, 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 per team at a General meeting of the League.

### **Executive Meeting:**

The Executive shall meet at least 4 times per year, or as deemed appropriate, upon 14 days notice given by the President and Secretary, at such place and time as the Executive may determine.

A majority, consisting of no less than 3 members, 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: PROCEDURES GOVERNING MEETINGS**

All meetings of the League shall be conducted in accordance with the most recently published Robert's Rules of Order Newly Revised except as may be otherwise stipulated in this By-Law or other Rules and Regulations of the League.

## **Article 9: 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, within reason, prior to the annual general meeting of the League.



2. Copies of all proposed amendments shall be sent **within reason** prior to the AGM by the secretary by registered mail, certified mail, trace mail, courier service, hand delivery, fax or 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 annual general meeting of the League.

## **Article 10: 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.

A written copy of the current Bylaws and Rules and Regulations shall be provided annually to the Team Representatives for their reference.

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 11: 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 willful neglect or default.

## **Article 12: FINANCE**

The financial statements of the League shall be:

1. presented annually subject to the minimum requirements as defined in 4;
2. based on a defined fiscal year;

3. presented to the members at the Annual General Meeting for adoption; and,
4. signed with a Notice to Reader prepared by a Public Accountant, Certified General Accountant or a Certified Management Accountant less than \$100,000 but greater than or equal to \$10,000.00. As an alternative, two (2) league members, who shall not be members of the executive, may volunteer annually at the AGM to audit the financial accounts and records of the league the following year and present their signed written report at the following League AGM.

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

At each annual general meeting, the members shall appoint a Public Accountant, Certified General Accountant, a Certified Management Accountant, or accept two (2) volunteer members who are not members of the current or next executive to review the following year's fiscal statements.

### **Article 13: 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 14: 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 15: 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 16: 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 17: 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.