


**ONTARIO SOCCER**  
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# Section 3.0 ORGANIZATIONS

## APPENDIX B: MODEL CONSTITUTION (LEAGUES)

January 2018

## APPENDIX B: MODEL CONSTITUTION (LEAGUES)

4.3.1 the name of the League and a statement that: "hereinafter referred to as the League"

4.3.2 the location of the League's headquarters

4.3.3 the objects and objectives of the League

4.3.4 a statement which encompasses the following:

The League shall be a Member of the (insert name of governing organization) and shall follow the published rules of Ontario Soccer. The League is subject to the published rules in declining order of authority of the following governing organizations to which it is affiliated:

- 1 Canada Soccer
- 2 Ontario Soccer
- 3 District Association, if applicable
- 4 Club, if applicable

4.3.5 a statement which encompasses the following:

### MEMBERSHIP

a) The Membership of the League shall be each Club with one or more teams playing in the league. Eligibility for Membership in the League shall be in accordance with Ontario Soccer's player development pathway and with Ontario Soccer's published operational procedures.

**b) Acceptance Into Membership**

A Club must apply for Membership and pay Membership fees to the league.

#### **Membership Fees**

The annual Membership fees shall be set by the Board of Directors and ratified by the Membership at a general meeting of the League.

#### **Approval of New Members**

A club shall become eligible to be a new Member if one or more of its teams becomes eligible to play in the league based on Ontario Soccer's player development pathway in accordance with Ontario Soccer's published operational procedures.

The Membership application must be approved by the League's Board of Directors.

### **Membership Renewal**

A Club will renew its Membership by completing the required forms for Membership renewal, providing that it still has a team eligible to play in the league based on Ontario Soccer's player development pathway in accordance with Ontario Soccer's published operational procedures.

### **Rights of Members**

Members shall be accorded the following rights:

- I. To be governed in accordance with Ontario Soccer and the League's published rules,
- II. To participate in League sanctioned competitions,
- III. To attend and vote at all general meetings called by the League,
- IV. To enter teams in the league in accordance with Ontario Soccer's published operational procedures.

### **Discipline of a 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 rules and regulations and a hearing held in accordance with the League's rules and regulations and Ontario Soccer's published rules. A Member whose Membership has been suspended loses all rights of Membership until the suspension has been terminated.

### **Termination of Membership**

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

- I. If the Member submits a signed letter of withdrawal to the League
- II. If the Member is expelled by the League.
- III. If the Member fails to renew Membership in accordance with the By-Law.

4.3.6 a statement that the League shall be governed by a Board of Directors:

- i. which shall consist of at least three individuals;
- ii. specify the Position Titles of the Directors;
- iii. the length of term for each position must be defined;
- iv. a definition of when each position is elected;
- v. define how to fill a vacancy on Board of Directors;
- vi. the grounds and the procedure for the removal of a Directors must be specified;
- vii. statements about the general responsibilities of the Board and the specific duties of each person;
- viii. procedures for nominations and elections must be clearly specified; and
- ix. a statement which encompasses the following:

The Directors shall be subject to the **Conflict of Interest Policy** in Ontario Soccer's published operational procedures.

4.3.7 a statement that there shall be General Meetings of the League based on the following inclusions in the By-Law or Constitution:

- i. procedure for official notice including the minimum time required for, and the method of, notification of meeting;
- ii. definition of quorum;
- iii. statement that there must be an Annual General meeting held in a specified month with a specified agenda including the presentation of a financial statement.
- iv. procedure for a Special General meeting including the process for requesting the meeting and calling the meeting; and
- v. define the voting rights for each member.

4.3.8 a statement that there shall be Board meetings which shall include:

- i. the number of meeting per annum;

- ii. notice procedure including the minimum time required and the method of notification;
  - iii. specifications of quorum; and
  - iv. clearly defined voting rights
- 4.3.9 a statement regarding how committees are formed (ie., by the Membership and/or by the Board of Directors).
- 4.3.10 identify the Parliamentary Procedure for conducting meetings
- 4.3.11 a statement that defines the process for amending the By-Law or Constitution including:
- i. who can propose amendments;
  - ii. timelines for proposing amendments;
  - iii. notification of proposed amendments to members including timelines and method; and
  - iv. approval process.
- 4.3.12 statements covering the process for creating, approving, amending and publishing the rules and regulations
- 4.3.13 a statement which encompasses the following:

**INDEMNITY**

Members of the Board of Directors 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.

- 4.3.14 a statement that the financial accounts of the League shall be:
- i) audited annually;
  - ii) based on a defined fiscal year end;
  - iii) presented to the Annual General Meeting; and
  - iv) audited by an auditor appointed by the Members at the previous Annual General Meeting.

- 4.3.15 a statement which encompasses the following:

**DISPUTE RESOLUTION**

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

Any Member of the League may initiate the Dispute Resolution process by communicating in writing to Ontario Soccer, with a copy to the League, the nature and facts of the dispute. Ontario Soccer, 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.
- 4.3.16 a statement which encompasses the following:

## **HARASSMENT**

The League shall adhere to the Harassment Policy and Procedures as published and approved by Ontario Soccer 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 and Procedures when requested.

4.3.17 a statement which encompasses the following:

## **APPEALS**

- a) 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.
- b) A decision of the League may be appealed to Ontario Soccer. The appeal shall be conducted in accordance with Ontario Soccer's Governing Documents.
- c) An individual shall not appeal a decision made by the Board of Directors 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.

4.3.18 a provision for the:

- i) payment of all debts and liabilities; and
- ii) the distribution or disposal of the League's property

in the event that the League is dissolved.



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