



# **DOWNTOWN SOCCER TORONTO**

## **BY-LAWS OF THE LEAGUE**

**MARCH 2010**

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## **1. Governance**

- 1.1 Downtown Soccer Toronto (hereafter 'the League') strives to govern itself with transparency, meaning that members must have clear access to records, proceedings, decision-making, and feedback on how the League is operated and maintained.
- 1.2 The League Constitution may be altered only in accordance with the Constitution (Article 8: Amendments).
- 1.3 By virtue of its meeting procedures, the Executive Committee (hereafter 'the Executive') has the authority to amend, repeal, alter, suspend or ratify any By-law.
- 1.4 Policies are established by the Executive for the optimal operation of the League and may be modified at any time.

## **2. The Executive Committee**

- 2.1 The Executive is responsible for the overall operation of the League. It coordinates and facilitates all activities of the League in compliance with its Constitution and By-laws.
- 2.2 The Executive is composed of elected members.
- 2.3 Executive members must be bondable. Executive members will be protected by the League through Director's & Officer's liability insurance.
- 2.4 A term of service on the Executive begins November 1 and runs for one fiscal year (November 1 to October 31).
- 2.5 Duties and responsibilities of the Executive are to:
  - 2.5.1 Be present at Executive meetings;
  - 2.5.2 Actively participate in the discussion of issues brought before the Executive;
  - 2.5.3 Contribute to the implementation of League policies, goals and ongoing activities;
  - 2.5.4 Develop policies that structure, guide and govern the League, including the draft, team leaders (e.g. captains, co-captains), discipline, code of conduct, rules of the game, referees, financial accountability and record keeping;
  - 2.5.5 Determine levels of, and secure sponsorship for, the League;
  - 2.5.6 Determine membership dues for registration;
  - 2.5.7 Make available to every member of the League the following information:
    - 2.5.7.1 The names and contact information of the Executive;
    - 2.5.7.2 A summary of the League's rules of the game;
    - 2.5.7.3 Information pertaining to League operations (e.g. links to the League's Constitution and By-laws on its web site).

- 2.5.8 Organize the Annual Business Meeting (ABM), Annual General Meeting (AGM), and any other open membership meeting as required;
  - 2.5.9 Hold regular meetings at the discretion of the Commissioner or the Commissioner's appointee (hereafter 'the Chair');
  - 2.5.10 Approve the operating budget submitted by the Treasurer;
  - 2.5.11 Review and approve any single expenditure of five hundred dollars (\$500) or more;
  - 2.5.12 Review the League's finances every two months as per Section 6.2 of the Constitution.
  - 2.5.13 Secure the appropriate insurance for the league, including Directors & Officers liability insurance and general liability insurance (if not included with field permits);
  - 2.5.14 Maintain detailed records related to league affairs and to each Executive's portfolio; and
  - 2.5.15 Ensure that a complete set of records, documentation and information is available to be shared to assist in a smooth transition between terms of Executive members.
- 2.6 The **Commissioner** oversees the work of the Executive. The Commissioner also carries out the following duties:
- 2.6.1 Works with the Executive to ensure that the short and long term goals of the League are being met;
  - 2.6.2 Ensures that the Executive and the League have secured the appropriate insurance (i.e. Director's & Officer's insurance and general liability insurance);
  - 2.6.3 Chairs Executive meetings;
  - 2.6.4 Represents the League to other sporting leagues and associations;
  - 2.6.5 Acts as one (1) of four (4) signing officers for the League;
  - 2.6.6 Coordinates and conducts the candidate interview process for selecting new Executive members in the event of a mid-term vacancy of a role on the Executive Committee;
  - 2.6.7 Ensures that the Executive reviews the League's bylaws and policies annually.
- 2.7 The **Communications Officer** is responsible for the public relations and communications of the League. This includes the following:
- 2.7.1 Coordinates the production and creation of all media communication and/or publications distributed on behalf of the League;
  - 2.7.2 Oversees the maintenance of the League website and executive email accounts;
  - 2.7.3 Coordinates with the Events & Fundraising Coordinator for the promotion of League events;
  - 2.7.4 Provides information to the Executive about external organizations which may benefit the League;
  - 2.7.5 Responds to any inquiries from external contacts or directs those inquiries to the appropriate portfolio;
  - 2.7.6 Coordinates the publication of the League newsletter;

- 2.7.7 Coordinates the timely posting and/or circulation of any relevant league information (e.g. meeting agendas and minutes, policies, league standings, announcements) via the League's website or other communication vehicles;  
Acts as one (1) of four (4) signing officers for the League;
  - 2.7.8 Acts as Vice-Commissioner.
- 2.8 The **Treasurer** maintains the financial records of the League. This includes the following:
- 2.8.1 Drafts and monitors the League's budget, to be approved by the members of the executive in time that a summary of planned expenses can be presented to members at the Annual Business Meeting (ABM);
  - 2.8.2 Keeps an accurate record of all monies received and disbursed in an electronic spreadsheet;
  - 2.8.3 Monitors all transactions from the League bank account(s), and ensures the deposit of League monies are made in a timely manner, as per the League's Financial Policy;
  - 2.8.4 Presents the League finances for the Executive to review every two months, including a review of the League's bank statements (as per the Constitution), revenues and expenses;
  - 2.8.5 Closes the financial statement for the year of his/her incumbency, including the following:
    - 2.8.5.1 The closing of the financial statement shall be deemed to be the filing of the relevant CRA returns.
    - 2.8.5.2 Prepares appropriate paperwork for submission (e.g. Non-Taxable Organization Information Returns) in accordance with the relevant regulations;
    - 2.8.5.3 Producing a year-end financial summary for review by the Executive before December 15;
  - 2.8.6 Documents and approves all Purchase Orders in accordance with the Financial Policy;
  - 2.8.7 Reimburses the Executive and other league members for league-related purchases;
  - 2.8.8 Works with the Membership Coordinator to ensure the collection of membership dues;
  - 2.8.9 Resolves NSF cheques and unpaid dues to the satisfaction of the Executive;
  - 2.8.10 Acts as one (1) of four (4) signing officers for the League.
- 2.9 The **Secretary** maintains all informational records for the league, with the following duties:
- 2.9.1 Prepares an agenda for all meetings and submits to the Chair for circulation prior to the meeting;
  - 2.9.2 Keeps minutes for Executive meetings and submits these minutes for review to the Chair prior to the next meeting;
  - 2.9.3 Coordinates with the Communications Officer to inform all members of the League of the date(s) and location(s) of Executive meetings;
  - 2.9.4 Collects all documents, records and other information from the Executive to ensure a full record of the League's affairs and to ensure there is a backup of all documentation;
  - 2.9.5 Keeps statistical records of the League's season, tournaments, and playoff activities;

- 2.9.6 Receives all league mail sent by post and distributes to the appropriate portfolio;
  - 2.9.7 Scans and circulates any important documents (e.g. bank statements, field permits) to all Executive members;
  - 2.9.8 Creates and maintains any necessary forms to be used by the Executive and other league members (e.g. Reimbursement form, Team Game Sheet);
  - 2.9.9 Provides year-end statistics to the Communications Officer to publish on the league website;
  - 2.9.10 Files Corporate Profile update with Service Ontario by Nov 30<sup>th</sup>;
- 2.10 The **Events and Fundraising Coordinator** is responsible for planning and implementing all League-related social, fundraising and sponsorship initiatives, with the following duties:
- 2.10.1 Organizes and executes detailed event-plans for social and fundraising events, including the year-end banquet;
  - 2.10.2 Assists the Communications Officer to create and distribute advertising and marketing materials for events, promotions and sponsorship;
  - 2.10.3 Chairs all social and fundraising event-related Subcommittees formed during the season;
  - 2.10.4 Maintains corporate and community relationships and sponsorship affiliations.
  - 2.10.5 Coordinates with the Treasurer to ensure that all fundraising and sponsorship money is collected and deposited into the League's bank account in a timely manner and in accordance with the League's Financial Policy;
- 2.11 The **Women's Representative and League Ombudsman** promotes equity, transparency and the active participation of women in the League by means of the following:
- 2.11.1 Acts as a liaison between the Executive and the female members of the League;
  - 2.11.2 Acts as a liaison between the Executive and League members in the following circumstances:
    - 2.11.2.1 If any League member feels that he or she can not approach their Team Leader (captain, co-captain);
    - 2.11.2.2 If a conflict arises between a League member and a Team Leader (captain, co-captain), especially around issues related to equity;
    - 2.11.2.3 If a conflict arises between any League member and the Executive;
    - 2.11.2.4 If a conflict arises between League members;
  - 2.11.3 Collaborates with the Events & Fundraising Coordinator to organize events that encourage, expand and are inclusive of women's participation in the League;
  - 2.11.4 Works closely the with the Membership Coordinator and Operations Coordinator to
    - 2.11.4.1 encourage women's participation in the League;
    - 2.11.4.2 assist in executing the draft; and
    - 2.11.4.3 ensure that the draft is conducted equitably and transparently as per the Draft Policy;

- 2.11.5 Works closely with the Membership Coordinator to resolve any conflicts that arise between Team Leaders and other League members;
  - 2.11.6 Serves as the Chairperson of the Disciplinary Subcommittee;
  - 2.11.7 Works with the Election subcommittee to ensure League elections take place in compliance with the League's Constitution and By-Laws.
  - 2.11.8 Works with the Commissioner to ensure the League's by-laws and policies provide a strong framework for good governance, accountability and transparency.
- 2.12 The **League Operations Coordinator** is responsible for coordinating all aspects of game play and field management, with the following duties:
- 2.12.1 Maintains an inventory of League equipment throughout the season, and arranges for its storage during and after the season. Presents required purchases to the Executive for approval in accordance with the League's financial policy;
  - 2.12.2 Ensures game day equipment is transported to the field and set-up prior to the first game, taken down immediately following the conclusion of the last game and transported back to the pre-determined storage location;
  - 2.12.3 Obtains field permits that satisfy the requirements for the season, including playoffs;
  - 2.12.4 Coordinates and plans the skills assessments clinics;
  - 2.12.5 Works with the Membership Coordinator and League Ombudsperson to execute the draft;
  - 2.12.6 Creates season and playoff schedules that satisfy the requirements of the membership numbers and field permit allocations for approval by the Executive;
  - 2.12.7 Reviews the League game rules regularly and presents any recommended amendments to the Executive for approval;
  - 2.12.8 Ensures that League game rules are available to all members;
  - 2.12.9 Ensures that Team Captains are aware of and reinforce League rules within their teams;
  - 2.12.10 Employs Referees for the season and provides them with:
    - 2.12.10.1 The season game schedule;
    - 2.12.10.2 League-specific rules;
    - 2.12.10.3 Guides for misconduct;
  - 2.12.11 Works with the rest of the Executive to determine the playoff format and creates the playoff schedule;
  - 2.12.12 Coordinates with the Treasurer to pay the referees;
  - 2.12.13 Acts as one (1) of four (4) signing officers for the League;
  - 2.12.14 Acts as one (1) of three (3) members of the Disciplinary Subcommittee.
- 2.13 The **Membership Coordinator** is responsible for all matters that relate to the membership of the league, with the following duties:

- 2.13.1 Coordinates, organizes and executes the League membership drive;
  - 2.13.2 Coordinates with the Communications Officer to publicize the methods, location and dates of registration;
  - 2.13.3 Orders uniforms for all members;
  - 2.13.4 Coordinates with the Events & Fundraising Coordinator regarding sponsorship branding on uniforms;
  - 2.13.5 Executes the draft in close collaboration with the Operations Coordinator and League Ombudsman and according to the Draft Policy;
  - 2.13.6 Coordinates with the Treasurer to collect membership dues in accordance with the Financial Policy;
  - 2.13.7 Maintains and updates a League Waiting List;
  - 2.13.8 Coordinates nominations and purchase of all year-end awards;
  - 2.13.9 Liaises with Team Captains;
  - 2.13.10 Works closely with League Ombudsman to resolve any conflicts that arise between Team Leaders and other League members.;
  - 2.13.11 Acts as one (1) of three (3) members of the Disciplinary Subcommittee.
- 2.14 If the Commissioner is temporarily absent and/or unable to fulfill his/her duties, the following succession order will be followed to ensure continued leadership of the League:
- 2.14.1 Communications Officer (Vice-Commissioner);
  - 2.14.2 Treasurer;
  - 2.14.3 Secretary;
  - 2.14.4 Women's Representative and League Ombudsman;
  - 2.14.5 Membership Coordinator;
  - 2.14.6 Operations Coordinator;
  - 2.14.7 Events and Fundraising Coordinator;
- 2.15 Executive members may share or delegate their duties as necessary. Executive members retain responsibility for the duties of their role regardless of delegation.

### **3. Subcommittees**

- 3.1 The Executive may create and dissolve Subcommittees as it sees fit.
- 3.2 Subcommittees will have a minimum of three (3) members, one of whom must be an Executive member, with the exception of the Elections Subcommittee.
- 3.3 The Chair of any Subcommittee must be a member of the League.
- 3.4 The Executive must create two subcommittees:

- 3.4.1 The Election Subcommittee, which must be chaired by any member of the League not running for an elected position in the following year.
- 3.4.2 The Disciplinary Subcommittee, which includes the League Ombudsman, the League Operations Coordinator, and the Membership Coordinator.

#### **4. Membership**

- 4.1 Membership shall be extended to individuals who comply with the objectives of the League and who have completed the registration form, signed the indemnity/waiver and photo/image/media release, and paid their membership dues.
- 4.2 Membership in the League is continuous. If a member chooses not pay membership dues for the following season by the final day of pre-registration, his or her membership ends. He or she may apply for new membership in the regular registration cycle.
- 4.3 Membership dues are non-refundable and non-transferable after the first game of regular play.
- 4.4 The Executive may opt to waive or reduce membership dues for applicants who otherwise might not be able to participate in the League.
- 4.5 The League has two (2) categories of membership:
  - 4.5.1 Player: a member who commits to playing the entire season.
  - 4.5.2 Non-Playing Member: a member assigned to a roster who functions in a regular non-playing role (e.g. coach, manager, team statistician).
- 4.6 Membership shall not be extended to any person who:
  - 4.6.1 Has past outstanding membership dues, until those dues are paid in full.
  - 4.6.2 Possesses any unauthorized League property, until that property is either returned or a full replacement value is paid.
- 4.7 Membership may be denied to any person in order to serve the best interests of the League or its members. This determination is made at the discretion of the Executive.
- 4.8 A member is considered to be in good standing if he or she:
  - 4.8.1 Has no outstanding membership dues or other fees due;
  - 4.8.2 Possesses no unauthorized League assets;
  - 4.8.3 Is not under League sanctions.
- 4.9 A member in good standing may:
  - 4.9.1 Vote at open membership meetings. Members in good standing are entitled to one vote;
  - 4.9.2 Vote in League elections;
  - 4.9.3 Present his or her candidacy for office in the Executive;
  - 4.9.4 Participate in Subcommittees;

- 4.9.5 Observe any Executive meeting;
  - 4.9.6 Propose a Constitutional amendment.
- 4.10 The League will not disseminate a member's name, image, likeness or contact information without his or her consent in accordance with the League's Privacy Policy and indemnity waivers signed by members.

## **5. Elections**

- 5.1 The Executive will appoint an Election Subcommittee consisting of not less than three (3) members in good standing of the League, none of whom is a candidate for election or an Executive member. The Chair of the Election Subcommittee reports to the Executive.
- 5.2 Candidates for elected positions must come from the current year's membership. Nominations shall remain open for approximately two weeks.
- 5.3 The Election Subcommittee shall organize and announce an opportunity for candidates to address the membership. This session must occur between the close of nominations and the voting.
- 5.4 The vote should take place within three weeks of the close of nominations. In the event that this is not possible, the Executive may extend this timeframe.
- 5.5 Members in good standing are entitled to one vote.
- 5.6 The Election Subcommittee shall prepare and circulate ballots to members in good standing and supervise the election return. There must be at least two separate opportunities for the membership to vote.
- 5.7 If a member spoils his or her ballot, the spoiled ballot may be exchanged through the Chair of the Election Subcommittee. A ballot will be considered spoiled if it bears any mark other than the indicator specified on the ballot.
- 5.8 Ballots will be collected, opened and counted prior to the end of season banquet. Each candidate may have an advocate present to oversee the ballot counting.
- 5.9 The results of the vote will be announced as soon as possible following the ballot counting. Disclosure of the number of votes is not permitted.

## **6. Finances**

- 6.1 Accounting for the League shall follow the guidelines under the Generally Accepted Accounting Principles (GAAP) for Not-For-Profit Organizations.
  - 6.1.1 The fiscal year to the League shall begin on November 1 and end on October 31 of the following year.
  - 6.1.2 The league shall maintain and annually review a financial policy.
- 6.2 The financial statement of the League shall include:

- 6.2.1 A Balance Sheet;
- 6.2.2 An Income Statement; and
- 6.2.3 Notes to the financial statement.

## **7. Meetings**

- 7.1 Meetings are moderated discussions chaired by the Commissioner or the Chair. The League recognizes two (2) types of meetings:
  - 7.1.1 Executive meetings;
  - 7.1.2 Open meetings.
- 7.2 Executive meetings are called at the discretion of the Commissioner and have the following characteristics:
  - 7.2.1 Executive members are expected to attend. Meeting attendance for all Executive members must be made known. As a courtesy, absences should be declared as far in advance as possible;
  - 7.2.2 Quorum is the minimal number of Executive members who must be present for the valid transaction of business. Quorum at Executive meetings is 66% (two thirds) of the Executive;
  - 7.2.3 Meetings are modeled on Robert's Rules of Order;
  - 7.2.4 Topics for discussion are predefined by an agenda created by the Secretary. The Chair will review, approve and distribute the agenda prior to Executive meetings;
  - 7.2.5 The Executive may vote on motions tabled and seconded by Executive members. If a vote ends in a tie, the Chair has a second, tie-breaking vote;
  - 7.2.6 Only the Executive may be present for votes;
  - 7.2.7 Additional portions of Executive meetings may be closed at the discretion of the Chair;
  - 7.2.8 Minutes are available for review prior to the next meeting. Minutes are approved at subsequent meetings. Minutes of the meeting will indicate motions, the persons making and seconding the motion and the result of the vote. Votes are not recorded by name.
- 7.3 The League must hold, at minimum, two open membership meetings per year: the Annual Business Meeting (ABM) and the Annual General Meeting (AGM). All other open membership meetings are called at the discretion of the Commissioner.
  - 7.3.1 The Annual Business Meeting (ABM) will generally be held prior to the beginning of the regular season (February or March). The purpose of the ABM is for the Executive to present their plans for the upcoming season (including the budget) and solicit feedback;
  - 7.3.2 The Annual General Meeting (AGM) will generally be held close to, or after the end of, the season and fiscal year. The purpose of the AGM is for the Executive to report on the season, league finances, and to begin the year-to-year transition process.

- 7.4 All open membership meetings have the following characteristics:
  - 7.4.1 Members of the Executive are expected to attend. Members in good standing are encouraged to attend;
  - 7.4.2 Quorum is the minimal number of members in good standing who must be present for the valid transaction of business. Quorum at open membership meetings is 20% (twenty percent) of the members in good standing;
  - 7.4.3 Meetings are modeled on Robert's Rules of Order;
  - 7.4.4 Topics for discussion are predefined by an agenda created by the Secretary. The Chair will review, approve and distribute the agenda prior to open membership meetings;
  - 7.4.5 Any member in good standing may generate a topic for discussion on the agenda.