

WHITBY IROQUOIS SOCCER CLUB

BY-LAWS (as of December 1, 2019)

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BY-LAWS

Approved: December 1, 2019

ARTICLE I

GENERAL

1.1 Purpose – These By-laws relate to the general conduct of the affairs of the Whitby Iroquois Soccer Club, hereinafter referred to as “the Club”.

1.2 Definitions - The following terms have these meanings in these By-laws:

- a) *Act* – the Ontario Corporations Act or any successor legislation including the Not-for-Profit Corporations Act, 2010 (upon becoming law).
- b) *Board* – the Board of Directors of the Corporation.
- c) *Corporation* – Whitby Iroquois Soccer Club.
- d) *Days* – days including weekends and holidays.
- e) *Director* – an individual elected or appointed to serve on the Board pursuant to these By-laws.
- f) *Officer* – an individual elected or appointed to serve as an Officer of the Corporation pursuant to these By-laws.
- g) *Ordinary Resolution* – a resolution passed by a majority of the votes cast on that resolution.
- h) *Special Resolution* – a resolution passed by not less than two-thirds of the votes cast on that resolution.

1.3 Registered Office – The registered office of the Corporation will be located within the Province of Ontario.

1.4 Corporate Seal - The Corporation may have a corporate seal, which may be adopted and may be changed by Ordinary Resolution of the Board.

1.5 Affiliations – The Corporation will be a member in good standing with all governing soccer authorities and will follow the published rules of all such authorities.

1.6 No Gain for Members – The Corporation will be carried on without the purpose of gain for its Members and any profits or other accretions to the Corporation will be used in promoting its objects.

1.7 Ruling on By-laws – Except as provided in the Act, the Board will have the authority to interpret any provision of these By-laws that is contradictory, ambiguous, or unclear, provided such interpretation is consistent with the objects of the Corporation.

1.8 Conduct of Meetings – Unless otherwise specified in these By-laws, meetings of Members and meetings of the Board will be conducted according to Robert’s Rules of Order (current edition).

1.9 Interpretation – Words importing the singular will include the plural and vice versa, words importing the masculine will include the feminine and vice versa, and words importing persons will include bodies corporate. Words importing an organization name, title, or program will include any successor organizational name, title, or program.

1.10 Dispute Resolution – The Corporation adheres to the Dispute Resolution process as published and approved by Ontario Soccer. Any Member may initiate the Dispute Resolution process by

communicating with Ontario Soccer, with a copy to the Corporation, and by following the outlined procedure.

1.11 Appeals – Decisions made by the Corporation may be appealed to the Corporation under the terms of Ontario Soccer’s policies and procedures. Decisions made by the Board regarding the appointment, non-appointment, re-appointment or revocation of an appointment of an individual to any coach or administrator position within the Corporation’s operations, except when the process outlined in the Corporation’s rules and regulations has not been followed, as well as any decision made by the Corporation regarding a player’s team assignment on any team, may not be appealed.

1.12 Harassment - The Corporation shall adhere to the Harassment Policy of Ontario Soccer. Ontario Soccer’s Harassment Policy shall apply to all Officers, Directors, employees, volunteers, coaches, managers, game officials, administrators, players, player agents, and members of the Corporation. The Corporation will make Ontario Soccer’s Harassment Policy available to anyone when requested.

1.13 Volunteer Screening – The Corporation will adhere to the Volunteer Screening Policy as published and approved by Ontario Soccer.

ARTICLE II MEMBERSHIP

2.1 Categories – The Corporation has one category of Member being General Members:

- a) General Member – A minimum of thirty (30) and a maximum of one hundred (100) individuals who have applied to be General Members of the Corporation, who have been approved as General Members of the Corporation by the Board, and who have agreed to abide by the Corporation’s By-laws, policies, procedures, rules and regulations.

Admission and Renewal of Members

2.2 Admission of Members - No individual will be admitted as a Member of the Corporation unless:

- a) The candidate member has made an application for membership in a manner prescribed by the Corporation;
- b) The candidate member has paid dues as prescribed by the Board, if any;
- c) The candidate member agrees to uphold and comply with the Corporation’s governing documents;
- d) The candidate member meets any other condition of membership determined by the Board;
- e) The candidate member has been approved by majority vote as a Member by the Board or by any committee or individual delegated this authority by the Board; and
- f) The candidate member is eighteen years of age or older at time of the application.

Membership Dues and Duration

2.3 Year – Unless otherwise determined by the Board, the membership year of the Corporation will be January 1st to December 31st.

2.4 Dues – Membership dues and player registration fees paid by Members will be determined annually by the Board.

2.5 Duration – Membership duration is accorded on an annual basis and Members will re-apply for membership annually

2.6 Deadline – Members will be notified in writing of the membership dues at any time payable, and if the membership dues are not paid within thirty(30) days of the membership renewal date or notice of default, the Member in default will automatically cease to be a Member of the Corporation.

2.7 Dues Payable – Any dues, subscriptions, or other monies owed to the Corporation by suspended or expelled Members will remain due.

Transfer, Suspension, and Termination of Membership

2.8 Transfer – Membership in the Corporation is non-transferable.

2.9 Suspension/Discipline – A Member may be suspended, disciplined and expelled, pending the outcome of a discipline hearing in accordance with Ontario Soccer, DRSA or the Corporation policies related to discipline.

2.10 Termination – Membership in the Corporation will terminate immediately upon:

- a) The expiration of the Member's membership, unless renewed in accordance with these By-laws;
- b) Resignation by the Member by giving written notice to the Corporation;
- c) Dissolution of the Corporation;
- d) The Member's death; or
- e) By Ordinary Resolution of the Board or of the Members at a duly called meeting, provided fifteen (15) days' notice is given and the Member is provided with reasons and the opportunity to be heard. Notice will set out the reasons for termination of membership and the member receiving the notice will be entitled to submit a written submission opposing the termination.

2.11 May Not Resign – A Member may not resign from the Corporation when the Member is subject to disciplinary investigation or action of the Corporation.

Good Standing

2.12 Definition – A Member will be in good standing provided that the Member:

- a) Has not ceased to be a Member;
- b) Has not been suspended or expelled from membership, or had other membership restrictions or sanctions imposed;
- c) Has completed and remitted all documents as required by the Corporation;
- d) Has complied with the By-laws, policies, and rules of the Corporation;
- e) Is not subject to a disciplinary investigation or action by the Corporation, or if subject to disciplinary action previously, has fulfilled all terms and conditions of such disciplinary action to the satisfaction of the Board; and
- f) Has paid all required membership dues.

2.13 Cease to be in Good Standing - Members that cease to be in good standing, as determined by the Board or a Disciplinary Panel, will not be entitled to vote at meetings of the Members or be entitled to the benefits and privileges of membership, until such time as the Board is satisfied that the Member has met the definition of good standing.

ARTICLE III

MEETINGS OF MEMBERS

3.1 Annual Meeting - The Corporation will hold meetings of Members at such date, time and place as determined by the Board within the Province of Ontario. The Annual Meeting will be held within fifteen (15) months of the last Annual Meeting and within six (6) months of the Corporation's fiscal year end. Any Member, upon request, will be provided, not less than twenty-one (21) days before the annual meeting, with a copy of the Board approved draft financial statements, auditor's report or review engagement report.

3.2 Special Meeting - A Special Meeting of the Members may be called at any time by Ordinary Resolution of the Board, or upon the written requisition of ten percent (10%) or more of the Members for any purpose connected with the affairs of the Corporation that does not fall within the exceptions listed in the Act or is otherwise inconsistent with the Act, within twenty-one (21) days from the date of the deposit of the requisition.

3.3 Participation/Holding by Electronic Means – Any person entitled to attend a meeting of Members may participate in the meeting by telephonic or electronic means that permits all participants to communicate adequately with each other during the meeting if the Corporation makes such means available. A person so participating in a meeting is deemed to be present at the meeting. The Directors or Members, as the case may be, may determine that the meeting be held entirely by telephonic or electronic means that permit all participants to communicate adequately with each other during the meeting.

3.4 Notice - Written or electronic notice of the date of the Annual Meeting of the Members will be given to all Members in good standing, Directors, and the Auditor at least ten (10) days and not more than fifty (50) days prior to the date of the meeting. Notice will contain a reminder of the right to vote by proxy or by absentee ballot, a proposed agenda, reasonable information to permit Members to make informed decisions, nominations of Directors, and the text of any resolutions or amendments to be decided.

3.5 Waiver of Notice – Any person who is entitled to notice of a meeting of the Members may waive notice. Attendance of the person at the meeting is a waiver of notice of the meeting, unless the person attends the meeting for the express purpose of objecting to the transaction of any business on the grounds that the meeting was not lawfully called in accordance with these By-laws.

3.6 Error or Omission in Giving Notice - No error or omission in giving notice of any meeting of the Members shall invalidate the meeting, or make void any proceedings taken at the meeting.

3.7 New Business - No other item of business will be included in the notice of the meeting of the Members unless notice in writing of such other item of business, or a Member's proposal, has been submitted to the Board sixty (60) days prior to the meeting of the Members in accordance with procedures as approved by the Board. Copies of all such proposals together with copies of any amendments thereto then proposed by the Board and copies of all resolutions put forward by the Board shall be sent to all Members with the agenda and the notice calling an Annual Meeting.

3.8 Quorum – for an Ordinary Resolution, fifty-one percent (51 %) of the voting Members present, or by proxy, will constitute a quorum. If a quorum is present at the opening of a meeting of the Members, the Members present may proceed with the business of the meeting, even if a quorum is not present throughout the meeting.

A Special Resolution requires sixty-six percent (66%) of the voting Members present to constitute a quorum.

3.9 Closed Meetings – Meetings of Members will be closed to the public except by invitation of the Board.

3.10 Agenda – The agenda for the Annual Meeting will at least include:

- a) Call to order
- b) Establishment of quorum
- c) Approval of the agenda
- d) Approval of minutes of the previous Annual Meeting
- e) Presentation of reports
- f) Report of Auditors
- g) Appointment of Auditors
- h) Business as specified in the meeting notice
- i) Election of new Directors
- j) Adjournment

3.11 Scrutineers – At the beginning of each meeting, the Board may appoint one or more scrutineers who will be responsible for ensuring that votes are properly cast and counted.

3.12 Adjournments - With the majority consent of the Members present and quorum having been ascertained, the Members may adjourn a meeting of Members and no notice is required for continuation of the meeting, if the meeting is resumed within thirty (30) days. Any business may be brought before, or dealt with, at any adjourned meeting which might have been brought before or dealt with at the original meeting in accordance with the notice calling the same.

3.13 Attendance - The only persons entitled to attend a meeting of the Members are the Members, the Directors, the auditors of the Corporation (or the person who has been appointed to conduct a review engagement, if any), individuals possessing a proxy on behalf of a Member, and others who are entitled or required under any provision of the Act or the articles to be present at the meeting. Any other person may be admitted only if invited by the Chair of the meeting, or with majority consent of the Members present at the meeting.

Voting at Meetings of Members

3.14 Voting Rights – Members will have the following voting rights at all meetings of the Members:

- a) General Members will be entitled to one vote each.

3.15 Eligibility of Votes – The date determined by the Board will determine the list of Members who are eligible to vote at a meeting of the Members. The date will be no more than thirty (30) days prior to the meeting of the Members.

3.16 Proxy Voting – Every Member entitled to vote at a meeting of Members may, by means of a proxy, appoint a proxy holder, or one or more alternate proxy holders, to attend and vote on behalf of the Member. The proxy holder need not be a Member. A proxy must:

- a) Be signed by the Member;
- b) Be in a form that complies with the Act;
- c) Comply with the format stipulated by the Corporation; and

- d) Be submitted to the Registered Office of the Corporation at least two (2) business days prior to the meeting of the Members

3.17 Maximum Proxies – A Member or non-Member may only hold the proxy votes of a single Member.

3.18 Determination of Votes – Votes will be determined by a show of hands, orally or by electronic ballot except in the case of elections, which require a secret ballot, unless a secret or recorded ballot is requested by a Member.

3.19 Majority of Votes - Except as otherwise provided in these By-laws, an Ordinary Resolution will decide each issue. In the case of a tie, the resolution is defeated.

3.20 Written Resolution – A resolution, signed by all the Members entitled to vote on that resolution at a meeting of the Members, is as valid as if it had been passed at a meeting of the Members.

ARTICLE IV GOVERNANCE

Composition of the Board

4.1 Directors – The Board will consist of no more than eleven (11) Directors.

4.2 Composition of the Board - The Board will consist of the following:

- a) President
- b) Vice President
- c) Secretary
- d) Treasurer
- e) Three (3) to seven (7) Directors-at-Large

Eligibility of Directors

4.3 Eligibility – To be eligible for election as a Director, an individual must:

- a) Be eighteen (18) years of age or older;
- b) Not be a paid employee/contractor of the Corporation;
- c) Not have been found under the *Substitute Decisions Act*, 1992 or under the *Mental Health Act* to be incapable of managing property;
- d) Have the power under law to contract;
- e) Have not been declared incapable by a court in Canada or in another country; and
- f) Not have the status of bankrupt.
- g) General Members cannot be affiliated with any other level of soccer in Ontario or Ontario Soccer

Election of Directors

4.4 Nominations Committee – The Board will appoint a Nominations Committee. The Nominations Committee will be responsible to solicit and receive nominations for the election of the Directors.

4.5 Nomination - Any nomination of an individual for election as a Director will:

- a) Include the written consent of the nominee by signed or electronic signature;
- b) Comply with the procedures established by the Nominations Committee; and

- c) Be submitted to the Registered Office of the Corporation seven (7) days prior to the Annual Meeting. This timeline may be extended by Ordinary Resolution of the Board.

4.6 Election – Board members will be elected at each Annual Meeting.

4.7 Elections – Elections for each Board position will be decided by majority vote of the Members in accordance with the following:

- a) Equal Number of Nominations and Available Positions – Winners declared by Ordinary Resolution.
- b) More Valid Nominations than Available Positions – The nominee receiving the greatest number of votes and an Ordinary Resolution will be elected. In the case of a tie for the last available position, the nominee receiving the fewest votes will be deleted from the list of nominees and a second vote will be conducted between the nominees tied for the last available position. If there continues to be a tie, then the winner(s) will be declared by Ordinary Resolution of the Board.

4.8 Terms - Board members will serve terms of two (2) years, and will hold office until they or their successors have been duly elected in accordance with these By-laws, unless they resign, are removed from, or vacate their office.

Resignation and Removal of Directors

4.9 Resignation - A Director may resign from the Board at any time, by presenting his or her notice of resignation to the Board. This resignation will become effective upon the date on which the notice is received by the Secretary, or at the time specified in the notice, whichever is later. When a Director who is subject to a disciplinary investigation or action of the Corporation resigns, that Director will nonetheless be subject to any sanctions or consequences resulting from the disciplinary investigation or action.

4.10 Vacate Office - The office of any Director will be vacated automatically if:

- a) The Director resigns;
- b) The Director is found to be incapable of managing property by a court or under Ontario law;
- c) The Director is found by a court to be of unsound mind;
- d) The Director becomes bankrupt, or suspends payment of debts or compounds with creditors, or makes an authorized assignment in bankruptcy, or is declared insolvent; or
- e) The Director dies.

4.11 Removal – An elected Director may be removed by Ordinary Resolution of the Members at an Annual Meeting or Special Meeting provided the Director has been given reasonable written notice of, and the opportunity to be present and to be heard at, such a meeting.

Filling a Vacancy on the Board

4.12 Vacancy - Where the position of a Director becomes vacant for whatever reason and there is still a quorum of Directors, the Board may appoint a qualified individual to fill the vacancy for a term expiring not later than the close of the next Annual Meeting.

Meetings of the Board

4.13 Call of Meeting – A meeting of the Board will be held at any time and place as determined by the President, or by written requisition of at least two (2) Directors.

4.14 Chair – The President will be the Chair of all Board meetings unless designated by the President. In the absence of the President, or if the meeting of the Board was not called by the President, the Vice-President (or designate) will be the Chair of the meeting.

4.15 Notice – Written notice, served other than by mail, of meetings of the Board will be given to all Directors at least seven (7) days prior to the scheduled meeting. Notice served by mail will be sent at least fourteen (14) days prior to the meeting. No notice of a meeting of the Board is required if all Directors waive notice, or if those who are absent consent to the meeting being held in their absence. If a quorum of Directors is present, each newly elected or appointed Board may, without notice, hold its first meeting immediately following the Annual Meeting of the Corporation.

4.16 Board Meeting With New Directors – For a first meeting of the Board held immediately following the election of Directors at a meeting of the Members, or for a meeting of the Board at which a Director is appointed to fill a vacancy on the Board, it is not necessary to give notice of the meeting to the newly elected or appointed Director(s).

4.17 Number of Meetings – The Board will hold at least nine (9) meetings per year.

4.18 Quorum – At any meeting of the Board, quorum will be a majority of Directors holding office.

4.19 Voting – Each Director is entitled to one vote. Voting will be by a show of hands, written, or orally, unless a majority of Directors present request a secret ballot. Resolutions will be passed upon a majority of the votes being in favour of the resolution. In the event of a tie, resolution is defeated.

4.20 No Alternate Directors - No person shall act for an absent Director at a meeting of directors.

4.21 Written Resolutions - A resolution in writing signed by all the Directors is as valid as if it had been passed at a meeting of the Board.

4.22 Closed Meetings – Meetings of the Board will be closed to Members and the public except by invitation of the Board.

4.23 In Camera Meetings – The Board may, by Ordinary Resolution, consider business in-camera if the business deals with:

- a) Discipline of any Director or Member;
- b) Expulsion or suspension of any person from any office of the Corporation, or of any organization from membership in the Corporation;
- c) Recruitment and employment of personnel;
- d) Acquisition of property or other contractual arrangements; or
- e) Preparation or planning for the presentation of a competitive bid, quote, or similar activity.

4.24 Meetings by Telecommunications - A meeting of the Board may be held by telephone conference call or by means of other telecommunications technology. Directors who participate in a meeting by telecommunications technology are considered to have attended the meeting.

Duties of Directors

4.25 Standard of Care – Every Director will:

- a) Act honestly and in good faith with a view to the best interests of the Corporation; and

- b) Exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.

Powers of the Board

4.26 Powers of the Corporation – Except as otherwise provided in the Act or these By-laws, the Board has the powers of the Corporation and may delegate any of its powers, duties, and functions.

4.27 Empowered – The Board is empowered, including, but not limited to:

- a) Make policies and procedures or manage the affairs of the Corporation in accordance with the Act and these By-laws;
- b) Make policies and procedures relating to the discipline of Members, and have the authority to discipline Members in accordance with such policies and procedures;
- c) Employ, or engage under contract, such persons as it deems necessary to carry out the work of the Corporation;
- d) Determine registration procedures, set membership dues, and determine other registration requirements;
- e) Enable the Corporation to receive donations and benefits for the purpose of furthering the objects and purposes of the Corporation;
- f) Make expenditures for the purpose of furthering the objects and purposes of the Corporation;
- g) Borrow money upon the credit of the Corporation as it deems necessary, in accordance with these By-laws; and
- h) Perform any other duties, from time to time, as may be in the best interests of the Corporation.

ARTICLE V OFFICERS

5.1 Composition – The Officers will be comprised of the President, Vice President, Secretary, and Treasurer.

5.2 Term – The term of the Officers will be one (2) years or until they, or their successors, are elected or appointed.

5.3 Eligibility – The positions of President and Vice President may only be filled by an individual who has served as a Director of the Corporation for at least two years immediately prior to being nominated. If there is no nominee who has served as a Director for two years immediately prior to being nominated, the Board may waive this eligibility requirement.

5.4 Election – The Officers of the Corporation will be elected by the Board of Directors. At the first meeting of the Board of Directors held following the election of new Directors, the Directors will elect a President, Vice-President, Secretary, and Treasurer. They shall take office immediately.

5.5 Voting - Directors may nominate themselves for any Officer position. Elections will begin with the election for President. Once a Director is elected to an Officer position, he or she may not nominate themselves for another Officer position. Elections will be decided by majority vote of the Directors in accordance with the following:

- a) One Valid Nominee for an Office – Winner declared by acclamation.
- b) Two or More Valid Nominees for an Office – Winner is the nominee receiving the greatest number of votes. In the case of a tie, a runoff vote will be conducted. Only those nominees who were tied for the most number of votes will appear on the run-off ballot. The nominee receiving the greatest number of votes will be declared the winner. Additional runoff votes may occur if required.

5.6 Duties - The duties of Officers are as follows:

- a) The President will be the chair of the Board, will preside at the Annual and Special Meetings of the Corporation and at meetings of the Board unless otherwise designated, will be an ex-officio member of all Committees, except the Nominations Committee, will be the official spokesperson of the Corporation, and will perform such other duties as may from time to time be established by the Board.
- b) The Vice President will, in the absence or disability of the President, perform the duties and exercise the powers of the President, and will perform such other duties as may from time to time be established by the Board.
- c) The Secretary will be responsible for the documentation of all amendments to the Corporation's By-laws, will ensure that all official documents and records of the Corporation are properly kept, cause to be recorded the minutes of all meetings, will prepare and submit to each Meeting of the Members and other meetings a report of all activities since the previous Meeting of the Members or other meetings, will give due notice to all Members of the Meeting of the Members of the Corporation, and will perform such other duties as may from time to time be established by the Board.
- d) The Treasurer will, subject to the powers and duties of the Board, keep proper accounting records as required by the Act, will cause to be deposited all monies received by the Corporation in the Corporation's bank account, will supervise the management and the disbursement of funds of the Corporation, when required will provide the Board with an account of financial transactions and the financial position of the Corporation, will prepare annual budgets, and will perform such other duties as may from time to time be established by the Board.

5.7 Delegation of Duties – At the discretion of the Officer and with approval by Ordinary Resolution of the Board, any Officer may delegate any duties of that office to appropriate staff or committee of the Corporation, or to another Director.

5.8 Removal – An Officer may be removed by Ordinary Resolution at a meeting of the Board or of the Members, provided the Officer has been given notice of and the opportunity to be present and to be heard at the meeting where such Ordinary Resolution is put to a vote. If the Officer is removed by the Members, his or her position as a Director (if applicable) will automatically and simultaneously be terminated.

5.9 Vacancy – Where the position of an Officer, excluding the President, becomes vacant for whatever reason and there is still a quorum of Directors, the Board may, by Ordinary Resolution, appoint a qualified individual to fill the vacancy for the remainder of the vacant position's term of office. If the President position becomes vacant, the Vice-President shall become President and the Board may appoint a replacement for the position of Vice-President from among the Directors.

5.10 Other Officers – The Board may determine other Officer positions and appoint individuals to fill those positions. Other Officers need not be Directors.

ARTICLE VI COMMITTEES

Committees

6.1 Appointment of Committees - The Board may appoint such committees as it deems necessary for managing the affairs of the Corporation and may appoint members of committees or provide for the election of members of committees, may prescribe the duties and terms of reference of committees, and may delegate to any Committee any of its powers, duties, and functions.

6.2 Vacancy – When a vacancy occurs on any Committee, the Board may appoint a qualified individual to fill the vacancy for the remainder of the Committee’s term.

6.3 President Ex-officio – The President will be an ex-officio non-voting member of all Committees of the Corporation.

6.4 Removal - The Board may remove any member of any Committee.

6.5 Debts – No Committee will have the authority to incur debts in the name of the Corporation.

ARTICLE VII FINANCE AND MANAGEMENT

7.1 Fiscal Year – Unless otherwise determined by the Board, the fiscal year of the Corporation will be October 1st to September 30th.

7.2 Bank - The banking business of the Corporation will be conducted at such financial institution as the Board may determine.

7.3 Auditors - At each Annual Meeting the Members will appoint an auditor to audit or conduct a review engagement of the books, accounts and records of the Corporation in accordance with the Act. The auditor will hold office until the next Annual Meeting. The auditor will not be an employee, Officer, or Director of the Corporation and must be permitted to conduct an audit or review engagement of the Corporation under the *Public Accounting Act, 2004*, as amended.

7.4 Annual Financial Statements – The Directors will approve financial statements (evidenced by signature of one or more Directors) of the Corporation of the last fiscal year of the Corporation but not more than six (6) months before the Annual Meeting and present the approved financial statements before the Members at every Annual Meeting. A copy of the Annual Financial Statements will be provided to any Member requesting a copy of the Financial Statements not less than twenty-one (21) days before the Annual Meeting. The Financial Statements will include:

- a) The financial statements;
- b) The auditor’s report; and
- c) Any further information respecting the financial position of the Corporation.

7.5 Audit Requirements – The financial statements of the Corporation will be presented annually to the members at the Annual Meeting in accordance with the Act and minimally as follows:

- a) Audited, as defined by the Canadian Institute of Chartered Accountants (CICA), by a public accountant if the Corporation’s annual gross revenue is greater than or equal to \$150,000 or if the Corporation has greater than or equal to 1000 registered individuals; or

- b) Reviewed by a Public Accountant, Certified General Accountant or Certified Management Accountant through a Financial Review Engagement, as defined by CICA, if the Corporation's annual gross revenue is less than \$150,000 but greater than or equal to \$100,000, or the Corporation has fewer than 1000 but greater than or equal to 500 registered individuals; or
- c) Signed with a Notice to Reader prepared by a Public Accountant, Certified General Accountant or Certified Management Accountant if the Corporation's annual gross revenue is less than \$100,000 but greater than or equal to \$10,000.

7.6 **Books and Records** - The necessary books and records of the Corporation required by these By-laws or by applicable law will be necessarily and properly kept. The books and records include, but are not limited to:

- a) The Corporation's articles and By-laws;
- b) The minutes of meetings of the Members and of any committee of Members;
- c) The resolutions of the Members and of any committee of Members;
- d) The minutes of meetings of the Directors or any committee of Directors;
- e) The resolutions of the Directors and of any committee of Directors;
- f) A register of Directors;
- g) A register of Officers;
- h) A register of Members; and
- i) Account records adequate to enable the Directors to ascertain the financial position of the Corporation on a quarterly basis.

7.7 **Signing Authority** – Contracts, agreements, deeds, leases, mortgages, charges, conveyances, transfers and assignments of property, leases and discharges for the payment of money or other obligations, conveyances, transfers and assignments of shares, stocks, bonds, debentures, or other securities, agencies, powers of attorney, instruments of proxy, voting certificates, returns, documents, reports, or any other instruments in writing to be executed by the Corporation will be executed by at least two (2) of the Officers or other individuals, as designated by the Board. In addition, the Board may direct a manner in which the person or persons by whom any particular instrument or class of instruments may or will be signed.

Remuneration

7.8 **No Remuneration** - All Directors, Officers and members of Committees will serve their term of office without remuneration (unless approved by at a meeting of Members) except for reimbursement of expenses as approved by the Board. This section does not preclude a Director or member of a Committee from providing goods or services to the Corporation under contract or for purchase. Any Director or member of a Committee will disclose the conflict/potential conflict in accordance with these By-laws.

Conflict of Interest

7.9 **Conflict of Interest** – A Director, Officer or member of a Committee who has an interest, or who may be perceived as having an interest, in a proposed contract or transaction with the Corporation will disclose fully and promptly the nature and extent of such interest to the Board or Committee, as the case may be, will refrain from voting or speaking in debate on such contract or transaction, will refrain from influencing the decision on such contract or transaction, and will otherwise comply with the requirements of the Act regarding conflict of interest. All Directors and committee members must comply with the Corporation's Conflict of Interest Policy and Ontario Soccer's Conflict of Interest Policy.

ARTICLE VIII AMENDMENT OF BY-LAWS

8.1 Voting – These By-laws may only be amended, revised, repealed or added to:

- a) Under the jurisdiction of the *Ontario Corporations Act*, by a two-thirds affirmative vote of the voting Members present at a meeting duly called to amend, revise or repeal these Bylaws. Upon affirmative vote, any amendments, revisions, addition or deletions will be effective immediately.
- b) Under the jurisdiction of the *Ontario Not-for-Profit Corporations Act*:
 - i. By Ordinary Resolution of the Board. Any By-law amendments will be submitted to the Members at the next meeting of Members and, except for those amendments that are considered fundamental changes, the voting Members may confirm, reject or amend the By-laws by Ordinary Resolution.
 - ii. By a Member entitled to vote who may make a proposal to make, amend, or repeal a By-law in accordance with the Act which requires at least sixty (60) days' notice. Any By-laws amendments will be submitted to the Members at the next meeting of Members and, except for those amendments that are considered fundamental changes, the voting Members may confirm, reject or amend the By-laws by Ordinary Resolution.

8.2 Effective Date – By-laws amendments are effective from the date of the resolution of the Directors, unless rejected, or amended by the voting Members at a meeting of the Members.

ARTICLE IX NOTICE

9.1 Written Notice - In these By-laws, written notice will mean notice which is hand-delivered or provided by mail, fax, electronic mail or courier to the address of record of the individual, Director, Officer, or Member, as applicable.

9.2 Date of Notice - Date of notice will be the date on which receipt of the notice is confirmed verbally where the notice is hand-delivered, electronically where the notice is faxed or emailed, or in writing where the notice is couriered, or in the case of notice that is provided by mail, five (5) days after the date the mail is post-marked

9.3 Error in Notice - The accidental omission to give notice of a meeting of the Board or of the Members, the failure of any Director or Member to receive notice, or an error in any notice which does not affect its substance will not invalidate any action taken at the Meeting.

ARTICLE X DISSOLUTION

10.1 Dissolution – The Corporation may be dissolved in accordance with the Act and its assets will be distributed to an organization with similar objectives.

ARTICLE XI INDEMNIFICATION

11.1 Will Indemnify - The Corporation will indemnify and hold harmless out of the funds of the Corporation, each Director and any individual who acts at the Corporation's request in a similar capacity, their heirs, executors and administrators from and against any and all claims, charges, expenses, demands, actions or costs, including an amount paid to settle an action or satisfy a judgment, which may arise or be incurred as a result of occupying the position or performing the duties of a Director or and any individual who acts at the Corporation's request in a similar capacity.

11.2 Will Not Indemnify - The Corporation will not indemnify a Director or any individual who acts at the Corporation's request in a similar capacity for acts of fraud, dishonesty, bad faith, breach of any statutory duty or responsibility imposed upon him or her under the Act. For further clarity, the

Corporation will not indemnify an individual unless:

- a) The individual acted honestly and in good faith with a view to the best interests of the Corporation; and
- b) If the matter is a criminal or administrative proceeding that is enforced by a monetary penalty, the individual had reasonable grounds for believing that his or her conduct was lawful.

11.3 Insurance - The Corporation will, at all times, maintain in force such Directors and Officers liability insurance.

ARTICLE XII FUNDAMENTAL CHANGES

12.1 Fundamental Changes – Under the jurisdiction of the *Ontario Not-for-Profit Corporations Act*, a Special Resolution of all Members (whether voting or non-voting) is required to make the following fundamental changes to the By-laws or articles of the Corporation. Fundamental Changes are defined as follows:

- a) Change the Corporation's name;
- b) Add, change or remove any restriction on the activities that the Corporation may carry on;
- c) Create a new category of Members;
- d) Change a condition required for being a Member;
- e) Change the designation of any category of Members or add, change or remove any rights and conditions of any such category;
- f) Divide any category of Members into two or more categories and fix the rights and conditions of each category;
- g) Add, change or remove a provision respecting the transfer of a membership;
- h) Increase or decrease the number of, or the minimum or maximum number of, Directors;
- i) Change the purposes of the Corporation;
- j) Change to whom the property remaining on liquidation after the discharge of any liabilities of the Corporation is to be distributed;
- k) Change the manner of giving notice to Members entitled to vote at a meeting of Members;
- l) Change the method of voting by Members not in attendance at a meeting of the Members;
or
- m) Add, change or remove any other provision that is permitted by the Act.

ARTICLE XIII ADOPTION OF THESE BY-LAWS

13.1 Ratification – These By-laws were ratified by a Special Resolution vote of the Members of the Corporation at a meeting of Members duly called and held on December 1, 2019.

13.2 Repeal of Prior By-laws – In ratifying these By-laws, the Members of the Corporation repeal all prior By-laws of the Corporation provided that such repeal does not impair the validity of any action done pursuant to the repealed By-laws.

APPENDIX A: CONFLICT OF INTEREST - FULL POLICY

Article 1 General

1.1 Definitions

The following terms have these meanings in this Policy:

- a) *"Conflict of Interest"* – An incompatibility between one's private interests and one's duties as a trustee of a governing organization
- b) *"Perceived Conflict of Interest"* – A reasonable perception by an informed person that a conflict of interest situation exists or exist.
- c) *"Person"* – Any family member, friend, customer, client, sponsor, colleague, legal person or organization.
- d) *"Representatives"* – Individuals employed by, or engaged in activities on behalf of, Ontario Soccer, or Registered Organizations, including: Administrators, Coaches, Directors, Employees, Game Officials, Players, Registrants, Registrars, Team Officials, contractors, volunteers, managers, committee members, and officers.

1.2 Preamble

Ontario Soccer (Ontario Soccer) is committed to providing an environment in which all Representatives of Ontario Soccer and any it's governing organizations act honestly, in good faith, and in the best interests of the game of soccer in the Province of Ontario. Activities of the governing organization, and those of its Representatives, shall be conducted in a manner becoming the high ethical standard of business conduct expected of the leaders of Soccer in Ontario.

There are two types of interest – pecuniary interest and non-pecuniary interest. Pecuniary interest relates to the reasonable likelihood or expectation of financial gain or loss for the Representative or for another Person with whom the Representative is associated.

Non-pecuniary interest involves family relationships, friendships, or other interests that are not related to the potential for financial or loss.

1.3 Application

This Policy applies to all Representatives.

Article 2 Obligation

2.1 Any conflict of interest, whether real, perceived, pecuniary or non-pecuniary, between a Representative's personal interest and the interests of Ontario Soccer and/or the governing organization (as applicable), shall always be resolved in favour of Ontario Soccer and/or the governing organization (as applicable).

2.2 Representatives will not:

- a) Engage in any business or transaction, or have a financial or other personal interest, that is incompatible with their official duties with Ontario Soccer and/or the governing organization (as applicable), unless such business, transaction, or other interest is properly disclosed to Ontario Soccer and/or the governing organization (as applicable) and approved by Ontario Soccer and/or the governing organization (as applicable).
- b) Knowingly place themselves in a position where they are under obligation to any Person who might benefit from special consideration or who might seek preferential treatment
- c) In the performance of their official duties, give preferential treatment to any Person

- d) Derive personal benefit from information that they have acquired during the course of fulfilling their official duties with Ontario Soccer and/or the governing organization (as applicable), if such information is confidential or not generally available to the public
- e) Without the permission of Ontario Soccer and/or the governing organization (as applicable), use Ontario Soccer and/or the governing organization (as applicable) property, equipment, supplies, or services for activities not associated with the performance of their official duties with Ontario Soccer and/or the governing organization (as applicable)
- e) Place themselves in positions where they could, by virtue of being a Representative, influence decisions or contracts from which they could derive any direct or indirect benefit
- f) Accept any gift or favour that could be construed as being given in anticipation of, or in recognition for, any special consideration granted by virtue of being a Representative.
- g) Allow their loyalty to a governing organization to be compromised by their relationship to, or involvement in, another organization. However, the appointment of a Representative by the governing organization to another organization is not, in itself, considered conflict of interest. It is recognized that a Representative may be involved with more than one soccer governing organization subject to the published rules of each applicable governing organization. The fact that a Representative owes a duty of loyalty to two or more governing organizations cannot itself be considered a conflict of interest provided that the Representative, when considering a matter before one governing organization that would affect the other governing organization in a meaningful manner, declares conflict of interest.

2.3 Any Representative elected or appointed as an Executive Committee member of Ontario Soccer must relinquish any Director position with any other soccer governing organization within three months of first being elected or appointed to Ontario Soccer Executive Committee shall not accept a Director position with another soccer governing organization while he or she remains an Ontario Soccer Executive Committee member.

2.4 In addition, an Executive Committee member of Ontario Soccer who is elected to a position on the Board of The Canadian Soccer Association (CSA) must resign his or her position with Ontario Soccer within ninety days and shall not accept another position on Ontario Soccer Executive Committee while he or she remains a member of the CSA Executive Committee.

2.5 Failure to comply with Sections 18.5.3 and 18.5.4 above shall constitute sufficient grounds for removal of the Executive Committee member by Ontario Soccer Board of Directors.

2.6 Sections 18.5.3 and 18.5.4 above are not applicable to an appointment made by Ontario Soccer to another soccer organization unless stated in that governing organizations governing documents.

2.7 A Director of a governing organization shall not serve on an unaffiliated soccer organization in accordance with the **Registration Procedures 1.9, 1.10 and 1.11**.

2.8 On election, re-election or appointment to a position as a Director of a governing organization, the individual must sign and submit that governing organization a statement acknowledging that he/she has read, understood and agreed to act in accordance with this Conflict of Interest Policy. Such a statement must also disclose:

- a) any other soccer activity or position; and
- b) any personal, professional, business activity or position that may at that time, or could in the future, be construed as a potential conflict of interest. Such a statement must be updated as circumstances require.

Article 3 Disclosure

3.1 In the event a Representative has a conflict of interest in relation to a particular issue or matter of discussion, the Representative shall:

- a) Declare the conflict of interest and the nature of the conflict, and refrain from voting on the issue in question
- b) Absent himself or herself from the meeting at any time there is discussion of the matter giving rise to the conflict; and
- c) Refrain from lobbying or participating in the decision making process.

3.2 Each Representative is also required to declare a conflict even when the conflict for the Representative arises after the contract or arrangement is made with the other company, firm, or organization in which the Representative acquires an interest or significant involvement. In this situation, the Representative is to declare his or her conflict immediately after the Representative becomes interested in the other company, firm, or organization.

Article 4 Remuneration

4.1 All Directors, Officers and members of Committees will serve as such without remuneration and will not directly or indirectly receive any profit from their positions as such; provided that Directors, Officers or members of Committees may be reimbursed for reasonable expenses incurred by them in the performance of their duties. Motions, votes, or issues that would cause a Director to benefit financially or receive remuneration must be declared as a conflict of interest.

Article 5 Minimizing Conflicts Of Interest in Decision-Making

5.1 Decisions or transactions that involve a conflict of interest that has been proactively disclosed by a Representative will be considered and decided with the following additional provisions:

- a) The nature and extent of the Representative's interest has been fully disclosed to the governing body that is considering or making the decision, and this disclosure is recorded or noted
- b) The Representative does not participate in discussion on the matter
- c) The Representative abstains from voting on the decision
- d) For board-level decisions, the Representative does not count toward quorum, subject to Section 20.
- e) The decision is confirmed to be in the best interests of the governing organization.

5.2 If no quorum exists for the purpose of voting on a matter only because a director is not permitted to be present at the meeting by reason of a conflict of interest, the remaining directors shall be deemed to constitute a quorum for the purposes of dealing with the matter.

Article 6 Procedures

6.1 Disclosure

6.1.1 Representatives will complete the Conflict of Disclosure Form annually or upon the discovery of a real or potential conflict of interest.

6.1.2 Representatives shall disclose conflicts of interest to Ontario Soccer and/or the governing organization (as applicable) immediately upon:

- a) Becoming aware that a conflict of interest exists
- b) For those who are nominated for election, prior to the elections
- c) Appointment to a committee

6.1.3 A Representative's Conflict of Interest and the nature of the conflict must be recorded in writing.

6.2 Conflict of Interest Complaints

Any person who believes that a Representative may be in a conflict of interest situation should report the matter, in writing, to the applicable governing organization.

6.3 Resolving Complaints

6.3.1 Upon receipt of a complaint, the applicable governing organization's Board of Directors will determine whether or not a conflict of interest exists provided the alleged Representative has been given notice of and the opportunity to submit evidence and to be heard at such meeting.

6.3.2 After hearing the matter, the governing organization will determine whether a conflict of interest exists and if so what appropriate actions will be imposed.

6.3.3 Where the Representative accused of being in a conflict of interest acknowledges the facts, he or she may waive the meeting, in which case the governing organization will determine the appropriate actions.

6.3.4 The governing organization may apply the following actions singly or in combination for real or perceived conflicts of interest:

- a) Removal or temporary suspension of certain responsibilities or decision making authority;
- b) Removal or temporary suspension from a designated position;
- c) Removal or temporary suspension from certain teams, events and/or activities;
- d) Expulsion from the governing organization;
- e) Implement further discipline in accordance with the governing organization's policies relating to discipline and/or complaints
- f) Other actions as may be considered appropriate for the conflict of interest.

6.3.5 Failure to comply with an action as determined by the governing organization will result in automatic suspension from the governing organization until such time as compliance occurs.

6.3.6 The governing organization may determine that a conflict of interest is of such seriousness as to warrant suspension of designated activities pending a meeting and a decision of the governing organization.

6.3.7 Further sanctions may be applied in accordance with the governing organization's discipline policies.

6.4 Decision Final and Binding

6.4.1 Any decision of a governing organization in accordance with this Policy may be appealed in accordance with the applicable Appeal Policies.