

# Ontario Soccer Referees' Association

## Toronto Branch

### Constitution and Rules

#### 1 NAME

The Association shall be called "Ontario Soccer Referees' Association — Toronto Branch" and its address shall be that of its Secretary within the Province of Ontario.

#### 2 OBJECTS

The objects of the Ontario Soccer Referees' Association — Toronto Branch (the Branch) shall be to advance the game of soccer by:

- 2.1 Promoting all phases of Association Football to referees, potential referees, and special members in order to bring the officiating of the game to a high uniform standard and level of professionalism.
- 2.2 Affiliating as a branch with Ontario Soccer Referees' Association (O.S.R.A.), to adopt and abide by the Provincial Constitution and Rules. (See excerpt: 2.8 O.S.R.A. Constitution and Rules.)
- 2.3 Improving communication between the members.
- 2.4 Representing, protecting, maintaining and advancing the interests of the members in all matters pertaining to referee activities.
- 2.5 Acting as a unifying voice in representing the membership of the Branch.
- 2.6 Providing the members with a forum for discussion of the issues relating to the laws of the game, the required standards of officiating and the professionalism of the members of the Branch.
- 2.7 Providing the opportunity and the mechanism for members to achieve and maintain the level of physical fitness which the Branch demands of the membership.
- 2.8 (Excerpt: O.S.R.A. Constitution and Rules)
  - 2.8.1 improving the status, protecting the interests and promoting the welfare of referees, and retaining in membership those who have ceased active refereeing;
  - 2.8.2 establishing, developing, assisting in the general work and coordinating the activity of branches in order to encourage new candidates and to improve the standard of refereeing;
  - 2.8.3 ensuring that all games at which members officiate are played in accordance with the Laws of the Game established by the International Football Board and with the rules of competitions set by competent local authorities approved by the Ontario Soccer Association Incorporated (O.S.A.);
  - 2.8.4 fostering a proper relationship between referees and the O.S.A., its affiliated and associated bodies, and assisting that Association in promoting the knowledge and best interests of the game;
  - 2.8.5 affiliating as an association to a National Referees' Association in Canada, if one be compatibly constituted;
  - 2.8.6 doing all such lawful things as may be or become necessary to fulfil these objects.

#### 3 MEMBERSHIP

Applications for membership shall be submitted in writing to the Registrar, and shall be considered by the Executive Committee (the Executive).

The membership of the Branch shall be open to:

##### 3.1 ORDINARY MEMBERS who

- have qualified as referees under the examination of the O.S.A.,
- have paid the fee required by Rule 4 of this Constitution,

- undertake and continue to participate actively and frequently in the affairs of the Branch, and
- 3.2 SPECIAL MEMBERS who have paid the fee required by Rule 4 of this Constitution and are admitted by the Executive as special members.  
Special members shall have no voting rights and may not be elected to the Executive.
- 3.3 HONORARY LIFE MEMBERS who have been nominated by an ordinary member, recommended by the Executive and elected by a 75% majority of those present and voting at an Annual General Meeting (A.G.M.).
- 3.4 ORDINARY/YOUTH MEMBERS who have qualified as referees under 3.1, are at least 14 years of age and not over 18 years of age, and have paid the fee required by Rule 4 of this Constitution.
- 3.5 TERMINATION/SUSPENSION OF MEMBERSHIP  
Termination or suspension of membership may occur when, in the opinion of the Executive, the objects and aims of the Branch have been violated.  
Any such decision may be appealed by a submission, in writing to the Branch Secretary, within 30 days of the date of the official notification of the decision, and must be accompanied by a fee of \$50.00 (fifty dollars).  
(In the event that the appeal is upheld, then the appeal fee shall be refunded in full.)  
The rationale for the appeal must be detailed and a hearing specifically requested.  
Such appeals will be heard at a general meeting which the Secretary shall call within 30 days of the receipt of the appeal.  
A majority of those votes cast by members present at the meeting shall be necessary to uphold any appeal.  
The O.S.R.A. Council is the final court of appeal for all decisions of the Branch. Appeals against a Branch decision must be made in writing to the Provincial Secretary within 10 (ten) days of the date of the decision being appealed, and be accompanied by a fee of \$50.00 (fifty dollars), (of which all or part may be retained or refunded). Such appeals will be heard by Council, whose decision shall be final (O.S.R.A. — Article 14).

#### 4 MEMBERSHIP/FEEES

- 4.1 Every ordinary member, special and youth member shall pay an annual fee as may be recommended by the Executive and approved by the membership.  
Members shall be advised of the membership fees in the notice for the A.G.M. (The A.G.M. notice shall include details of ALL membership fees; any additional initiation fees for new members; details of monies transferred by the Branch to other organizations, i.e. O.S.R.A., O.S.A., CSA; the fee for special members; and a registration form for the coming year.)
- 4.2 The annual membership fee shall be paid in advance generally to the Registrar at the A.G.M. but prior to the roll call of members for the year ensuing.  
The A.G.M. shall normally be held during the second week of November each year.
- 4.3 The fee for special members shall be payable for the year in advance and will be credited against the full membership fee if the members qualifies as an ordinary member, at any time during the year.  
The Executive shall be empowered to levy other fees for special purposes upon approval of a majority of members present and voting at a general meeting; and to handle all unusual matters associated with individual membership fees.

#### 5 OFFICERS

- 5.1 The Officers of the Branch, elected from amongst the members, shall consist of the President, the Vice President, the Secretary, the Registrar and the Treasurer – plus five directors – total ten (10) members.
- 5.2 The President and Vice President shall be ex-officio members of every committee of the Branch.

## 6 ELECTIONS

### 6.1 ELECTIONS

Elections shall take place at the A.G.M. by secret ballot. A Returning Officer shall be appointed by the retiring Executive to conduct the elections at the A.G.M.

### 6.2 VACANT POSITIONS

The following positions shall be filled by nomination from amongst the membership at the A.G.M. and elected by a majority of members present and voting:

- the officers
- five (5) Executive members (at large)
- half the number of representatives to the O.S.R.A. Council to which the Branch is entitled (the other Branch representatives to the O.S.R.A. Council are appointed by, and from the Executive).
- three (3) Auditors

### 6.3 TERM OF OFFICE

The term of office of all elected positions is two years. Members may be re-elected for subsequent terms.

The President, Secretary, Registrar and two directors shall be elected in even years.

The Vice President, Treasurer and three directors shall be elected in odd years.

### 6.4 ELECTION AT THE A.G.M.

The Chairman of the Nominating Committee shall present to the A.G.M. a list of candidates willing to serve the Branch. In addition, nominations shall be accepted from the floor.

A member may be nominated for office in his absence, provided that the secretary shall, before the A.G.M., have been notified in writing by the nominee for which office(s) he intends to stand.

Prior to seeking office at the time of election, a member shall declare his membership of any board or executive of any soccer related organization. Should any member of the Branch Executive subsequently become part of any board or executive of any soccer related organization, he shall advise the members through the Branch Secretary.

Candidates for the position of President shall be provided with the opportunity to address the membership prior to the voting.

### 6.5 VACANCIES

In the event of a vacancy during the term of office, the Executive may appoint a replacement from among the membership to hold office until the next A.G.M.

### 6.6 HOLDING OFFICE/MEETINGS

Members elected to office shall not accept subsequent referee appointments on dates set for any general meeting of the Branch.

Members elected by the Branch as delegates of the O.S.R.A. Council shall not accept referee appointments on dates set for any meeting of the Council.

## 7 DUTIES OF OFFICERS

The officers of the Branch shall perform the special duties hereinafter mentioned, notwithstanding any other duties which may be contained elsewhere in these rules.

### 7.1 The President shall preside at all meetings of the Branch and the Executive, decide all questions of Order and announce the results of voting.

He shall neither move or second any proposal or amendment thereto; he shall not participate in the voting on any motion or amendment unless the result is a tie, in which case he may exercise a casting vote.

He shall not take part in debate whilst in the chair, except debates on rules of order. He shall ensure that other officers perform their respective duties and that all rules are enforced. He shall conduct all matters of business not defined in the Constitution and Rules in accordance with *Robert's Rules of Order*.

- 7.2 The Vice President shall assist the President in the discharge of his duties, and officiate in the President's absence. In the event of the presidency becoming vacant during the year, the Vice President shall assume the office until the next A.G.M.
- 7.3 The Secretary shall be responsible for keeping a true record of the proceedings at all meetings of the Branch, including Executive meetings  
At each meeting he shall refer to the highlights or if requested, read the minutes of the previous meeting.  
He shall be the custodian of all books, records, correspondence and other documents belonging to the Branch, save those which shall be the responsibility of the Treasurer.  
He shall conduct the correspondence of the Branch and prepare and distribute all notices required for members' information.  
He shall present a report of the years' work at the A.G.M.
- 7.4 The Treasurer shall receive, give an official receipt for, and be responsible to the Executive for all funds of the Branch.  
He shall maintain proper books of account and shall deposit monies in the name and to the credit of the Branch in such bank(s) as may from time to time be designated by the Executive.  
He shall prepare a statement of income and expenditure for the period to October 31st each year, and a statement of assets and liabilities in accordance with the Constitution and Rules, showing the financial position of the Branch as of that date.  
He shall be responsible for submitting affiliation fees to the O.S.A. and the Canadian Soccer Association (C.S.A.). Transfer of these fees shall be by cheque, signed by the designated officers of the Branch.  
He shall distribute to each member, at or before the A.G.M., a copy of these statements bearing the signature of himself and the Auditors and shall present the financial report to the A.G.M.
- 7.5 The Registrar shall receive all membership registration forms and fees directly from the members.  
He shall keep an accurate membership list of the Branch and be responsible for ensuring that the Branch membership records agree with the official list issued by the O.S.A.  
He shall forward all registration forms and appropriate membership fees to the Treasurer of the O.S.R.A.  
Membership fees collected shall be reconciled with the Treasurer who is responsible for all funds of the Branch. Ontario Soccer Referee Association fees, submitted to the Provincial Treasurer by the Registrar, shall be by cheque, signed by the designated officers of the Branch.
- 7.6 The Immediate Past Secretary, on the condition that he retains the status of an ordinary member, shall, in the following year, automatically become a member of the Executive for a term of one year only. If, in accordance with 6.2, he is elected to any Executive office, this article shall not apply.

## 8 STANDING COMMITTEES

### 8.1 EXECUTIVE COMMITTEE (THE EXECUTIVE)

The Executive shall consist of the Officers (5), the immediate past Secretary (if 7.6 is applicable) and five (5) members elected from amongst the members.

The Executive shall be responsible for all matters relating to the property, revenue, business and affairs of the Branch, shall transact the business of the Branch except for amendments to the Constitution and Rules, and shall report at the A.G.M. to the membership through the Officers.

The Executive shall have the power to confer special membership on individuals whom it considers may be of value to the Branch to enable them to qualify as referees, and in accordance with Article 3 may terminate or suspend memberships.

The Executive may co-opt members to fill vacancies on special committees and has the authority to act for and on behalf of the Branch with respect to any given matter or classes of matters.

The Executive shall designate an elected representative to the O.S.R.A. Council who shall prepare a delegates' report on the activities of each O.S.R.A. Council meeting. Reports shall be presented at the subsequent general meeting.

Executive meetings shall be called not less than once per month by the President or in his absence the Vice President. Additional Executive meetings shall be held at the call of the President as may be deemed necessary.

#### 8.1.1 CONFLICT OF INTEREST

When there exists a conflict of interest or a perceived conflict of interest, a member of the Branch Executive shall declare such conflict and withdraw from any discussion and abstain from any vote thereon.

#### 8.2 THE AUDIT COMMITTEE

The Audit Committee shall consist of three (3) auditors elected at the A.G.M. The committee shall audit the Branch accounts at least annually, and present a signed certificate of audit to the A.G.M.

The committee may recommend revisions and improvements in financial procedures or practices to the Executive, and if necessary to the membership at a general meeting.

#### 8.3 ASSESSMENTS/DISCIPLINE/APPOINTMENTS COMMITTEES

The Executive shall appoint a chairman for each of these standing committees.

Each committee shall consist of four (4) members (including the chairman) appointed by the Executive and shall be responsible to the membership through the Executive Committee.

#### 8.4 NOMINATING COMMITTEE

Before September 1st, each year, the Executive shall appoint a three man Nominating Committee. This committee shall be chaired by an Executive appointee.

The committee shall be responsible for soliciting the membership for candidates for election to office at the A.G.M. Ideally, the committee is expected to provide a list of candidates with at least one nomination for each office.

The names of the Nominating Committee, and a list of offices shall be circulated to the membership by October 1st, so that prospective candidates may approach the committee members directly.

### 9 INDEMNITY OF THE EXECUTIVE COMMITTEE

Every executive member of the Branch and his heirs, executors and administrators and estate and effects, respectively shall not be held jointly or individually responsible for actions taken and decisions made within the authority contained in the Constitution and Rules.

Members of the Branch by virtue of their membership shall automatically waive the right to take legal action against the Executive as a result of actions or decisions taken by them individually or jointly for the benefit and in the best interests of the Branch as a whole as defined in Article 2.

No executive member shall be liable for any loss, charges or expenses, damage or misfortune whatever which shall happen in the execution of the duties of his office unless the same is adjudged to be in breach of any duty or responsibility within the authority contained in the Constitution and Rules.

### 10 REMOVAL OF MEMBERS OF THE EXECUTIVE COMMITTEE

#### 10.1 REMOVAL BY THE EXECUTIVE

Any member of the Executive may be suspended from office, by a majority vote of the Executive, for inability to perform his duties; for misconduct or neglect of duty. Any member of the Branch Executive may be removed from office for failing to declare his membership of any soccer related organization as required under Article 6.4 and 8.1.1 of this Constitution. The procedure for removal from office shall be as outlined above.

#### 10.2 REMOVAL BY THE MEMBERSHIP

Any member of the Executive may be removed, for neglect of duty or misconduct, by a majority vote of the membership at a general meeting. The procedure involves the following steps:

- a petition to the Secretary signed by 25 percent of the membership detailing the rationale for the request and specifically requesting a special meeting to consider the proposed removal

- the Registrar determines that the petitioners do constitute 25 percent of the members the Secretary either
- 10.2.1 informs the petitioners that the requirement of 25 percent has not been met or
- 10.2.2 notifies the membership within thirty (30) days of receipt of the petition of a special meeting to consider the proposed removal.

Any such decision must be ratified by the membership at the next general meeting, or, if the suspended member appeals the decision, then at the special general meeting called for that purpose.

A suspended Executive member may appeal the decision of the Executive in accordance with Article 3.5.

An Executive who fails to attend three consecutive Executive meetings, without showing just cause, shall be considered to have resigned from office.

## 11 FINANCES

11.1 The fiscal year of the Branch shall be from October 1 to September 30.

11.2 All funds belonging to the Branch shall be deposited in a bank(s) authorized by the Executive to an account in the name of the Branch.

All cheques, drafts, contracts and obligations on behalf of the Branch shall be signed by any two of the President, the Secretary and the Treasurer.

11.3 A copy of the financial statement, balance sheet and a certificate of audit of the Audit Committee shall be distributed to each member of the Branch on or before the date of the A.G.M.

## 12 GENERAL MEETINGS

12.1 The A.G.M. shall normally be held during the second week of November. The notice convening the A.G.M. and the agenda shall be sent to each member by October 1 in accordance with Articles 4.1 and 8.4.

12.2 The order of business at the A.G.M. shall be:

- Part I:
1. Roll Call - Members for the Year Ending
  2. Minutes of the previous A.G.M.
  3. Matters arising from those Minutes
  4. Correspondence
  5. President's Address
  6. Secretary's Report
  7. Treasurer's Report and Auditors' Certificate
  8. Other Committee Reports
  9. Old Business
  10. Amendments to the Constitution

Recess

- Part II:
1. Roll Call - Members for the Year Ensuing
  2. Election of Officers
  3. New Business

12.3 General meetings shall be called as often as the Executive may deem necessary. There shall, however, be at least two (2) general meetings each year — the A.G.M. (November), and the pre-season meeting (April/May).

- 12.4 Special general meetings shall be called by the Secretary on receipt of a written request signed by a minimum of ten (10) ordinary members. The written request shall include a statement setting out the purpose of the special meeting.
- 12.5 At a special general meeting only such business stated in the written request in accordance with Article 12.4 shall be an agenda item.
- 12.6 The notice convening a general meeting, save and except the A.G.M., and the agenda shall be sent to each member at least seven (7) working days prior to the date of the meeting.
- 12.7 At a general meeting, items may be added to the agenda if they are filed in writing with the Secretary at least three (3) days prior to the meeting being called to order.
- When the meeting has been called to order, the Chairman of the meeting shall ask the Secretary to announce any and all such items to the members present. Any item not so filed shall be ruled out of order and shall be caused to be placed on the agenda of the next general meeting.

## 13 QUORUMS

### 13.1 COMMITTEE MEETINGS

A quorum of any meeting of the Executive Committee shall consist of five (5) members thereof, provided that any such quorum shall include either the President or the Vice President together with either the Secretary or the Treasurer.

At all other committee meetings a majority of its membership shall constitute a quorum.

### 13.2 GENERAL MEETINGS

A quorum at a general meeting shall be 25% of the total ordinary members.

In the absence of a quorum at a general meeting (including the A.G.M.) the meeting shall be adjourned until the earliest convenient day within one calendar month of the adjourned meeting.

In the absence of a quorum at the recalled general meeting (A.G.M.), the business of the Branch shall be transacted by the members in attendance.

## 14 VOTING

14.1 Each ordinary member shall be entitled to exercise only one vote on any motion or resolution at any general or committee meeting.

Special and Honorary Life members may speak but may not vote.

14.2 At all meetings, save and except an amendment to the Constitution and Rules (16.4), every question shall be decided by a majority vote, of those present and voting, and, in the event of any tie, the Chairman shall exercise a casting vote.

14.3 An ordinary member may request of the Chairman a secret ballot on any issue. The question of a secret ballot is not debatable, and shall be decided upon by a majority of members present and voting.

## 15 CONDUCT

Members of the Branch shall:

15.1 By virtue of membership be deemed and required to have subscribed to the Constitution and Rules and to any alterations and amendments properly approved;

15.2 Conduct themselves in such a manner as to be a credit to the Branch and the game as a whole;

15.3 Conduct themselves at the standard and level of professionalism demanded by the Branch.

Cases of misconduct reported to the Branch shall be considered by the Executive and if found to justify further action the case shall be dealt with by the Discipline Committee. Decisions of the Discipline Committee must be ratified by the Executive. Any appeal of a Discipline Committee decision shall be in accordance with Article 3.5 of this Constitution.

## 16 ALTERATION AND AMENDMENTS TO THE CONSTITUTION AND RULES

16.1 Alterations or Amendments to the Constitution and Rules (Amendments) shall normally be initiated by the Executive and considered at the A.G.M.

16.2 Amendments may be initiated by the membership in the following manner:

- A written notice, signed by not less than two (2) ordinary members shall have been received by the Secretary not less than sixty (60) days prior to the A.G.M. or to a special General Meeting called for the purpose.
- The amendments, after consideration by the Executive, shall be referred either to the A.G.M. or a Special General Meeting called for the specific purpose.

16.3 Amendments considered at a general meeting, other than the A.G.M., shall require that both the notice of the meeting and the proposed amendment be given to the members thirty (30) days in advance.

16.4 Any resolution or motion with respect to an amendment to the Constitution and Rules of the Branch shall be approved by a two-thirds majority of those members present.

## 17 INTERPRETATION

17.1 In the Constitution and Rules and resolutions of the Branch the singular shall include the plural and the plural shall include the singular; and the masculine shall include the feminine.

17.2 Interpretation of the Constitution and Rules as well as questions in dispute shall be resolved at a general meeting by a majority of members present and voting.

Amended at the general meetings on: November 9, 1965  
November 22, 1972  
November 17, 1974  
November 8, 1981  
November 11, 1990  
November 8, 1992  
November 13, 1994  
April 24, 1998  
November 13, 1998  
November 4, 2001  
February 20, 2002