

ESSEX COUNTY SOCCER LEAGUE



By-laws

Last amended on March 13, 2015

Article 1 NAME

- 1.1** The name of this league shall be the Essex County Soccer League, hereinafter referred to as the League or the ECSL. The headquarters of the League shall be in within the boundaries of the Essex County Soccer Association (hereinafter referred to as the ECSA), and in the Province of Ontario. The League shall be incorporated as a non-profit entity pursuant to the *Ontario Business Corporations Act*.

Article 2 OBJECTIVES

- 2.1** The League shall have the following objectives:
 - 2.1.1** To provide a level of competition in accordance with the OSA's Pyramid for Play.
 - 2.1.2** To provide a league competition for teams either indoor or outdoor or both, within specific Club, District, Regional or Provincial boundaries as authorized by its governing organization.
 - 2.1.3** To operate the League based on the Terms of League Operations approved by its governing organization.

Article 3 AFFILIATIONS

- 3.1** The League shall be a member of the Essex County Soccer Association and shall follow the published rules of The Ontario Soccer Association, hereinafter referred to as The OSA. The League is subject to the published rules in declining order of authority of the following governing organizations to which it is affiliated;
 - 3.1.1** The Canadian Soccer Association
 - 3.1.2** The OSA
 - 3.1.3** District Association, if applicable
 - 3.1.4** Club, if applicable

Article 4 MEMBERSHIP

- 4.1** The membership of the League shall be each Club with one or more teams playing in the League. Each Club participating in the League shall be a member in good standing with ECSA. Eligibility for membership in the League shall be in accordance with the OSA's Pyramid For Play and with the OSA's published rules governing leagues.

4.2 ACCEPTANCE INTO MEMBERSHIP

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

4.3 MEMBERSHIP FEES

4.3.1 The annual Membership fees shall be set by the ECSL League Administrator and ratified by the ECSA Board of Directors;

4.3.2 A club Performance Bond of \$1000.00 (one thousand dollars).

4.4 LEAGUE LEVELS and STRUCTURE

4.4.1 In the event that there are not enough entries to constitute a division, all teams may be entered in a division below or above.

4.4.2 Senior age groups in the League shall consist of:

- a) Men's Premier Division – minimum 4 teams, no more than 12 teams
- b) Men's First Division or U21– minimum 4 teams, no more than 12 teams
- c) Senior Women's Division – minimum 4 teams, no more than 12 teams

Article 5 APPROVAL OF NEW MEMBERS

5.1 A club shall become eligible to be a new member if one or more of its teams become eligible to play in the League based on the OSA's Pyramid For Play in accordance with the OSA's published rules.

5.2 The membership application must be approved by the League Administrator and ratified by the ECSA Board of Directors.

Article 6 MEMBERSHIP RENEWAL

6.1 A club will renew its membership by completing the required forms for membership renewal, providing that it still has a team eligible to play in the League based on the OSA's Pyramid For Play in accordance with the OSA's published rules.

Article 7 RIGHTS OF ACTIVE MEMBERS

- 7.1** Members shall be accorded the following rights:
 - 7.1.1** To be governed in accordance with The OSA and the League's published rules,
 - 7.1.2** To participate in League sanctioned competitions,
 - 7.1.3** To attend and vote at all general meetings called by the League,
 - 7.1.4** To enter teams in the League in accordance with the OSA's published rules.

Article 8 DISCIPLINE OF A MEMBER

- 8.1** As it is this League's vowed purpose to present soccer along the finest principles of good sportsmanship all players, teams, officials, referee officials, and league officials are expected to conduct themselves in an appropriate manner. The League Administrator shall not hesitate to deal harshly with any players, teams, or officials who fail to use their influence to assure peaceful and disciplinary competition.
- 8.2** Should any falsified information be provided by a member to the League, the member shall be dealt with accordingly by the League Administrator and shall be subject to Article 8.3.
- 8.3** A Member may be fined, censured, suspended or expelled from Membership for cause and only after charges have been laid in accordance with the League's rules and regulations and a hearing held in accordance with the League's rules and regulations and the OSA's published rules. A Member whose Membership has been suspended loses all rights of Membership until the suspension has been terminated.

Article 9 TERMINATION OF MEMBERSHIP

- 9.1** Membership in the League shall be deemed to have been terminated:
 - 9.1.1** If the Member submits a signed letter of withdrawal to the League
 - 9.1.2** If the Member is expelled by the League.
 - 9.1.3** If the Member fails to renew Membership in accordance with the By-Law.

Article 10 VOTING

- 10.1** Only those clubs that have registered for the upcoming season on or before the A.G.M. shall be entitled to vote on any new business at the A.G.M. The League AGM shall be held immediately after the annual ECSA AGM.
- 10.2** Accredited delegates must be present to be entitled to have all its votes cast but not by any other member.
- 10.3** Teams registered as youth shall have no vote in matters of senior teams.
- 10.4** Teams registered as senior teams shall have no vote in matters of youth teams.
- 10.5** At general meetings, a Member shall have
- a) a vote for the first one hundred dollars (\$100), or part thereof, of fees retained by ECSA directly relating to ECSL player registration;
 - b) a vote for each additional three hundred dollars (\$300), or part thereof, of fees retained by ECSA directly relating to ECSL player registration up to a maximum of six votes;
 - c) a vote for each additional eight hundred dollars (\$800), or part thereof, of fees retained by ECSA directly relating to ECSL player registration;
- 10.6** Fees retained are limited to player registration fees retained by ECSA directly relating to ECSL player registration and not team registration fees.

Article 11 LEAGUE ADMINISTRATION

- 11.1** The League shall be governed by a League Administrator who shall report to the ECSA Board. The League Administrator may be assisted by up to five (5) persons as may be amended from time to time in accordance with the League's By-Laws. These individuals shall hold the positions of:

League Scheduler
League Grassroots
Convenor
League U13-
Senior Convenor
League Statistician
League Public
Relations

- 11.2** The League Administrator and others who assist in the administration of the League shall be subject to the Conflict of Interest Policy 21.0 in the OSA's published rules.

Article 12 LEAGUE ADMINISTRATION VACANCY

- 12.1** The League Administrator and any person assisting with the administration of the League (collectively referred to as the “League Administration”) has the right to resign his/her position by submitting a signed letter (or email) of resignation to the ECSA Board.
- 12.2** A vacancy in the ECSL League Administration, caused by death, or resignation, which has been accepted by the ECSA board of directors, shall be filled by a majority vote of the ECSA board of directors.

Article 13 REMOVAL OF LEAGUE ADMINISTRATION

- 13.1** No member of the League Administration shall be removed for arbitrary reasons but may be removed if:
- 13.2** If they are unable to perform the duties expected of their position due to, but not limited to, any of the following reasons:
 - 13.2.1** if they become incapable of performing the business of the League
 - 13.2.2** if they no longer reside in reasonable proximity to the League
 - 13.2.3** if he/she becomes, or is discovered to be, an undischarged bankruptOr
- 13.3** If they have compromised the integrity of the League due to, but not limited to, any of the following reasons:
 - 13.3.1** if they have been found guilty of an offence under the Harassment Policy of The OSA
 - 13.3.2** if they have been found guilty of an offence involving violence under the Discipline Policy of The OSA
 - 13.3.3** if they have failed to properly account for monies or other property belonging to the League
 - 13.3.4** if they have been found guilty of a criminal offence regardless of whether or not the offence directly affected the League
 - 13.3.5** if he/she has been found guilty of failing to act in accordance with the Conflict of Interest Policy of The OSA

13.4 A member of the League Administration holding his or her respective position(s), may be removed from office by the ECSA Board of Directors for good and sufficient cause by a two-thirds vote of the ECSA Board of Directors present, provided notice to remove any League Administrator has been given. If any member of the League Administration is removed by the ECSA Board of Directors, the ECSA Board of Directors may appoint a successor to the position(s),

13.5 A member of the League Administration may also be removed from office for good and sufficient cause at a meeting of the Members of the League provided notice to remove the Director has been given to persons entitled to attend the Members' meeting. If a member of the League Administration is removed at a Members' meeting, the Members entitled to vote may elect a successor to fill all position(s) held by the removed individual.

Article 14 DUTIES OF LEAGUE ADMINISTRATION

14.1 The League Administration shall conduct the business of the League during the periods between general meetings of the League and in accordance with the authority granted to it in the published rules of the League.

14.2 The ECSA board of directors shall be responsible for the appointment and renewal of appointments of all positions within the League. This shall include the appointment of volunteer and paid positions within the League's operations.

14.3 The ECSA board of directors may also revoke, for cause, any appointment providing that it has followed the procedures for revoking an appointment as outlined in the League's published rules.

Article 15 DUTIES OF LEAGUE ADMINISTRATION

15.1 LEAGUE ADMINSTRATOR

The League Administrator shall be responsible for the following:

- i. ensuring that all member Clubs/Teams have submitted necessary documents and paid the applicable fees to be members in good standing;
- ii. establishing League rules and regulations and ensuring compliance by all member Clubs/Teams;
- iii. organizing Club representative meetings as required;
- iv. reviewing submitted game reports;
- v. ensuring the game reports are filed by game number;
- vi. ensures that all administrative tasks associated with League, including the scheduling and rescheduling of games is completed in a timely manner;
- vii. establishes annual budget with a view to keeping Club per team entry fee as close to revenue neutral as possible;
- viii. reviews or prepares draft responses to e-mail inquiries made by Club contact officials;

- ix. serves as the central communication contact for the membership for all ECSL related enquiries
- x. interacts with District Association on all matters which require District/OSA approval;
- xi. ensures appropriate positioning and marketing of the ECSL brand (logo);
- xii. perform all other tasks as required for the effective management of League;

15.2 Scheduler/Field Coordinator

The League Scheduler/Field Coordinator shall be responsible for scheduling and rescheduling of all games, in accordance with the League's rules and regulations.

15.3 Statistician

The League Statistician shall be responsible for maintaining records regarding game results, league standings and individual player statistics.

15.4 Grassroots Coordinator

The Grassroots Coordinator shall be responsible for liaising with all Clubs/Teams and Referee Coordinators participating in the U8 to U12 Grassroots age divisions.

15.5 U13-Senior Coordinator

The Grassroots Coordinator shall be responsible for liaising with all Clubs/Teams and Referee Coordinators participating in the U13 to Senior age divisions.

15.6 Public Relations

The League Public Relations director shall deal with all matters involving news media, public/private sponsorship, including publishing league statistics. (T.V./Newspapers/Radio/Companies/etc.)

15.7 Treasurer

The treasurer of the ECSA Board shall act as treasurer of the ECSL and the ECSL shall operate with its own bank account and shall provide its Members with annual audited Financial Statements.

Article 16 MEETINGS

16.1 Special General Meeting

16.1.1 A special general meeting of the League:

16.2.1.1 may be called by majority vote the ECSA board of directors, or

16.2.1.2 shall be called by the ECSA board of directors upon receipt of a written request submitted to the League by registered mail, certified mail, trace mail, courier service, hand delivery, fax, or email, signed by not less than 2/3's of the voting membership, setting out the items of business to be conducted at the special general meeting. The special general meeting shall be held within thirty (30) days of receipt of the written request from the members.

16.2.1.2 Only the business set out in the notice of the special general meeting shall be considered.

17.3 Annual General Meeting

17.3.1 The League shall hold its Annual General Meeting not later than January 31 of the following year, immediately after the Annual General Meeting of the District Association. The agenda of the Annual General Meeting shall include:

- a) Roll Call
- b) Reports of Credentials Committee
- c) Minutes of the Previous Annual General Meeting
- d) League Administrator Address
- e) League Scheduler Reports
- f) Grassroots Coordinator Report
- g) U13-Senior Coordinator Report
- h) Treasurer/Auditor's Report
- i) Appointment of Auditors
- j) Other Reports
- k) Unfinished Business
- l) Amendments to the By-Laws, as previously approved by The OSA and District Association
- m) Roll Call
- n) Any other Business
- o) Adjournment

17.3.2 All members shall receive thirty (30) days written notice of the time and location of the Annual General Meeting. Such notification shall be by regular mail, e-mail, or fax.

17.4 LEAGUE ADMINISTRATOR REPORTING

17.4.1 The League Administrator shall attend every scheduled meeting of the ECSA Board of Directors and shall provide an updated with respect to the operations of the League.

Article 18 COMMITTEES

18.1 The Membership, at any special or general meeting may establish a standing committee or special committee to carry out specific business or programs of the League.

Article 19 PROCEDURES GOVERNING MEETINGS

19.1 All meetings of the League shall be conducted in accordance with the most recently published Roberts Rules of Order Newly Revised except as may be otherwise stipulated in this by-law or other rules and regulations of the League.

Article 20 BY-LAWS AND AMENDMENTS

20.1 By-Law amendments may be proposed by the **ECSA** Board of Directors, or submitted by a Member to the League in writing at least 21 days prior to a general meeting of the League; and must be approved by a 2/3's vote of the Membership voting in person at a meeting of the League duly called for that purpose.

20.2 All Members entitled to vote shall be notified fourteen (14) days prior to the scheduled Members' meeting about any proposed amendments to the By-laws.

20.3 All amendments receiving the required majority votes shall be effective immediately unless otherwise stated.

Article 21 RULES AND REGULATIONS

- 21.1** The ECSA Board of Directors may approve and publish Rules and Regulations which are not inconsistent with this By-Law and not inconsistent with the Rules and Regulations of a higher level governing organization.
- 21.2** Amendments to the Rules and Regulations may be made by a majority vote of the ECSA Board of Directors or the Members at an Annual General Meeting or Special General Meeting. If the rules and regulations are amended by the ECSA Board of Directors the amendment shall be presented for ratification at the next League Annual General Meeting or a special general meeting called for that purpose. If the amendment is not ratified, it is of no effect and the previous Rules and Regulations are then in effect.

Article 22 INDEMNITY

- 22.1** Members of the League Administration or other servants to the League, their heirs, executors, administrators and estate and effects respectively shall be indemnified and saved harmless at all times by the League against all costs, losses and expenses incurred by them respectively in or about the discharge of their respective duties, except such as happens from their own respective willful neglect or default.

Article 23 FINANCE

- 23.1** The accounts of the League shall:
- 23.1.1** be audited annually by a Chartered Accountant if the annual Gross Revenue is greater than \$30,000; or
- 23.1.2** be reviewed annually through a Financial Review Engagement completed by a Certified General Accountant, Certified Management Accountant or Certified Accountant, if the Annual Gross Revenue is \$30,000 or less; or
- 23.1.3** with the consent of all its members be exempt from any audit of Financial Review Engagement if the Annual Gross Revenue is less than \$10,000.
- 23.2** The audit or Financial Review Engagement statement shall be presented to the annual general meeting for adoption.

- 23.3 At the annual general meeting of the League, a chartered accountant firm shall be appointed to perform the audit or Financial Review Engagement.
- 23.4 The fiscal year of the League shall end on December 31 of each year, unless otherwise ordered by the board of directors.

Article 24 DISPUTE RESOLUTION

- 24.1 The League shall adhere to the Dispute Resolution process as published and approved by The OSA from time to time.
- 24.2 Any member of the League may initiate the Dispute Resolution process by communicating in writing to The OSA, with a copy to the League and district association, the nature and facts of the dispute. The OSA, at its discretion, may proceed with the Dispute Resolution process by assigning one or more neutral persons to the dispute.
- 24.3 The Dispute Resolution process shall not be used for game discipline which follows the normal discipline and appeals process.
- 24.4 The League shall make available to any member the Dispute Resolution process when requested.

Article 25 HARASSMENT

- 25.1 The League shall adhere to the Harassment Policy as published and approved by The OSA from time to time.
- 25.2 The Harassment Policy shall apply to all employees, directors, officers, volunteers, coaches, game officials, administrators, players, members and registrants of the League.
- 25.3 Harassment is defined as any comment, conduct, or gesture directed toward an individual or group of individuals which is insulting, intimidating, humiliating, malicious, degrading or offensive. It includes, but is not limited to, sexual harassment.
- 25.4 The League shall make available to any member the Harassment Policy when requested.

Article 26 APPEALS

- 26.1 Any Member or registrant of the League directly affected by a decision of the League may appeal such decision. The denial or termination of Membership in the League may be appealed by a non-Member.

- 26.2** A decision of the League may be appealed to the Essex County Soccer Association with which the League is affiliated. The appeal shall be conducted in accordance with The OSA's published rules.
- 26.3** An individual shall not appeal a decision made by the Board of Directors regarding the appointment, non-appointment, re-appointment or revocation of an appointment of an individual to any coach or administrator position within the League's operations, except where the selection, appointment and revocation process outlined in the League's published rules has not been followed.

Article 27 DISSOLUTION

- 27.1** In the event of dissolution of the League, and after payment of all debts and liabilities, its remaining property shall be distributed or disposed of by the Board of Directors to one or more not-for-profit soccer related organizations which is (are) registered with the OSA.

Article 28 DEFINITIONS/TERMINOLOGY

- 28.1** Terminology used in this by-law shall have the same meaning as utilized by The OSA in its letters patent, by-laws and published rules.

Article 29 PAYMENTS

- 29.1** All money paid to the League, shall be paid by cheque or money order. Cash will not be accepted.
- 29.2** All money owing to the League must be due and payable within thirty (30) days of invoicing, UNLESS otherwise stipulated.
- 29.3** Penalties for late payments, is a fine established by the board of directors.
- 29.3.1** The league will apply a cutoff date. If the fines are not paid by then, the fines will be forfeited from the guilty team's bond, which must be replenished within 15 days.
- 29.4** All currency as stated in this constitution shall be Canadian.

Only the League Bylaws dated March 13, 2015 shall be effective. All other copies of the League Bylaws not bearing this date shall be considered null and void