

TITLE	MTFL CONSTITUTION
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## ARTICLE I: ORGANIZATION

This organization shall be known as Mississauga Touch Football League, hereafter referred to as MTFL.

The MTFL is a non-profit organization.

The MTFL shall be comprised of two bodies: an elected Executive Committee and the League Membership.

- a) Executive Committee — administrative officials elected to manage the affairs of the League consistent with the aims and objectives of the League
- b) League Membership — teams registered and 'in good standing' (e.g., owing no money to the MTFL) comprised of adults (18 yr. of age or older)

## ARTICLE II: AIMS AND OBJECTIVES

The aims and objectives of the MTFL are:

- a) to provide a recreational service to those eligible to participate;
- b) to develop community spirit, and encourage sportsmanship and good fellowship among all participants;
- c) to develop and organize team competition through cooperation.

The interpretation of any clause contained in this Constitution will be to the benefit of these aims and objectives.

## ARTICLE III: AFFILIATION

Each year, the MTFL will endeavor to support the growth of touch football. The MTFL may find it useful to support and/or join affiliations with other chartered organizations with similar aspirations, including but not limited to:

- a) Touch Football Ontario from which the MTFL may choose to purchase liability insurance. Maintaining this affiliation can enable greater visibility towards the MTFL within the province and/or nationally. It also enables the MTFL to serve as host for tournament events sanctioned by that organization as well as allows League Members to apply for participation in those events.
- b) City of Mississauga (Sports Groups) from which the MTFL rents fields of play. Maintaining this affiliation will help ensure that the year-after-year rental of fields occurs in a stable, predictable, and efficient manner.

Regardless of affiliation, the MTFL shall operate as an independent league as per the articles herein.

From a day-to-day operational perspective, the MTFL's Executive Committee will ensure that the articles of this Constitution and its associated By-Laws are taken into consideration when dealing with any matter pertaining to any affiliation agreement held by or with the MTFL.

## ARTICLE IV: MANAGEMENT

An elected Executive Committee (and other individuals authorized by that Executive Committee) shall manage the affairs of the MTFL through various activities including maintaining league affiliations, scheduling, registration, discipline, and administrative and financial business.

Management of the MTFL will proceed in a democratic fashion. The League President (Executive Committee member) will, however, have final say on an MTFL matter in the circumstance of:

- a) a vote that resulted in a tie amongst Executive Committee Members or League Members, in which the League President did not vote, OR
- b) the Executive Committee itself, regardless of the exact number of roles assigned to each of the individual elected volunteers, is composed of only one other volunteer other than the President.

The Executive Committee shall be authorized to collect revenues on behalf of the MTFL for the purposes herein. Sources of revenue include League Member fees, fundraising events approved by the Executive Committee, and compensations offered to the MTFL for posting of advertisements or in response to a commercial/business affiliation and a rewards program associated with it.

The Executive Committee shall provide transparency towards all MTFL's financial matters and show fiscal diligence by:

- a) conducting all MTFL financial transactions through the use of an MTFL bank account.;
- b) ensuring all expenses have had prior approval by the Executive Committee;
- c) reporting summary all grants, levies, fees, charges, expenses, allowances, and purchases, and all other related financial business at least once annually.

## ARTICLE V: EXECUTIVE COMMITTEE

The Executive Committee shall be comprised of the following roles:

1. President
2. Vice-President
3. Communications Director
4. Discipline Director
5. Marketing Director
6. Public Relations Director
7. Record Manager
8. Referee Relations Director – Officials Liaison
9. Registrar
10. Scheduler
11. Technology Director
12. Treasurer
13. Website Manager

One or more individuals as approved by the League Membership may fulfill these roles. Affirmation of the individuals fulfilling these voluntary roles will occur during the Annual General Meeting (AGM).

Other roles may be created and fulfilled as the Executive Committee sees fit for the purposes of fulfilling the aims and objectives of the MTFL.

## ARTICLE VI: DUTIES OF MANAGEMENT

Every individual on the Executive Committee is to ensure that the goods and services purchased by the MTFL are obtained at the desired quality as well as a competitive price. All purchases:

a) Must be pre-approved by the Executive Committee; and



b) For amounts over \$1000 must be accompanied by a quote that can be vetted in a timely manner subject to the availabilities of Executive Committee and the timely provision of quotations from other candidate suppliers.

The Executive Committee should be comprised of at least three individuals.

The President and Vice-President are required roles.

### 1. President

Duties are to administrate the affairs of the League. This individual or his designate is entitled to represent the League on all League matters.

### 2. Vice-President

Duties are to assist the President in administrating the affairs of the League. This individual is entitled to represent the League on all League matters. If the President is unable to perform his role, for whatever reason, short term or long term, the Vice-President will assume the duties of the President.

The other roles may be combined and may include the following:

### 3. Communications Director

Duties are to coordinate the construction, prioritization, and dissemination of correspondence with League Members.

### 4. Discipline Director

Duties are to form and coordinate the activities of the Discipline Committee whose goal is to gather information pertaining to significant discipline incidents stemming from scheduled MTFL games or organized events. After information has been gathered, this individual will present the findings and disciplinary action recommended by the Discipline Committee to the MTFL Executive, the Head of the Officials' Organization, and to the Captains of the teams of the individuals implicated.

### 5. Marketing Director

Duties are to create, promote and manage activities and programs designed to bring additional benefits to the MTFL. They should be keeping with the MTFL's 'not for profit' mandate and should be conducted ideally in a manner that is 'revenue to expense neutral'. That is, to the maximum extent applicable and appropriate, the proposed and perceived financial benefits of such programs must pay for their costs of obtaining, administrating, and delivering them.

### 6. Public Relations Director

Duties are to provide information to the media and general public while fostering a consistent MTFL brand/image. This individual is to define and implement partnership and sponsorship programs consistent to that brand/image.

### 7. Record Manager

Duties are to retain a record of the Executive Committee meetings, registration information and other communications related to the business of the MTFL.

### 8. Referee Relations Director – Officials Liaison

Duties are to promote an understanding of existing rules and proposed rule modifications, as well as to foster opportunities for improved player-referee interaction, and to act as main point of contact with the Discipline Committee and the Head of the Officials Association.

#### 9. Registrar

Duties are to acquire team and player-registration, and game-attendance information to ensure that those teams and players comply with the objectives and By-laws of the MTFL and any affiliated organization for matters pertaining to member eligibility, identification, and insurance registration.

#### 10. Scheduler

Duties are to communicate with the City of Mississauga (Parks and Recreation) to acquire field permits and to ensure that the MTFL schedule is planned and executed in compliance with those permits. When preferences are sought from teams, this information will be used to develop the schedule. This individual will communicate the schedule, and changes to it, to the League Members.

#### 11. Technology Director

Duties are to foster innovations that ease the maintenance and presentation of website content and to make the Executive aware of the latest technologies and practices to ensure that the MTFL Website and accounts are safe and operational.

#### 12. Treasurer

Duties are to plan, forecast, execute, and provide oversight into all MTFL financial matters. This individual will have co-signing authority on the dispersal of MTFL funds. This level of signing authority is meant to help the Executive Committee ensure that the MTFL's cash-on-hand balance and the current estimated value of any assets owned by the MTFL are adequate at any time for the circumstance of the MTFL dissolving.

#### 13. Website Manager

Duties are to maintain the MTFL's website using a reliable Internet Service Provider and to assist with updating information posted on that website such as news, scores, and standings. This individual should foster innovations that ease the maintenance and presentation of website content.

## ARTICLE VII: QUORUM

A quorum exists whenever a majority of members are present in person or through written proxy. For a motion to gain acceptance, over 50% of all the eligible votes must be cast in favour of that motion including votes from members present, members through proxy, and members absent without proxy.

For matters falling outside of the defined Constitution and By-Laws, the Executive Committee may choose to defer any action whatsoever and/or defer the vote upon such issues to the AGM anticipated for the next season (such that a league-wide understanding may be gained and/or approval for it can be reached that season). Otherwise, for matters outside the defined Constitution and By-Laws, the Executive Committee can make recommendations for specific actions which can be presented for approval through a vote afforded during the season AND, if voted upon, will be acted on if a majority of total votes is cast in favour of implementing those recommendations. Each League Member Team represents one 'eligible voter' as does each League Executive member (who is not on the roster of an MTFL team). During the AGM, every new team applicant is not an 'eligible voter' because each of their applications to join the league is not finalized until a few weeks after the AGM occurs.

## ARTICLE VIII: ANNUAL GENERAL MEETING

The MTFL's AGM shall be held before the start of each season. The Executive Committee will notify representatives (team captains/organizers) of the League Membership from the previous season as well as any interested new team applicants and/or other parties or affiliations of interest.

At the AGM, teams are encouraged to have up to two members of their roster present although the team itself has only one 'eligible vote' as a League Member.

## ARTICLE IX: DISSOLUTION

Dissolution of a team within the MTFL, whether requested by its 'Captain of Record' or mandated by the Executive Committee, will result in that team losing its 'in good standing' classification within the MTFL. It will also result in the loss of the approved registration status held by the Executive Committee on behalf of the MTFL for that team. That is, a dissolved team retains no rights to or benefits from the MTFL and a dissolved team is no longer a League Member.

Ideally, dissolution of a team will occur between seasons and not within a season of MTFL play. Dissolution of a team, regardless of cause, does not imply the MTFL is required to refund any perceived or calculated unused portion of that team's registration fees for that season or its Performance Bond. Reconciliation of any monies between the MTFL and that dissolved team must first account for all monies owed to the MTFL by that team (for disciplinary matters, assets purchased or other services or items purchased on behalf of that team when it was registered with the MTFL). This may mean that a "zero" refund is afforded to the 'Captain or Record' of that team.

Dissolution of the MTFL itself can occur at any time for various circumstances including but not limited to:

- a) insufficient available fields or fields at costs acceptable to League Membership.
- b) insufficient number of teams and/or volunteers to maintain a viable MTFL.
- c) inability to secure or demonstrate compliance to an MTFL or affiliated organizational requirement, such as insurance.
- d) the circumstance of a negative cash-on-hand balance and the unwillingness of League Members to reconcile this within the time period specified by the parties to which it is owed.
- e) request from a recognized government authority (such as national emergency).
- f) court assigned judgment or order of execution.

Should there be a need to start the dissolution process for the entire MTFL, the Executive Committee shall first suspend the authorization of further expense as best possible and permitted by the implicated contract, as well as cancel any previously approved planned expense about to be obtained. Then it will ensure that provided the MTFL's cash-on-hand balance permits it, that all outstanding pre-approved expenses purchased and received have been paid for. Then, provided, the MTFL's cash-on-hand balance permits it, return to the applicable portion of each team's Performance Bond to the 'captain of record' of each team. Then, within the next sixty days, the Executive Committee will attempt to sell all of the MTFL's assets for as much as possible. Finally, should any further surplus of monies then exist in the MTFL's bank account at that point in time, then all of those funds shall be distributed equally amongst the 'captains of record' of each team 'in good standing'. Should some or all of the MTFL's assets not be sold within the time period specified, the Executive Committee would, as best possible, donate them to the 'captain of record' of each team 'in good standing' and/or the affiliations of record. 'As best possible' is meant to address the circumstances in which the number of similar assets are different from the number of recipients; division of assets makes specific items unusable; and/or the cost of dividing up assets and their delivery is significant.