

# LONDON

SPECIAL OLYMPICS  
ONTARIO



## CONSTITUTION AND BY-LAWS OF SPECIAL OLYMPICS ONTARIO/LONDON

”

Let me  
*win*  
but if I cannot win,  
let me be  
*brave*  
in the attempt.

”

## Special Olympics Ontario - London

### Special Olympics Ontario – London Constitution

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## Article 1

### Section 1 – Name

Let it be known that this governing body duly register within the constitution and By-Laws of Special Olympics Ontario governing body and under the constitution and By-Laws of the Canadian governing body, Special Olympics Canada shall herein be known as Special Olympics Ontario/London, herein after as SOOL.

### Section 2 – Statement of Purpose

SOOL's purpose shall be:

- a) To encourage, promote, develop, support and regulate fitness and sport activities for people who have an intellectual disability in our jurisdiction.
- b) To provide a developing competition environment for those athletes who choose to participate.
- c) To encourage and foster a social and cultural panorama within which our athletes/participants can grow and develop their sport and interpersonal skills
- d) To provide, facilitate and assist the athletes/participants for integration into community sports and recreational activities.

## Article 2

### Section 1.1 Volunteer Eligibility

SOOL will recognize any individual committed to the goals and purposes on Special Olympics Ontario and further agrees to the content of this constitution, may become a member of SOOL provided that he/she:

- a) Is a registered volunteer of Special Olympics Ontario
- b) Is an active volunteer within the one of the various programs in SOOL
- c) Is willing to take responsibility for his/her actions on behalf of SOOL and be accountable to the SOOL executive committee.
- d) Is in agreement with Special Olympics Ontario Code of Conduct
- e) Is a minimum of 16 years of age.

### Section 1.2 Athlete Eligibility

SOOL recognizes any athlete as a member in good standing of SOOL provided that he/she:

- a) Is registered athlete of Special Olympics Ontario (complying with Provincial and National Eligibility Standards)
- b) Is an active participant in an athletic club or sport specific program at the local level,
- c) Is a minimum of 8 years of age.



## Article 3

### Section 1 – Titles

The officers of SOOL executive (voting rights) shall be:

- Community Coordinator or Co-Chairpersons
- Volunteer Coordinator
- Treasurer
- Secretary
- Sport Technical Coordinator (2)
- Public Relations Coordinator
- Development Coordinator
- Transition Coordinator

### Section 1.2 – Council Titles

The council shall be comprised of the following non-executive non-voting positions. These positions are subject to the approval of the executive committee and are typically appointed:

- Assistant Coordinator(s) to the Volunteer Coordinator (as deemed necessary)
- Assistant Coordinator(s) to the Public Relations Coordinator (as deemed necessary)
- Fund Raising Coordinator
- Athlete Registration Coordinator
- Sport Managers
- Athlete Representative

### Section 2 – Method of Executive Election

SOOL executive positions will be available and nominated through the month of March and leading up to the April meeting. All registered SOOL volunteers are entitled to vote. Voting will be done at the Annual General Meeting (AGM) in April. The candidate receiving the most votes is elected. Ties will be broken by: 1) revote: 2) if still tied after a revote the incumbent executive will vote. To be eligible for elections the people standing for positions may or may not be in attendance.

## **Article 4**

### **Section 1 – Dates of Meetings**

SOOL will meet each month on the third Tuesday of each month however, this is subject to change by the SOOL Community Coordinator or Co-Chairs who will ensure that all parties are appropriately notified.

### **Section 2 – Place of Meeting**

SOOL will meet in a place that is an agreeable choice with the council members and at a location and time for the following meeting which are to be predetermined at the closure of each meeting.

## **Article 5**

### **Section 1 – Amendments to the Constitution and By-Laws**

Procedures for amending the constitution and the By-Laws will be duly presented motion of change circulated among members at least two (2) weeks prior to the Annual General Meeting at which the proposed change will be voted on after the discussion to each motion.

### **Section 2 – Adoption**

Adopting amendments to the constitution and the by-laws will be by a vote in favour consisting of 2/3 majority approval by the voters present at the Annual General Meeting.

## Special Olympics Ontario - London By-Laws

### Article 1

#### Section 1 – Purpose

An Annual General Meeting will be held in April of each year. At this time a report on activities and finances for the year shall be given. Elections will be held to fill vacancies due to expiry of term or resignations and ratification of offices filled by special election since the last Annual General Meeting will also occur. A budget for the upcoming fiscal year will be discussed and adopted.

#### Section 2 – Elections and Duration of Offices

- a) The executive officers shall be elected at the Annual General Meeting (AGM). For SOOL the AGM is April of each year.
- b) The officers will be nominated in advance and elected by receiving the most votes. All members are entitled to vote.
- c) When there is only one nominee for an office, he/she may be elected by acclamation.
- d) The officers are elected for a two-year term.
- e) Terms of office are renewable for a maximum of 2 consecutive terms only, for one position.
- f) The officers shall take office effective May 1<sup>st</sup>.
- g) At the end of the 1<sup>st</sup> year of office for each Executive member, a vote of affirmation will be taken.

### **Section 3- Council Vacancies**

If an elected member or appointed SOOL council member(s) leaves his/her office the following rules shall apply in the appropriate conditions:

- a) The absence of an Executive Officer from two (2) consecutive meetings of the Special Olympics Ontario/London without just cause shall constitute a vacancy, provided that the Council, by resolution so declares.
- b) If any office becomes vacant, the Volunteer Coordinator shall at the earliest date, order a special election for the purpose of filling that office. In the event that it is the Volunteer Coordinator's office that is vacant, the Secretary shall at the earliest date, order a special election for the purpose of filling that office. If the local council has an Assistant Volunteer Coordinator then this position shall resume the duties of the Volunteer Coordinator until the end of the term.

### **Section 4 – Resignations**

Any member of the Executive or Council may resign from office by notification in writing to the Chair and/or Co-chair, which shall be effective upon receipt thereof or upon an agreeable date specified by the resigning member not more than thirty (30) days of notification of resignation.

### **Section 5 – Transporting an Athlete**

Special Olympics London volunteers are advised not to drive athletes in their personal vehicles as this is not covered by SOO insurance. Contingency funds are available should a volunteer have to pay for an alternative mode of transportation for an athlete, such as a bus or cab. This would only be in extenuating circumstances, where it is deemed unsafe for the athlete to be left without another mode of transportation in place. Please be aware that this cannot be a regular occurrence and parents/caregivers will be notified if a recurring situation arises.

Should a volunteer drive an athlete, please be aware that volunteers are personally liable for any damages to their vehicle and/ or any costs associated with injuries to an athlete should an accident occur, including any legal action taken by an athlete against a coach for any reason.



## **Section 6 – Overnight Stays for Tournaments/Competitions**

London teams are welcome to submit an application for an overnight stay if the request meets the following requirements:

- There is a lack of available competition in the immediate area and London is not hosting a tournament.
- There are sufficient volunteers to meet athlete to coach ratio requirements.
- The costs associated with the trip are reasonable and would give a substantial number of athletes the opportunity to compete.
- The budget must be submitted by the Team Manager to SOOL Council at least 2 weeks prior to the tournament. The budget should be submitted on the provided Special Olympics budget template.
- As a general rule, the travel time from London must take longer than 2.5 hours, each way. Winter driving conditions will be considered.

Please note that the cost for athletes is \$25/athlete per night for overnight tournaments or \$15/athlete per day for day tournaments.

## **Article 2 – Role of SOOL Executive**

### **Section 1- Duties of the Community Coordinator (and/or Co-Chairs of SOOL)**

To coordinate the volunteers within the community, ensure that all policies and procedures are followed and ensure programs are delivered in accordance with the Provincial Special Olympics constitution, by-laws and guidelines.

The Community Coordinator or Co-Chairs of SOOL shall perform the following duties:

- a) Preside at all Community Council meetings, ensuring that the meeting place is available and set up for the meetings.
- b) Appoint all committees not otherwise provided for.
- c) Make provisions for the discharge pro tempore of necessary duties of absent members.
- d) Call special meetings.
- e) Ensure all regulations of this constitution and by-laws are adhered to.
- f) Carry out assignments and directives given him/her by the Provincial office, Region Council, and for the general membership.
- g) Be entrusted as one of the signing officers.
- h) Ensure a monthly report of the Council's activities/status and submit copies to SOOL members.
- i) Perform such other duties as customarily pertain to the office of Council Chair (and/or Co Chair) as outlined by Special Olympics Ontario.

## **Section 2 – Additional Meetings**

The Chair and/or Co-Chairpersons may hold executive meeting on a regular basis or as required to meet the needs of the activities of the SOOL. Also the Chair and/or Co Chair may call Ad Hoc meetings to respond to recommendations and concerns directed specifically to the Executive or urgent matters pertaining to Special Olympics Ontario business. Any actions will be recorded and reported to the local council.

## **Section 3 – Duties of the Executive Offices**

### **Community Treasurer**

To maintain and monitor the financial transactions and records of the community.

The Treasurer shall:

- a) Keep a record of the financial activities of the SOOL Council and its associated sport programs.
- b) Produce a written statement of account for all meetings and when required by the Council Coordinator, Region Council, and/or the general membership.
- c) Pay the bills of the SOOL Council and its associated sport programs. Sports programs expenditures require that approval of SOOL council prior to the purchasing of any material.
- d) Prepare (in association with all other Executive members) and present to the Annual General Meeting a proposed budget for the upcoming fiscal year.
- e) Submit G.S.T. rebate claims to the Regional Treasurer on a quarterly basis.
- f) Be entrusted as one of the signing officers.
- g) Attend all Executive and SOOL Council meetings.

### **Community Secretary**

To record and document written communication pertaining to the business of Community Council. The secretary also oversees the Social Media Coordinator, and the Special Events Committee.

The Secretary shall:

- a) Record, distribute, and keep the minutes of all Executive and Community Council meetings.
- b) After consultation with the Council Chair (or Co-chair), issue notices of meetings and agendas.
- c) Conduct the correspondence of the Council (this includes keeping a file of relevant correspondence).
- d) At Executive and SOOL Council meetings present a list of all correspondence received and read any documents, which may require attention.
- e) If one of the positions of the normal signing officers is vacant, be entrusted as one of the signing officers.
- f) Develop and keep up-to-date an accurate SOOL Council Roster and Contact List. This list will be brought to each meeting and distributed to Executive members, Community Facilitators, and Sport Specific Co-coordinators/Head Coaches as significant changes occur.

**Community Volunteer Coordinator**

To implement and maintain a volunteer placement process within the community. Oversees the Orientation Coordinator, Volunteer Liaison, and Athlete Registrar.

The Community Volunteer Coordinator (CVC) shall:

- a) Distribute all registration forms and police check forms to prospective coaches and volunteers.
- b) Collect-completed police check forms and submit them to Special Olympics Ontario.
- c) Interview prospective coaches and volunteers and check their references.
- d) Based on the interview, reference checks and police check results, recommend or not recommend applicant for inclusion in programs, after discussing with Executive Council
- e) Submit completed registration forms of recommended applicants to Registration Coordinator (Registrar) for processing to Provincial office.
- f) Work with community resources and other members to develop a list of prospective coaches and volunteers.
- g) Oversee the Athlete Registration Coordinator
- h) Present a written report at each monthly SOOL Council meeting.
- i) Attend all Executive and SOOL Council meetings.
- j) Provide training to the volunteers

**Community Public Relations Coordinator**

To coordinate the community's PR efforts by ensuring that the public, the media and all interested persons are aware of Special Olympics Ontario programs in the community. This person also ensures that all stakeholders in the community are kept aware of SOO's activities.

The Public Relations Coordinator shall:

- a) Act as a representative of and spokesperson for SOOL Council with local media and throughout the area as required by the SOOL Council.
- b) Maintain social media presence for SOOL.
- c) Coordinate/promote events/activities
- d) Take and post pictures
- e) Annual Sports Report for the Athletes' Banquet
- f) Marketing materials - update brochures as required and order signage when needed.
- g) Review/proof material going out on behalf of the organization.
- h) Attend all Executive and SOOL Council meetings.

**Community Sport Technical Coordinator** (2 may be elected to share this role)

To provide a resource to community volunteers looking for specific sport information and to monitor the overall quality of experience in community sports programs through interacting with parents, coaches, and athletes. The Sport Technical Coordinator(s) oversee the Facilities Manager and Competition Committee.

The Community Sport Technical Coordinators shall:

- a) Preside at all the Sport Technical Committee meetings, ensuring that the meeting place is available and set up for the meetings.
- b) Carry out the duties of the Council Volunteer Coordinator in his/her absence.
- c) Attend all Regional Council meetings or, in lieu of this, contact the Regional Sport Coordinator shortly before each Community Council meeting to obtain the most current sport programs information so this can be reported at SOOL Council and Sport Technical Committee meetings.
- d) Act as a liaison between the Sport Specific Coordinators/Head Coaches and the SOOL Council.
- e) Receive monthly reports (Written or verbal) from Sport Specific Coordinators/Head Coaches and make monthly reports to the SOOL Council on all sport club related activities in the community.
- f) Follow up with the Sport Specific Coordinators/Head Coaches (Sport Technical Committee members) to ensure that appropriate action has been taken to fulfill program requirements.
- g) Work with the Sport Specific Coordinators/Head Coaches to develop a yearly budget for each sport program.
- h) Attend all Executive and SOOL Council meetings.
- i) Assist with the starting of new sports by coaching/mentoring the Manager

## **Section 4 – Duties of Non-Executive Council Members**

**Development Coordinator**

To raise funds for SOOL sport programs and other SOOL expenses.

The Fundraiser Coordinator shall:

- a) In association with all other Executive members, develop a fundraising plan to adequately meet the financial needs of the SOOL Council and its sport programs.
- b) Develop strategies and resources to enable the goals in the fundraising plan to be met (i.e. grant applications, in-kind donations, service club solicitations, etc.)
- c) Recruit athletes to represent SOOL at fundraising events.



### **Athlete Representative**

To provide a voice for athletes on community councils and to help ensure athletes in the community are participating in community initiatives.

The Athlete Representative shall:

- Attend Community Council meetings
- Work with Provincial Athlete Advisory Committee
- Communicate with local athletes about their interests, concerns and wishes for Special Olympics
- Make sure that Athlete Empowerment is happening in your community
- Work with Community Council to find the next Athlete Representative and train them when term is finished

### **Athlete Registration Coordinator**

To update and maintain all community records on the database. This includes preparing all verification reports and ensuring athlete and coach registrations are inputted by all seasonal deadlines.

The Athlete Registration Coordinator shall:

- a) Distribute all Sport Club Verification forms to the Sport Specific Coordinator/Head Coaches for completion.
- b) Distribute Athlete Registration forms, Athlete and Volunteer Change forms, and Athlete Profile Forms to the Sport Specific Coordinators/Head Coaches so they have them for new athletes to their sport to complete.
- c) Collect, proofread, and verify for completeness all Sport Club Verification, Athlete Registration, and Athlete and Volunteer change forms and then forward them to the Regional Registrar.
- d) Compile and distribute updated registration/membership/mailling lists.
- e) Compile an ongoing tabulation of the number of registrants associated with the SOOL Council and its sport programs and make a monthly report to the SOOL Council.
- f) Compile a list of athletes with Down syndrome who have tested positive for Atlanto-Axial Instability and provide that information to the appropriate coaches.

## **Section 5 – Sports Chairpersons Committee**

SOOL shall have sports chairpersons, which:

- a) Will be comprised of members representing each SOOL sport
- b) May have volunteers to assist sport specific coordinators.
- c) Will be governed by the Sport Technical Coordinator(s), who may call periodic meetings with this committee, oversee the variety of issue(s) that come up in delivery of sports programs and services pertaining to regional games (local training etc.)
- d) The members of the Sports Chairpersons committee are not elected positions, however it is preferable they attend the local meetings.

## Article 3

### Section 1- Account Payable

There shall be one bank account for the SOOL council. SOOL utilizes the financial guidelines as followed by the Provincial office. There are to be three signing officers and cheques shall be issued with no fewer than 2 signatures of these designated officers: The 2 Co-Chairs and the Treasurer. SOOL uses the McBee cheque writing system. The Treasurer pays routine bills if they have been pre-approved through the budget process. Monthly reports by Sport Managers will include projected expenses for the following month to be approved by the membership. Purchases of supplies or services that will be more than \$250.00 must have written quotes from at least 2 suppliers, in hand, prior to purchase.

## Article 4

### Section 1 – The Registration Procedure

SOOL shall conduct registration as follows:

- a) Forms are circulated to each local or community. One person assumes responsibility to be the local Coordinator.
- b) Forms with a brief explanation on how they are to be completed are circulated to prospective registrants.
- c) Completed forms are returned to the local Registration Coordinator,
- d) The local Registration Coordinator verifies each form to insure their accuracy and completeness.
- e) The local Registration Coordinator forwards forms to the Regional Registration Coordinator.
- f) The Regional registration Coordinator checks the forms and forwards them to the provincial office with one copy retained by the Regional registration Coordinator.
- g) The Provincial office sends out quarterly registration printouts to the Regional Registration Coordinator who then passes them to the local Registration Coordinator for record keeping.

## ARTICLE 5

### Section 1 - Development

SOOL is responsible for raising funds for the London Community Program. Only activities that do not contravene the Provincial Organization's guidelines may be undertaken.

All fund raising efforts must be approved and coordinated through the SOOL Fund Raising committee. No individual will make commitments with individual donors, organizations or companies unless authorized to do so by the fund-raising committee, the Community Coordinator (or co-chairs), or another member of the Executive. Third party fund raising is acceptable only if the organizers work with SOOL volunteers to ensure that the image and reputation of Special Olympics Ontario is maintained. The Provincial Office issues receipts for income tax purposes and funds are returned to the London Community Council bank account. All fund raising activities organized by the Community Council, an individual volunteer or group of volunteers must channel all income and expenses through the Council's Bank Account.

The Treasurer will apply on a quarterly basis through the Regional Treasurer to recover 50% of GST expended.

### Section 2 – Accountability of Funds

The guidelines for accountability of funds raised are housed in the Special Olympics Ontario Policy Guidelines Manual. At year-end, a report from the Treasurer must be presented to the community council showing income, expenses and bank balance. A bank balance and reconciliation form must be presented at every month's community meeting.

Each sport manager, committee chairperson, and executive must complete a budget request to the Treasurer and fund raising committee to be approved prior to the beginning of the next fiscal year.

SOOL operates in conjunction with the Special Olympics Ontario Provincial fiscal year of July 1 to June 30 of each year.

## Article 6

### Section 1 – Election Procedures

The elections will be held at the AGM in April of each year. The Nominating Committee, which is comprised of the outgoing co chairpersons, will accept nominations during the March meeting, as well as at the AGM. After all nominees for a position have been listed, each will be asked if he/she will accept the nomination. Nominations will be closed before voting for each position at the April meeting. At the April meeting, voting shall be conducted by secret ballot. Voting ballots will be collected and counted by the Nominating Committee who will announce the results to the local members.

## Article 7

### Section 1 – Format for the Meetings

SOOL shall conduct the monthly meetings as follows:

- a) Meetings shall be conducted in accordance with, "Robert's Rules of Order."
- b) Pre-circulated notice must be given to all local volunteers who have the right to attend.
- c) The local Community Coordinator or Co-Chairpersons or their designate shall chair the meetings.
- d) A quorum must be present.
- e) The rules and regulations of the organization must be observed.
- f) Members will address the Chair in turn as recognized by the Chair or Co Chairpersons.
- g) Minutes will be recorded at all meetings of the local council.

## Article 8

### Section 1 – Quorum

A quorum must be established at the beginning of a meeting and continue throughout the entire meeting in order to process valid decisions. A quorum for meeting and AGM shall be as follows:

- a) A quorum for a local council monthly meeting shall be comprised of 50% of the executive members plus 1 of any registered council member of member in good standing.
- b) AGM shall be 2/3 of the members comprising of the executive and council.



## Article 9

### Section 1 – Voting Members

Elections: Ballots will be distributed to all eligible voters (those registered volunteers in good standing). No voting in absentia will be permitted. Motions duly presented and seconded will be voted on and results will be recorded reflecting “Carried” or “Defeated.”

## Article 10

### Section 1- Minutes

SOOL shall record minutes of all local monthly meetings pertaining to the activities of the executive and council and its’ committees as follows:

- a) Date, time and place of meeting,
- b) Attendance (names recorded)
- c) Dates of or suitable identification of documents or correspondence referred to or read out.

## Article 11

### Section 1 – Duties of the Executive

All executive officers are required to present (verbally or written) monthly reports. Failure to do so constitutes an unexcused absence. For specific duties of each officer please refer to Article 2 of the By-Laws.

## Article 12

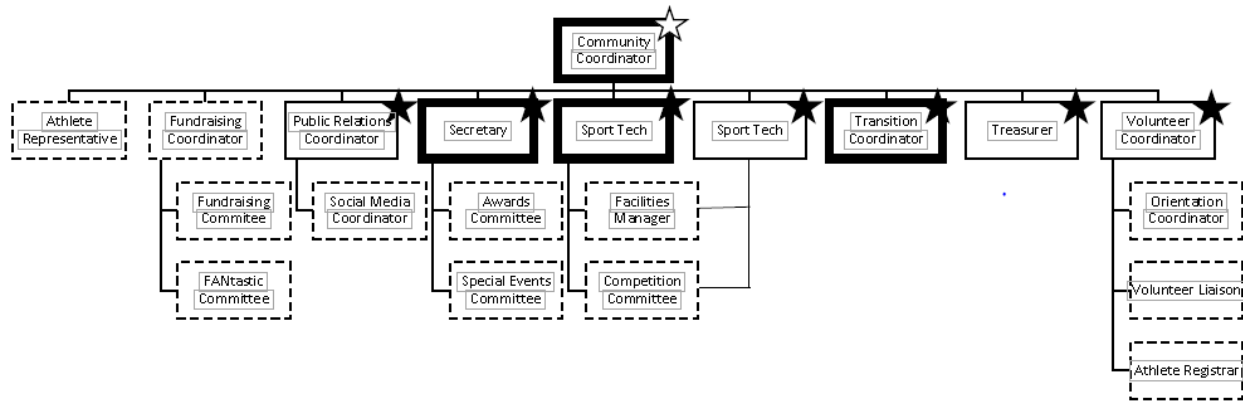
### Section 1- Duties of Sports Manager

As part of SOOL council each Sport Manager is required to perform their duties as follows:

- a) May setup a committee within their own sport discipline,
- b) Shall be the spokesperson on decisions made by the committee to the council,
- c) Shall work closely with the Sport Technical Coordinator
- d) Shall work closely with Special Olympics Ontario in its promotional drives and other Provincial and SOOL initiatives, such as: Public Relations, Fundraising, etc.

## Article 13

### Section 1 – Ontario Special Olympics – London Organizational Chart



- ★ Voting Member of Executive Committee
- ☆ Does not vote, except in the case of a tie
- Position for a 1 year term (up for election 2017, 2018, 2020)
- 2 year term (up for election 2017, 2019, 2021)
- Non-elected position(s)