



CONSTITUTION OF THE ONTARIO SUMMER FOOTBALL LEAGUE

ARTICLE 1 – NAME

- 1.1 The name of the organization is the “Ontario Summer Football League” hereinafter referred to as the “OSFL”.
- 1.2 The OSFL is a provincial league member of the Ontario Community Football League, hereinafter referred to as the “OCFL”.
- 1.3 The OSFL is a member of the Provincial Sport Organization, Football Ontario.
- 1.4 The head office of the league is at “219 Weybourne Rd, Oakville ON L6k 2T7”.

Article 2 – OBJECTIVES

- 2.1 The OSFL is responsible for the implementation of the OCFL:
 - (a) Excellence in programming implementation;
 - (b) Dispute resolution for infractions not captured by the OCFL dispute resolution policy;
 - (c) Innovative Marketing and communication implementation;
 - (d) Partnership, sponsorship and fundraising implementation;
 - (e) Policy implementation; and,
 - (f) Participation, growth and development implementation.



BY-LAWS OF THE ONTARIO SUMMER FOOTBALL LEAGUE

ARTICLE 1 – DEFINITIONS

1.1 In this by-law, unless the context otherwise requires:

- (a) “Act” means the *Not-for-Profit Corporations Act, 2010* (Ontario) and, where the context requires, includes the regulations made under it, as amended or re-enacted from time to time;
- (b) “OSFL” means the Ontario Summer Football League which is overseen by the OCFL;
- (c) “OCFL” means the Ontario Community Football League;
- (d) “OFFL” means the Ontario Fall Football League;
- (e) “Football Ontario” is the provincial sports organization for football in Ontario;
- (f) “Executive” means the Executive Council of the OSFL of directors of the Corporation;
- (g) “By-laws” means the OSFL by-laws (including the schedules to the OSFL by-laws) and all other by-laws of the OSFL as amended and which are, from time to time, in force;
- (h) “Chair” means the chair of the Executive;
- (i) “Executive Member” means an individual elected or appointed to a position on the Executive Council;

- (j) “Member Associations” means an organization and/or association that has been duly admitted into the membership of the OSFL;
- (k) “Member Participant” means all individuals registered in a Member Association, including coaches, players, trainers, medical personnel, referees, volunteers, and any other individual participating directly with a member association;
- (l) “AGM” refers to Annual General Meeting;
- (m) “Members” means the collective membership of the OSFL;
- (n) “Officer” means an Officer of the OSFL;
- (o) “Ordinary Resolution” means a resolution passed by a majority of more the half of the votes cast;
- (p) “Special Resolution” means a resolution passed by two thirds or more of the votes cast.

1.2 Interpretation

- (a) In the Constitution and by-laws of the OSFL, the singular shall include the plural and the plural, the singular, the word “person” shall include firms and corporations, and words importing one gender include all genders.
- (b) The Executive will have the authority to interpret any provision of the OSFL Constitution and by-laws that is contradictory, ambiguous, or unclear, provided such interpretation is consistent with the objectives of the OSFL.

Article 2 – MEMBERSHIP

2.1 Members:

- (a) The OSFL shall be comprised of football associations that offer U20 or under programming in Ontario as approved at the AGM by the membership.
- (b) In order to be a member in good standing of the OSFL the Member Association shall:
 - (i) Comply with the constitution, by-laws and policies of the OCFL and of the OSFL;
 - (ii) Attend the AGM of the OSFL;
 - (iii) Submit team declarations for the upcoming season at least 30 days prior to the OSFL AGM;

- (iv) Have paid registration fees to the OSFL Treasurer by the date of the AGM of the OSFL in the amount determined annually by the OSFL Executive;
 - (v) Have no outstanding fees owed to the league;
 - (vi) Submit the name, address, personal and business telephone numbers of the Association's Executive to the Chair by the AGM;
 - (vii) Must be a member in good standing of Football Ontario;
 - (viii) Members are expected to participate in league wide initiatives including marketing endeavors, coaching development, league wide statistics programs and membership meetings.
 - (A) If a Member Association is unable to participate in any league wide initiative, they can apply to the OSFL Executive for exemption.
- (c) A Member Association will cease to be a member in good standing in the OSFL:
- (i) On providing written notice to the OSFL of its withdrawal;
 - (ii) On dissolution of the Member Association;
 - (iii) For not paying any applicable fees by the deadlines established under these by-laws or the policies thereunder;
 - (iv) Any Member Association that fails to uphold the rulings and enforce the decisions of the OSFL may face supplementary discipline, or otherwise be deemed to not be in good standing by a majority vote of the Executive Council.
- (d) A Member Association that is not in good standing will be prohibited from participating in any OSFL activities until they become a member in good standing.
- (e) A Member Association that is the subject of discipline will become a member in good standing after fulfilling the disciplinary requirements.
- (f) Expulsion:
- (i) A member may be expelled from the OSFL by a special resolution at the AGM or a special members meeting for just cause.

- (ii) The notice of resolution for expulsion must be made at least 14 days prior to the AGM or a special members meeting and must be accompanied by a brief statement of the reasons for the proposed member expulsion.
- (iii) The member that is the subject of the resolution for expulsion shall be given an opportunity to provide a response in writing to be delivered the Recording Secretary not less than 5 days prior to the meeting and will also be provided an opportunity to be heard at the meeting before the resolution is put to a vote.
- (iv) Expulsion of a member from the OSFL will require the approval of two-thirds of the votes cast at the meeting.

2.2 APPLICATION FOR MEMBERSHIP:

- (a) The procedure for application for membership in the OSFL shall be:
 - (i) Prospective members will file a formal application for membership by November 30th of the year prior to play.
 - (A) The application must be completed in the form prescribed by the OSFL Executive and email confirmation must be provided to the OSFL Executive following the submission of the application.
 - (ii) Contents of the application shall include:
 - (A) Email
 - (B) Name of individual submitting the application
 - (C) Association Name
 - (D) Association Phone Number
 - (E) Association Mailing Address
 - (F) Primary and Secondary Contact information
 - (G) Legal Name of Organization
 - (H) Years in Operation
 - (I) Intended Team Declaration
 - (J) Members of Executive (First and Last Name, Email, Phone, Position)
 - (K) Location of Playing Fields
 - (L) Home Field Details
 - (M) Team Colours - Home/Away/Alternate
 - (N) Helmet Colours
 - (O) Secondary Schools within the principal recruiting area
 - (P) Brief Statement of Mission/Vision of the Association
 - (Q) Key Elements of the Associations 5 year development plan

- (iii) Upon request to the OSFL Executive, the deadline for the formal application may be extended by majority vote of OSFL member clubs but in no case to exceed the OSFL AGM.
 - (A) A request to extend the deadline for the submission of the formal application must be made in writing to the OSFL Executive by emailing the Registrar and Chair, and must include reasons for the request.
 - (B) After receiving the request, the OSFL Executive must circulate the request to the membership no less than 7 days from the date that the request is made and must hold the vote within 7 days from the date that the request is circulated to the membership.
- (iv) The prospective Member Association must pay a one time application fee of \$3,000.00 payable to the OSFL.
 - (A) Should the application not be accepted or is withdrawn prior to a decision being rendered, an administrative fee of \$100.00 will be implemented by the OSFL and the remainder of the fee returned to the applicant within 15 business days from the date of the decision.
 - (B) If the application is accepted, the \$3000.00 will not be refunded and will be put towards the operational costs of the OSFL.
- (v) Prospective Member Associations must be sanctioned by Football Ontario to play summer provincial football and be members in good standing of Football Ontario.
- (vi) Prospective members must produce satisfactory evidence of the availability of playing facilities.
- (vii) All applications complying with the terms identified above must be circulated among member teams and the approved application shall be presented no later than the OSFL's AGM to be voted upon.
- (viii) All applications that fail to comply with the terms above will have a reasonable opportunity to be amended to come into compliance. The amended application will not constitute a new application and thus will be accepted so long as the original application was filed prior to the November 30th deadline.

2.3 Renewal – No Member Association will be renewed as a Member of the association unless:

(a) Member Associations are required to submit a membership renewal to the OSFL no later than November 30 of the year prior to play. The renewal process includes submitting to the Executive the following information:

- (i) Email
- (ii) Name of individual submitting the renewal application
- (iii) Member Association Name
- (iv) Member Association Phone Number
- (v) Member Association Mailing Address
- (vi) Primary and Secondary Contact information
- (vii) Legal Name of Organization
- (viii) Intended Team Declaration
- (ix) Members of Executive (First and Last Name, Email, Phone, Position)
- (x) Location of Playing Fields
- (xi) Home Field Details
- (xii) Team Colours - Home/Away/Alternate
- (xiii) Helmet Colours
- (xiv) All outstanding invoices paid to the Member Association;

(b) The Member Association must maintain membership in good standing with Football Ontario for the duration of their membership.

Article 3 – GOVERNANCE

3.1 Executive:

(a) The OSFL Chair will be elected for a three year term and all other OSFL Executive will be elected for a two year term and shall be comprised of:

- (i) Chair
- (ii) Vice Chairs, to include a total of three Vice Chairs
- (iii) Treasurer
- (iv) Registrar
- (v) Recording Secretary
- (vi) OFFL Representatives, to include a total of two OFFL Representatives
- (vii) Ex-Officio Football Ontario Representative (non-voting)

3.2 Duties and Requirements of the OSFL Executive:

(a) The Chair shall:

- (i) Convene, attend and chair all meetings of the OSFL;

- (ii) Ensure that the Executive Council fulfills all duties and responsibilities assigned to it by the Constitution, By-Laws, and Administration Processes;
 - (iii) Delegate responsibilities to any of the Vice Chairs in all matters where the Chair is unable to attend;
 - (iv) Appoint Vice Chairs to lead OSFL committees;
 - (v) Represent the OSFL in all league and non-league activities;
 - (vi) Be a non-voting ex-officio member of all standing or special committees;
 - (vii) Be the liaison between the OSFL, the CJFL, the U Sports, any government and other national or international bodies on matters pertaining to the OSFL;
 - (viii) Sit on the OCFL Executive as representative of the OSFL; and,
 - (ix) The Chair will be unaffiliated with any Member Association.
- (b) The Vice Chairs shall:
- (i) Lead OSFL committees at the discretion of the Chair;
 - (ii) Attend all meetings of the OSFL; and,
 - (iii) Fulfil such duties as assigned by the Chair.
- (c) The Treasurer Shall:
- (i) Keep the financial accounts of the OSFL in a manner acceptable to the Executive Council and shall at all times be open to inspection by the Member Associations;
 - (ii) Prepare and submit a summary report of the financial statement quarterly showing the financial position of the OSFL;
 - (iii) Provide an annual report at the AGM showing, the receipts and disbursements, the accounts receivables and payables;
 - (iv) Prepare a budget for the following year of play, to be made available to all Member Associations electronically no less than 21 days before the AGM;

- (v) Oversee the financial aspects of the activities performed by any member of the OSFL charged with accepting or depositing funds on behalf of the OSFL;
 - (vi) All financial statements or summary must be made available to associations electronically, or hard copy provided if requested, no less than 21 days before a meeting of the members which includes a financial component; and,
 - (vii) Fulfill such other duties as assigned by the Chair.
- (d) The Registrar shall:
- (i) Register players as required and as prescribed by the By-Laws, the Rules and Regulations;
 - (ii) Register Member Associations as prescribed by the By-Laws, the Rules and Regulations;
 - (iii) Maintain records pertaining to Member Associations;
 - (iv) Will perform registration audits as necessary and will have access to all Association Members personnel information in accordance with established Privacy policies; and,
 - (v) Fulfill such other duties as assigned by the Chair.
- (e) The Recording Secretary shall:
- (i) Record and distribute all minutes of the OSFL meetings including the AGM;
 - (ii) Keep all official records of the OSFL;
 - (iii) Oversee the website, social media, public relations and media relations personnel;
 - (iv) Oversee Member Associations compliance with player, team and game statistics requirements; and,
 - (v) Fulfill such other duties as assigned by the Chair;
- (f) OFFL Representatives shall:
- (i) Represent the OFFL in Executive Council meetings;

- (ii) Report back to the OFFL and be the main source of information between the Executive Council and the OFFL; and,
 - (iii) Fulfill such other duties as assigned by the Chair.
- (g) Ex-Officio Football Ontario Representative may:
 - (i) Represent FO in Executive Council meetings;
 - (ii) Report back to FO and be the main source of information between the Executive Council and FO; and,
 - (iii) Fulfill such other duties as assigned by the Chair.
- (h) General Duties and/or Requirements of the Executive:
 - (i) The OSFL Executive shall have the power to deal with cases which are not otherwise provided for or covered by the OSFL Constitution, By-laws, policies, Rules and Administration processes.
 - (ii) An Ordinary Resolution of the Executive must be present to constitute a quorum to conduct league business.
 - (iii) Any Executive Member must recuse themselves in all matters in which the Executive Member has a conflict of interest.
- (i) All Executive Members shall:
 - (i) Act honestly, in good faith and in the best interest of the OSFL and its members at all times while exercising their powers and performing their functions as members of the Executive Council, and exercise the care, diligence and skill of a reasonably prudent person in exercising their powers and performing their function as members of the Council.
 - (ii) Exercise the care, diligence and skill of a reasonably prudent person in exercising their powers and performing their function as members of the Executive Council.
- (j) No Executive Member shall be remunerated for being or acting as an Executive Member.
- (k) Elected Officers shall be reimbursed for all expenses necessarily and reasonably incurred by him while engaged in the affairs of the OSFL.
- (l) Upon election or appointment to the OSFL Executive, individuals will be required to read and review the OSFL Code of Conduct and all policies and be required to sign a statement agreeing to abide by and uphold the OSFL Code of Conduct

and policies without reservation as a condition of their Elected or Appointed duties. This signed document will remain on file with the Secretary of the OSFL.

- (m) The Executive Council is responsible for the following:
 - (i) Policy development;
 - (ii) Policy implementation; and,
 - (iii) Sport and business operations.

3.3 Election of Elected Executive Council Members:

- (a) Executive Council members shall be elected at the Annual General Meeting by an Ordinary Resolution of the Association Members, with the exception of the Ex-Officio Football Ontario Representative, who will be appointed annually by Football Ontario, and the OFFL representatives who will be appointed by the OFFL Executive.
- (b) The term of Elected Officers shall be two (2) years with the exception of the Chair which shall be three (3) years.
- (c) All members of the Executive Council must meet the following criteria:
 - (i) be an individual;
 - (ii) 18 years of age or older;
 - (iii) a person who has not been found incapable of managing property under the [Substitute Decisions Act, 1992](#) or the [Mental Health Act](#);
 - (iv) a person who has not been found incapable by any court in Canada or elsewhere;
 - (v) not be bankrupt.
- (d) A retiring elected Executive Member shall be eligible for re-election. If no successor is elected, the person previously elected or appointed continues to hold office subject to their acceptance.
- (e) If there is only one (1) candidate for a position, the election may be held by acclamation. If there are two (2) or more candidates for a position, the election shall be held by ballot.
- (f) All elections for OSFL Executive Council shall require an Ordinary Resolution vote when more than 2 persons are running for the same position. Failure to receive an Ordinary Resolution vote - person receiving the lowest number votes will be dropped off the ballot and vote is redone until an Ordinary Resolution is achieved.
- (g) All persons seeking to run for any OSFL Executive Council position shall submit their intention in writing to run 14 days prior to the OSFL AGM to the Secretary of the OSFL. Nominations from the floor will not be permitted.

- (h) The Executive Council shall post all open OSFL Executive Council positions to the membership no less than 30 days prior to the OSFL AGM.

3.4 Vacancies

The Office of an Executive Member shall be vacated immediately:

- (a) if the Member of the Executive resigns office by written notice to the OSFL, which resignation shall be effective at the time it is received by the OSFL or at the time specified in the notice, whichever is later;
- (b) if the Executive Member dies;
- (c) if the Executive Member becomes bankrupt;
- (d) if the Executive Member is found to be incapable of managing property by a court or under Ontario law; or,
- (e) if, at a meeting of the Members, a resolution is passed by at least a majority of the votes cast by the Members removing the Executive Member before the expiration of the Executive Member's term of office.

3.5 Filling Vacancies

A vacancy on the Executive may be filled as follows:

- (a) a quorum of Executive Members may fill a vacancy among the Executive;
- (b) If the Chair of the OSFL is vacated, the Executive Council shall appoint a new Chair from the current members of the Executive Council, the Executive Council position that has been vacated as a result of the appointment of the Chair shall be filled in accordance with article 3.5 (e).
- (c) if there is not a quorum of Executive Members or there has been a failure to elect the minimum number of Executive Members set out in the articles, the Executive Members shall, without delay, call a special meeting of Members to fill the vacancy and, if they fail to call such a meeting, the meeting may be called by any member;
- (d) if the vacancy occurs as a result of the Members removing an Executive Member, the Members may fill the vacancy by a majority vote and any Executive Member elected to fill the vacancy shall hold office for the remainder of the removed Executive Member's term;
- (e) the Executive may fill any other vacancy by a majority vote, and the appointee shall hold office for the remainder of the unexpired portion of the term of the vacating Executive Member. After that, the appointee shall be eligible to be elected as an Executive Member.

3.6 Conflict of Interest:

An Executive Council or committee Member who is in any way directly or indirectly interested in a contract or transaction, or proposed contract or transaction, with the OSFL shall make the disclosure required by the Act. Except as provided by the Act, no such Executive Council or committee Member shall attend any part of a meeting to discuss or vote on any resolution to approve any such contract or transaction.

3.7 Protection of Directors and Officers:

No Executive Council or committee member of the OSFL is to be held liable for the acts, neglects or defaults of any other Executive Council Member, committee member or employee of the OSFL or for joining in any receipt or for any loss, damage or expense happening to the OSFL through the insufficiency or deficiency of title to any property acquired by resolution of the Executive Council or for or on behalf of the OSFL or for the insufficiency or deficiency of any security in or upon which any of the money of or belonging to the OSFL shall be placed out or invested or for any loss or damage arising from the bankruptcy, insolvency or tortious act of any person, firm or Corporation with whom or which any moneys, securities or effects shall be lodged or deposited or for any other loss, damage or misfortune whatever which may happen in the execution of the duties of his or her respective office or trust provided that they have:

- i. complied with the Act and the Corporation's articles and By-laws; and
- ii. exercised their powers and discharged their duties in accordance with the Act.

Article 4 - MEETING OF MEMBERS

4.1 Voting structure: every Member Association shall have one vote.

4.2 Meetings:

- (a) Two representatives may represent each association at OSFL meetings and may speak to any motion. Each member association must designate who will vote on behalf of the Member Association at the beginning of the meeting.
- (b) Any meeting may be held in person, via telephone or by any electronic means. Any person entitled to attend a meeting of the 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 such means are available.
- (c) As warranted by the matter to be discussed and at the discretion of the Executive Council, a telephone, email or other electronic poll using the same voting rules employed for the AGM or Special Meeting may be used to conduct a vote.

- (d) The OSFL Executive will meet a minimum quarterly (4 times a year) with the winter meeting to also serve as the AGM. As required the executive will also meet by teleconference in between these in person meeting dates.
- (e) The AGM of the OSFL shall take place concurrently with the OCFL AGM in the first quarter of each year.
- (f) Special General and Executive meetings shall be called at the Chair's discretion as required but at least quarterly.
- (g) Each Member Association and Executive Member shall receive notice in writing of the date, time and location of any meeting, including the AGM, not less than 10 days and not more than 50 days in advance of the meeting.
- (h) A Special General Meeting may be called when 10% of the Member Associations request the same from the Chair and failing the Chair calling the meeting the Secretary/Treasurer shall call the meeting at the insistence of the said 10% of the Associations.
- (i) The time and location of the Special Meeting shall be agreed to by a majority Executive Council and must be held no later than 14 days after the meeting is called.
- (j) A quorum at an AGM or meeting shall consist of a majority of the Member Associations.
- (k) A quorum of the executive meeting shall consist of a majority of the Executive Members.
- (l) All motions, appeal verdicts and rules will require a majority approval before being instituted or passed by the Executive Council.
- (m) All policies developed by the Executive Council shall be voted in by the membership requiring an Ordinary Resolution.
- (n) All abstained votes are not counted in the vote total and are not included when determining a majority.
- (o) At an Annual or a general meeting a member may assign a proxy to another Member Association.

4.3 AGM:

- (a) The AGM shall be held on a day and at a place within Ontario fixed by the Board.

- (b) Any member, upon request, shall be provided, not less than 21 days or other number of days prescribed in regulations before the AGM, with a copy of the approved financial statements, Treasurer's report or review engagement report and other financial information required by the By-laws or articles.
- (c) At all AGM's of the OSFL the following may be included in the agenda, in any order as the Executive deems reasonable:
 - (i) Registration of Delegates, identify each club's voting representative
 - (ii) Reading of minutes, approval of minutes
 - (iii) Business arising from minutes
 - (iv) Treasurer's report
 - (v) Reports of the OSFL
 - (vi) Election of Executive
 - (vii) Appointments
 - (viii) Such other or special business as may be set out in the notice of meeting
 - (ix) Adjournment
- (d) No other item of business shall be included on the agenda for AGM unless a member's proposal has been given to the Recording Secretary prior to the giving of notice of the AGM in accordance with the *Act*, so that such item of new business can be included in the notice of the AGM.
- (e) The date of the AGM for the following year shall be set at the current AGM.

4.4 Proxy Voting:

- (a) A "proxy" means an authorization by means of which a member has appointed a proxyholder to attend and act on the member's behalf at a meeting of the members. This can be in person, or by telephonic, or electronic means.
- (b) Every member entitled to vote at a meeting of the members may by means of a proxy appoint a proxyholder as the member's nominee to attend and act at the meeting in the manner, to the extent and with the authority conferred by the proxy.
- (c) A member may assign their proxy vote to any member in good standing.
- (d) A proxy must be signed by the member, or submitted electronically via text or email from the member's on file phone number or email address, and delivered or sent to the Secretary a minimum of 24 hours prior to the announced start time of the meeting.
- (e) A proxy must state to whom the proxy will be held and used by.
- (f) A proxy is valid only at the meeting for which it is given or, if that meeting is adjourned, at the meeting that continues the adjourned meeting.

- (g) A member may revoke a proxy, by a revocation that is signed by the member or submitted electronically via text or email from the member's on file phone number or email address.
- (h) The revocation must be received,
 - (i) By the OSFL Secretary at any time up to and including the last business day before the day of the meeting or, if the meeting is adjourned, of the continued meeting, at which the proxy is to be used; or
 - (ii) by the chair of the meeting on the day of the meeting or, if it is adjourned, of the continued meeting.
- (i) The Executive Council shall send, or otherwise make available, a form of proxy to each member who is entitled to receive notice of the meeting concurrently with or before giving notice of the meeting.
- (j) A person who is appointed a proxyholder shall attend in person, or by telephonic, or electronic means, or cause an alternate proxy holder to attend, the meeting in respect of which the proxy is given and shall comply with the directions of the member who appointed the person.

Article 5 – COMMITTEES

5.1 The OSFL will have five standing committees:

- (a) Competitions
- (b) Regionalization and Tiering
- (c) Business Development
- (d) Discipline and Protest
- (e) Grassroots Development

5.2 Appointment of Other Committees - The Executive Council may appoint such committees as it deems necessary for managing the affairs of the League including but not limited to financial reviews, legal procedural compliance, membership complaints, compliance, staffing etc. The Council may establish and appoint committees as it deems necessary to review or make proposals in the policies and procedures related to the game of football, directives and administrative areas including but not limited to Sanctions, Disciplinary hearings, appeals, nomination committees, game procedures, safety, player and/or coach development, training, etc.

5.3 Quorum - A quorum for any committee will be the 50% plus 1 of its voting members.

- 5.4 Terms of Reference - The Executive Council may establish the terms of reference and operating procedures for all Committees, and may delegate any of its powers, duties or functions to any Committee.
- 5.5 Vacancy - When a vacancy occurs on any Committee, Council may appoint a qualified individual to fill the vacancy for the remainder of the Committee's term, for committees under their responsibility.
- 5.6 Ex-officio - The Chair will be an ex-officio (non-voting) member of all Committees of the Corporation.
- 5.7 Removal - If a member of a committee fails to abide by the constitution, by-laws and policies of the OSFL, OCFL and FO and/or the terms of reference of the committee, the Executive Council may vote to vacate that position. Such vote requires the majority of the Executive Council.

Article 6 - FINANCE AND MANAGEMENT

- 6.1 The Fiscal year shall be April 1 to the last day of March. Can't provide financials.
- 6.2 Signing Officers:
 - (a) The Chair, one Vice Chair as designated by the Chair and Treasurer, and the Treasurer are authorized to sign cheques.
 - (b) Each cheque shall require two signatures one of which shall be the Treasurer.
 - (c) The Chair, the designated Vice Chair and Treasurer are authorized to execute contracts and documentation in the operation of the OSFL. Any contracts in excess of \$5,000.00 must be signed by at least two Executive Council member.
- 6.3 The Members shall, at each AGM, appoint a public accountant to conduct a financial review engagement of the League for a report to the Members at the next AGM. The public accountant shall hold office until the next AGM. The Executive Council may fill any casual vacancy in the office of auditor. The Executive Council shall fix the remuneration of the public accountant. Members can pass an ordinary resolution to require an audit instead.
- 6.4 Each Executive Council, officer and committee member must provide full financial disclosures including all invoices, receipts and other documents including, but not limited to cash flow into and out of the OSFL to the auditor/ public accountant.
- 6.5 Financial expenses greater than \$2500.00 not included in the budget must be approved by the members.

Article 7 - AMENDMENTS TO THE BY-LAWS:

- 7.1 An amendment to the Constitution or By-laws may only be made at an AGM or Special Meeting that is called for that purpose.
- 7.2 An amendment may be proposed by Members in good standing or the Executive Council.
- 7.3 Proposals to amend the constitution and by-laws shall be submitted to the Secretary thirty (30) days prior to the AGM and distributed to the full membership fifteen (15) days prior to the meeting.
- 7.4 The constitution and by-laws may be amended by majority vote of the total voting members who are eligible at the AGM;
- 7.5 Amendments to the Constitution or By-Laws required for the following reasons shall be considered housekeeping and may be made as a matter of course by the Secretary, unless the change is in any way substantial or alters the intent of the Constitution or By-Law:
- (a) When a position or organization referred to in the Constitution or By-Laws has undergone a name change, become defunct, or otherwise no longer exists;
 - (b) To renumber clauses as required by amendments made pursuant to section (a) of this Article; and
 - (c) To correct minor grammatical or spelling errors.

Article 8 - NOTICES

- 8.1 Any notice to be given to any Member, Executive member, or auditor shall be served either personally, by mail, or email to the last known address recorded by the league. Member Associations are solely responsible for ensuring that the OSFL has their current contact information.
- 8.2 Error or Omission in Notice: No error or omission in giving notice of a meeting, or any adjourned meeting, shall invalidate such meeting or make void any decisions made at such meeting. Voting delegates may at any time waive notice of any such meeting and may ratify, approve and confirm any or all proceedings made at such meetings.

Article 9 - DISSOLUTION

- 9.1 The League may be dissolved in accordance with the Act.
-