

# Constitution for Peterborough Ultimate League

## ARTICLE 1: PREAMBLE

### 1.1 THE LEAGUE

The name of the league is the Peterborough Ultimate League, which may also be known as or referred to as PUL.

### 1.2 THE BYLAWS

The following articles set forth are the Bylaws of the Peterborough Ultimate League.

## ARTICLE 2: DEFINITIONS

### 2.1 DEFINITIONS

In these bylaws, the following words have the described meanings

2.1.1 **Act** means the Corporations Act R.S.O. 1990, Chapter C.38 or any statute substituted for it.

2.1.2 **Annual General Meeting** means the annual general meeting described in Article 9.

2.1.3 **Board** means the Board of Directors of PUL.

2.1.4 **Bylaws** means the Bylaws of PUL as amended.

2.1.5 **Director** means any person elected or appointed to the Board. This includes the President.

2.1.6 **Member** means a Member of PUL. All Members are voting Members.

2.1.7 **Officer** means Director with specific duties: the President, Vice-President, Treasurer and the Secretary.

2.1.8 **Spirit of the Game** means a spirit of fair sporting behaviour that places the responsibility for fair play on the player.

2.1.9 **Ultimate** means a non-contact disc sport played by two teams typically of seven players.

## ARTICLE 3 – OBJECTIVES

3.1 The objectives of the Peterborough Ultimate League are

3.1.1 To serve as the governing body of the sport of Ultimate within the Peterborough area representing the interests of the sport and the interests of all players;

3.1.2 To maintain the "Spirit of the Game" as the central governing principle of Ultimate;

3.1.3 To promote the growth, public awareness and development of Ultimate;

## ARTICLE 4 – MEMBERSHIP

- 4.1 There will be three classes of membership in the Peterborough Ultimate League:
- a) Juniors (any player age 8–17)
  - b) Adults (any player age 18+)
  - c) Honourary Members
- 4.2 An individual becomes a Member of the Peterborough Ultimate League through registration with the league management application on the PUL website ([www.pultimate.ca](http://www.pultimate.ca)), payment of league fees (or equivalent approved by the Board) and registration with Ontario Ultimate.
- 4.3 Members are expected to uphold Spirit of the Game, follow the bylaws set forth in this constitution, provide league fee payments and comply with all rules and policies of the PUL.
- 4.4 The membership year is April 1 to March 31.
- 4.5 The Board decides seasonal membership/league fees for each season of league play.
- 4.6 All Members are eligible to vote at the Annual General Meeting of PUL.
- 4.7 A Member is in good standing when the Member has paid membership/league fees (or equivalent as determined by the Board) and the Member is not suspended as provided for under Article 4.9.
- 4.8 An Honourary Member is an exceptional, non-playing Member who is understood by the Membership to have made an extraordinary contribution to PUL or to Ultimate more broadly. Any Member may nominate an individual to the Membership for enrolment as an Honourary Member for election at the Annual General Meeting.
- 4.9 Suspension of Membership
- 4.9.1 The Board, at a special meeting called for that purpose or at regularly scheduled Board meetings, may suspend a Member's membership for one or more of the following reasons:
- (a) If the Member has failed to abide by the bylaws;
  - (b) If the Member has consistently conducted themselves in a manner that is harmful to players on the field or otherwise violates PUL's policies on aggressive behaviour (see PUL Safe Conduct Policy at [www.pultimate.ca](http://www.pultimate.ca)); or
  - (c) If the Member has consistently disregarded spirit of the game on the field and has failed to correct his or her behavior after being warned by the Board.
- 4.9.2 The affected Member will receive at least two weeks notice of the Board's intention to discuss the issue of the Members' suspension.

## **ARTICLE 5 – DIRECTORS AND OFFICERS**

- 5.1 The governing body of PUL will be the Board, consisting of no more than 9 Members of PUL (number determined by the Board). The Board will have general control over all Officers and committees and may declare any office vacant.
- 5.2 The decisions of the Board in all PUL matters are final, subject only to an appeal by a PUL Member. A Member can request to appeal a decision of the Board in writing to the President, whereby a review of the decision and any additional information will be conducted.

- 5.3 PUL Directors will be a President, Vice President, Treasurer, Secretary, and Directors at Large, all of whom will be Members of PUL. All Directors serve for a three-year term. There is no limit on the number of terms a Director can serve.
- 5.4 All Directors will be elected as stated per Article 6: Election of Directors.
- 5.5 Duties of all Directors:
- a) Govern PUL using PUL's bylaws and established policies and procedures.
  - b) Establish strategic direction for PUL and priorities to meet the needs of the organization.
  - c) Recommend policy to the Board.
  - d) Promote the mandate and activities of PUL throughout the organization.
  - e) Ensure accountability for the services provided and funds expended.
  - f) Monitor and evaluate the effectiveness of PUL through regular review of programs and services.
  - g) Seek nominations for election to the Board when appropriate.
  - h) Prepare for and participate in the discussions and the deliberations of the Board.
  - i) Oversee the hiring and management of paid employees and contractors engaged by PUL.
- 5.6 Duties of the President:
- a) Establish strategic direction and priorities for PUL and the Board of Directors.
  - b) Regularly communicate with the Board and Members to ensure effective operation of PUL.
  - c) Act as the primary spokesperson for the Board and PUL in the media and the community at large. Represent PUL at community functions and events, where requested. Represent PUL to Government and Municipal officials.
  - d) Chair the regular meetings of the Board and the Annual General Meeting.
  - e) Act as a signing authority on behalf of the Board for financial and legal purposes.
  - f) Set the agenda for Board meetings. Arrange for Vice-President to chair meetings in the absence of the President.
  - g) Enhance relationships with other Ultimate leagues, community groups and agencies.
  - h) Provide guidance and leadership in conjunction with the Directors.
  - i) Work with the Vice President to develop and implement director transition plans.
  - j) Adhere to general duties outlined in the Board Member job description.
- 5.7 Duties of the Vice President:
- a) Establish strategic direction and priorities for PUL and the Board of Directors.
  - b) Perform the duties of the President when the President is unavailable.
  - c) Work with the President to develop and implement director transition plans.
  - d) Enhance relationships with Members, community groups and agencies.
  - e) Provide guidance and leadership in conjunction with the President and Directors.
  - f) Adhere to general duties outlined in the Board Member job description.
- 5.8 Duties of the Treasurer:
- a) Manage the preparation of financial statements and maintain accounting records on an ongoing basis.

- b) Chair the Finance Committee.
- c) Act as a signing authority on behalf of the Board for financial matters.
- d) Review and ensure the integrity of quarterly financial reporting, budgets and cash flows.
- e) Ensure-prepared financial statements are presented to the Board on an annual basis.
- f) Prepare the motion at for the Annual General Meeting to appoint an auditor (if required).
- g) Act as a resource to other committees.
- h) Adhere to general duties outlined in the Board Member job description.

5.9 Duties of the Secretary:

- a) Prepare and maintain minutes and records for all board meetings.
- b) Review/monitor and verify accuracy of the meetings' minutes, and circulates to all Directors.
- c) Review and report on correspondence to the Board.
- d) Adhere to general duties outlined in the Board Member job description.

5.10 If any Director neglects his/her duties, said Director will be removed as stated per Article 8: Removal of Directors.

**ARTICLE 6: ELECTION OF DIRECTORS**

- 6.1 All Members of PUL age 18+ are permitted to vote.
- 6.2 Voting will take place at the Annual General Meeting.
- 6.3 Only one vote per voting Member will be counted in any general vote.
- 6.4 All Director vacancies will be filled by election at the Annual General Meeting and returning Directors (with current terms) shall re-confirm their commitments.
- 6.5 Voting will take place in person with a show of hands or through secret ballot for support for nominated individuals. The individuals with the most votes will become the PUL Directors.
- 6.6 Once the Directors have been voted in, the Board shall assign Officers: President, Vice President, Treasurer, and Secretary. All Officers serve for a two-year term and need not be re-elected to the Board of Directors if they are in their term of office at the time when re-election to the Board of Directors may be required. Their terms will automatically be extended. Officer positions of President and Vice President shall be filled by a Board Member with at least one year of experience on the PUL Board of Directors.
- 6.7 Those who would like to be nominated for a Director position must provide a letter of interest to the Board as per instructions provided by the Board in the announcement of the Annual General Meeting, or at any other time of year directly to the President at any Board meeting.

**ARTICLE 7: VACANCIES**

- 7.1 Vacancies will be filled according to the voting procedures described in Article 6.
- 7.2 Should a Board position become vacant outside of the provisions in Article 6, the Board can appoint a Director to fill the position temporarily until the following Annual General Meeting where the appointed Director can stand for election as per Article 6.
- 7.3 Vacancies may only be filled at Board meetings.
- 7.4 Meetings during which vacancies will be filled must be announced to PUL Members one week in advance.
- 7.5 The term of a Director elected to the vacant position will be for the remainder of the current term of office.

#### **ARTICLE 8: REMOVAL OF DIRECTORS**

- 8.1 If a Director neglects or otherwise fails to perform the duties of his/her respective office that Director may be removed from the Board by a majority vote at any Board meeting.
- 8.2 Meetings during which removal procedures will take place must be announced to PUL Members at least one week in advance.
- 8.3 An announcement will be made by the President to PUL Members if a Director is removed.

#### **ARTICLE 9: BOARD MEETINGS**

- 9.1 An Annual General Meeting of PUL shall be held in April each year, at which time the election of Directors will take place.
- 9.2 There will be at least four meetings of the Board per year, which includes the Annual General Meeting.
- 9.3 A majority of the Directors shall constitute a quorum of the Board.
- 9.4 The date and time of all Board meetings will be announced to all PUL Members at least one week in advance.
- 9.5 Any PUL Member may attend a meeting of the Board with the consent of at least one of the Directors and the acknowledgement of the President.

#### **ARTICLE 10: COMMITTEES**

- 10.1 Committees will be formed by the Board to fulfill duties as needed.
- 10.2 Standing committees of PUL will include:
  - Membership Committee
  - Finance Committee
  - Juniors Committee
  - Fields Committee
  - Player Development Committee

- 10.3 Upon creation of any committee the Board will assign a chair for the committee.
- 10.4 The Board shall assign coordinators for all PUL leagues and tournaments. League Coordinators will be required to be members of the Membership Committee.
- 10.5 The chair of each committee shall recruit members and organize meetings.
- 10.6 All committee meetings shall have open sessions that any PUL member can attend with the consent of the committee chair.
- 10.7 Committees Chairs shall report to the Board at each Board meeting.

#### **ARTICLE 11: CONFLICT OF INTEREST**

- 11.1. In accordance with the Act, a Director, Officer, or member of a Committee who has an interest, or who may be perceived as having an interest, in a proposed contract, transaction or appointment with PUL will disclose fully and promptly the nature and extent of such interest to the Board or Committee, as the case may be; will refrain from voting or speaking in debate on such contract or transaction; will refrain from influencing the decision on such contract or transaction; and will otherwise comply with the requirements of the Act regarding conflict of interest.

#### **ARTICLE 12: AMENDMENTS**

- 12.1 Any PUL Member may propose amendments to this Constitution.
- 12.2 All proposed amendments must be in their final form and provided to the Board at least one month prior to the Annual General Meeting.
- 12.3 The Board will shall bring forward amendments to this Constitution at the Annual General Meeting.
- 12.4 PUL Members shall vote on amendments and a majority is needed to pass any proposed amendment.
- 12.5 Amendments will become effective upon approval by the PUL Board.

#### **ARTICLE 13: RATIFICATION**

- 13.1 This Constitution will become effective upon a majority vote by PUL Members present at the Annual General Meeting

**Ratified by Membership: 30/05/11**

**Ratified by the PUL Board: 13/10/11**

**Amendments made by the Membership: 11/04/2017**