



# TORONTO TRIGGERFISH WATER POLO CLUB CONSTITUTION

Approved: 24 September 2022

## 1. Name and Status

1.1. The name of this organization is the Toronto Triggerfish Water Polo Club [hereafter “The Club”].

1.2. The Club operates as a business unit of the Downtown Aquatics Corporation (DAC) [hereafter “DAC”].

1.3. The Club is a not-for-profit amateur sporting organization.

## 2. General Purpose

### **Mission:**

2.1. The Toronto Triggerfish Water Polo club’s mission is to bring the sport of water polo to Toronto’s LGBTQ+ and allied communities, and to promote personal development in sport, through athletic participation, volunteerism, community activities, and sports leadership that is inclusive.

### **Purpose:**

2.2. The Toronto Triggerfish Water Polo club is a group of people who come together to learn and play the exciting and demanding sport of water polo. We serve Toronto's LGBTQ+ and allied communities, including but not limited to persons who identify as lesbian, gay, bisexual, and transgender, transsexual, queer, questioning, intersex, pansexual, two-spirit, asexual, non-binary and/or genderfluid. Toronto Triggerfish Water Polo operates as a business unit of the Downtown Aquatics Corporation (DAC) and is registered with Ontario Water Polo (OWP), and Water Polo Canada (WPC).

2.3. The Club has the goal of providing a balanced program which focuses on:

- Equitable appeal to people of all genders, recreational, and competitive athletes;
- Playing and learning the sport;
- Providing programs at various skill levels;
- Furthering the development of the Club;
- Providing social activities; and
- Providing a positive environment for members of the wider LGBTQ+ and allied communities.

### **3. Membership**

3.1. The Club's membership shall be comprised of persons eighteen (18) years of age and older.

3.2. All members shall register, and pay Club dues as determined by the membership at its Annual General Meeting (AGM) on an annual basis. Any member who cannot afford the Club dues may discuss the situation, in confidence, with the President or Vice President, who, together with the Treasurer, may make special arrangements for payment, including a time extension or fee reduction.

3.3. The Club is a member of the Ontario Water Polo Association (OWP). All Club members are required to pay to the Club an additional fee equal to the annual fee charged by OWP for individual athletes. The Club in turn will assist members to register with OWP. Registration with OWP provides accident insurance, via Water Polo Canada, for each member and liability insurance for the Club, DAC, and its directors.

3.4. Members accept the potential risk for injury involved in training and participating in the sport of water polo as described in the Notice of Warning on member registration forms.

#### **Member in Good Standing, Defined**

3A.1 Any Member shall be a Member in Good Standing unless their membership is suspended or revoked.

3A.2 Any Member may have their membership suspended or revoked for any reason by majority vote of the Executive.

3A.3 Upon being given notice of the suspension or revocation, the Member may seek to have that revocation or suspension reviewed by the general membership upon delivering a request for review to the Executive within seven consecutive calendar days, otherwise the decision of the Executive to suspend or revoke the membership is deemed as accepted.

3A.4 Upon delivery of a request for a review, the commencement of such suspension or revocation shall be delayed until the suspension or revocation is upheld by a vote of 2/3 of the general membership. Such vote shall take place at a Special Meeting of the membership convened by the President no later than 21 days after the receipt of the request for review.

3A.5 Any member who has been suspended shall be obligated to pay the membership fees during the period of suspension, unless otherwise exempted by the Executive.

3A.6. Notwithstanding the foregoing, unless otherwise exempted by the Executive, any Member who fails to pay membership fees or any other amount owing to the Club for a period longer than thirty days may be suspended on majority vote by the Executive with no right of review by the membership.

3A.7 Such suspension will be lifted immediately upon payment of the amounts outstanding and any additional amounts accrued during the period of suspension.”

#### **4. The Executive Committee**

4.1. The Executive Committee [hereafter the “Executive”] is responsible for the overall operation of the Club. It coordinates and facilitates all activities of the Club in compliance with its Constitution.

4.2. The following two (2) positions shall be ex officio members of the Executive:

- The Immediate Past President (non-voting), and
- The Head Coach (non-voting).

4.3. The balance of the Executive shall be composed of elected members.

4.4. The term of service on the Executive begins at the Annual General Meeting (AGM) to be held annually in September and runs until the date of the next AGM held in the following September.

4.5. Each member of the Executive shall be elected to a term of one year. The position of President may only be selected, and voted upon by the membership, from the pool of current Executive members.

4.6. The current President, like every other Executive member, is free to run for the position of President. Each member of the executive is only elected to a term of one year, but may also run for their incumbent position or any other position. Executive members acknowledge the continuous need to encourage other members to stand for service on the Executive.

4.7. If an Executive role is not filled or becomes vacant, Executive members must ensure the successful functioning of the Club. In such a case, the President or the President’s incumbent must perform or assign to (an)other executive member(s) the duties normally performed by that role until the Executive elects a new member to fill that role for the remainder of the term.

## **Qualifications**

4.8(1). Every Executive member shall:

- be an individual of eighteen (18) or more years of age; and
- be a member in good standing of the Club.

4.8(2) An executive member who is a signing officer may not be an undischarged bankrupt.

## **Remuneration**

4.9. Executive members shall not directly or indirectly receive any profit or remuneration in any capacity whatsoever from their position. Executive members may be paid reasonable expenses incurred by them in the performance of their duties according to the expense policy of the Club.

## **General Duties of All Executive Members**

**4.10. Duties of the Executive** include:

- I. Developing policies that structure, guide and govern the Club's water polo program, finances and administration;
- II. Upholding the Constitution of the Club;
- III. Reviewing and approving a budget and fees prepared by the Treasurer, to be recommended annually to the membership at the AGM;
- IV. Preparing program goals to be presented to the membership at the AGM;
- V. Organizing open membership meetings as required;
- VI. Holding meetings at the discretion of the President;
- VII. Reviewing and approving any single expenditure in excess of five hundred dollars (\$500) if it has not already been approved by the membership in the budget;
- VIII. Securing sponsorship and funding as appropriate;
- IX. Being present and taking an active role in participating in the discussion of issues brought before the Executive;
- X. Contributing to the implementation of Club policies, goals and ongoing activities;
- XI. Sharing or delegating their duties as necessary, subject to Executive approval; and
- XII. retaining accountability for the duties of their role regardless of delegation.

## **Positions and Size of the Executive Committee**

**4.11. The Executive Committee** includes the following positions:

- President
- Vice President
- Treasurer
- Secretary
- Head Coach (ex-officio, non-voting)
- Past President (ex-officio, non-voting)
- Diversity, Equity and Inclusion Coordinator
- Tournament Coordinator
- Women's Representative
- Recreational Athlete Representative
- Competitive Athlete Representative
- Social Events Coordinator

**4.12. The Executive** may, on an annual basis, increase the size of the Executive to reflect the annual priorities of the club. The Executive may create up to two (2) additional positions to take effect in the following year provided that:

- I. the Electoral Official and the Club Membership are advised two (2) weeks prior to the opening of the nomination period and such notice shall include a description of position duties and responsibilities;
- II. such a position(s) shall be elected by the Membership; and
- III. the General Duties and Terms of Service of Executive members shall apply to any position created.

## **Position Duties and Responsibilities**

**4.13. The President** oversees the work of the Executive and also carries out the following duties:

- I. Chairs meetings of the Executive;
- II. Works with the Executive to ensure that the short- and long-term goals of the Club are being met;
- III. Represents the Club to other sporting leagues and associations;
- IV. Hires and manages the coaches in accordance with the direction of the Executive;
- V. Acts as one (1) of three (3) signing officers for the Club and is authorised to waive or reduce membership fees for members who lack the means to pay with the agreement of one other signing officer; and
- VI. Not be an undischarged bankrupt.

**4.14. The Vice President** assists the President with the duties assigned to the President and also carries out the following:

- I. Represents the President in his or her absence;
- II. Seeks, or delegates responsibility for seeking, sponsorship and fundraising opportunities for Executive review;
- III. Acts as one (1) of three (3) signing officers for the Club and is authorised to waive or reduce membership fees for members who lack the means to pay with the agreement of one other signing officer;
- IV. Coordinates, organizes and executes the Club's open houses;
- V. Works with the Women's Representative, Recreational Athlete Representative, Competitive Athlete Representative, and Diversity, Equity and Inclusion Coordinator to support new membership; and
- VI. Responsible for ensuring the safe storage and inventory of team equipment, which includes maintaining and purchasing equipment, and coordinating the production and supply of team uniforms as directed by the Executive.

**4.15. The Treasurer** maintains the financial records of the Club. This includes the following:

- I. Drafts and monitors the budget, to be approved by the Executive and the membership annually at the AGM;
- II. Keeps an accurate record of all monies received and disbursed;
- III. Monitors all transactions from the bank account(s), and ensures the deposit of monies are made in a timely manner;
- IV. Acts as one (1) of three (3) signing officers for the Club and is authorised to waive or reduce membership fees for members who lack the means to pay with the agreement of one other signing officer;
- V. Presents the Club finances for the Executive to review regularly;
- VI. Produces a year-end financial summary for Executive approval prior to the Annual General Meeting;
- VII. Assists with the collection of membership dues and resolves NSF cheques and unpaid dues to the satisfaction of the Executive;
- VIII. Responsibility for the closing of the financial statement of the Club for the year of their incumbency; and
- IX. Not be an undischarged bankrupt.

**4.16. The Secretary** maintains all information records, public relations and communications of the Club. This includes the following:

- I. Coordinating the production and creation of all media communication and/or publications distributed on behalf of the Club;
- II. Maintains the Club website, executive email distribution group and Club email distribution group;
- III. Coordinates with the Executive the promotion of Club events;
- IV. Responds to any inquiries from external contacts;
- V. Coordinates the publication of the Club newsletter on a regular basis;
- VI. Keeps minutes for Executive meetings and submits these minutes for review to the Chair within one week of the meeting and are made publicly available to all members within two weeks of the meeting;

- VII. Informs all members of the Club of the date(s) and location(s) of Executive meetings;
- VIII. At the Executive's direction, undertakes an annual membership survey and presents those findings to the Executive;
- IX. Prepares the Membership List accurately and ensures that a copy is kept on record; and
- X. Coordinates with the Treasurer the collection of membership dues and registration Forms.

**4.17. The Head Coach** shall be an ex-officio non-voting member of the Executive.

- I. Executive decisions regarding remuneration or employment shall be made in the absence of the Head Coach.
- II. For the purposes of quorum, the Head Coach's attendance shall not be counted.
- III. The Head Coach may appoint another coach as a proxy to attend Executive meetings on his or her behalf.

**4.18. The Immediate Past President** may be an ex-officio non-voting member of the Executive provided that they continue to be a Club Member and shall:

- I. Serve to advise the President in their duties; and
- II. Assist in the transfer of accounts to the incoming President, Vice President and Treasurer.

**4.19. The Diversity, Equity and Inclusion Coordinator** is responsible for all matters that relate to diversity, equity and inclusion within the Club. This includes the following duties:

- I. Reviews, continues, and updates existing diversity, equity and inclusion files, programs, and initiatives, and/or introduces new programs/initiatives (as needed);
- II. Identifies and obtains training opportunities within the wider community for Executive members, coaches and athletes; and
- III. Enacts the club's goals, programs, policies, and protocols in relation to diversity, equity, and inclusion as directed by the Executive Committee.

**4.20. The Tournament Coordinator** promotes the active participation of Triggerfish members in tournaments by means of the following:

- I. Coordinates tournament entry and play by researching appropriate tournaments locally and internationally, communicating those tournaments to the membership, and arranging or facilitating, team, athlete and (where appropriate) coach registrations;
- II. Prepares a budget for the costs associated with team play at tournaments (including entry, extra pool time, and coaching costs and expenses) for approval by the Executive;
- III. Responsible for overseeing, directly or through delegation, an annual Tournament hosted by the Club. This includes preparing a budget to be approved by the Executive, tournament promotion, and the scheduling of games, referees, and volunteers; and
- IV. Facilitating the Club's participation in major annual tournaments, such as the Gay Games, Eurogames, IGLA Championships, etc.

**4.21. The Women's Representative** promotes the active participation of women in the Club including the following duties:

- I. Works closely the with the Membership Coordinator to encourage women's participation across all practice level divisions;
- II. Collaborates with the Social Events Coordinator to organize events that are conducive to women's participation and that encourage the expansion of women's participation; and
- III. Acts as a liaison between the Executive and the female members of the Club.

**4.22. The Recreational Athlete Representative** promotes the active participation of recreational athletes in the Club by means of the following:

- I. Promoting the Club and the sport of water polo in recreational stakeholder communities as an extracurricular fitness-for-life activity;
- II. Working closely the with the Membership Coordinator to encourage recreational athletes participation;
- III. Collaborating with the Social Events Coordinator to organize events that are conducive to recreational athlete participation and that encourage the expansion of recreational athlete participation; and
- IV. Acts as a liaison between the Executive and the recreational athlete members of the Club;

**4.23. The Competitive Athlete Representative** promotes the active participation of competitive athletes in the Club by means of the following:

- I. Promoting the Club in competitive stakeholder communities and experienced water polo athletes as a means of extending or continuing competitive play;
- II. Working closely the with the Membership Coordinator to encourage competitive athlete participation;
- III. Collaborating with the Social Events Coordinator to organize events that are conducive to competitive athlete participation and that encourage the expansion of competitive athlete participation; and
- IV. Acts as a liaison between the Executive and the competitive athletes members of the Club;

**4.24. The Social Events Coordinator** is responsible for planning and implementing all Club-related social, fundraising and sponsorship initiatives. This includes the following:

- I. Organizes and executes event plans for social, fundraising activities including the non-business related elements of the Annual General Meeting and year-end Awards Night;
- II. Coordinates regular social events for the Club and works with the Membership Coordinator, Recreational Athlete Representative, Women's Representative, and Competitive Athlete Representative to execute special social activities; and
- III. Coordinates annual publicity efforts at Pride, as necessary;



**4.25. The Executive may create and dissolve Subcommittees** for such purposes and powers as it sees fit.

- I. Subcommittees will have a minimum of three (3) members, one of whom must be an Executive member.
- II. The Chair of any Subcommittee must be a member of the Club.
- III. The President is an ex-officio member of any Subcommittee.

## **Removal from Office**

**4.26. If a member of the Executive does not perform their duties satisfactorily**, the Executive may hold a vote to remove that Executive member from the Executive Committee.

- I. This vote will be held at a meeting of the Executive with quorum by secret ballot carried by a two-thirds majority.
- II. The Executive member in question shall be provided with notice of the meeting at least one week in advance along with the opportunity at some point between the notice and the vote to explain their actions. The notice will include the fact that the issue of their membership on the Executive will be an agenda item at the meeting.

## **5. Elections**

**5.1. The Executive shall appoint an Electoral Officer** to administer annual elections who shall:

- I. Establish dates for the opening and closing of Executive nominations, nomination withdrawals, candidate communications opportunities, the opening and closing of voting, and the announcement of results.
- II. Make the names of all nominees available to all members during the nomination period at regular intervals.
- III. Make communications opportunities equally available to all candidates.
- IV. Establish rules for the proper conduct of elections and make available to all members the rules by which elections will be held.
- V. Not be a candidate for office and shall not vote.

## **Eligible Voters**

**5.2. All those who, by August 1st immediately preceding the AGM are members in good standing**, are eligible to vote.

## Nominations

### 5.3. Every member eligible to vote may be a candidate in the Executive Election.

Candidates can self-nominate by submitting their name and the position for which they are running to the Electoral Officer, provided that, for the positions of President, Vice-President, or Treasurer, the individual is not an undischarged bankrupt. Nominees may withdraw their name prior to elections being held.

## Dates

5.4. The dates of the nomination period shall be set annually by the Officer, but shall be a period of not less than fourteen (14) calendar days.

5.5. The dates of the voting period shall be set annually by the Officer but the close of voting shall be held in a period of not more than fourteen (14) calendar days up to and including the date of the Annual General Meeting.

## 6. Finances

6.1. Accounting for the Club shall follow the guidelines under the Generally Accepted Accounting Principles (GAAP) for Not-For-Profit Organizations.

6.2. The financial statement of the Club (as expressed as an entity of the Downtown Aquatics Corporation) shall include:

- I. A Statement of Financial Position;
- II. A Statement of Operations;
- III. A Statement of Changes in Net Assets.

## 7. Meetings

7.1. Meetings are moderated discussions chaired by the President or the President's appointee (hereafter 'the Chair'). The Club recognizes two (2) types of meetings:

### Executive meetings

- I. Executive meetings are called at the discretion of the President;
- II. Executive members are expected to attend. Meeting attendance for all Executive members must be made known. As a courtesy, absences should be declared as far in advance as possible;
- III. Quorum is the minimal number of Executive members who must be present for the valid transaction of business. Quorum at Executive meetings is a majority of voting members;
- IV. Meetings are modeled on Robert's Rules of Order;
- V. The Chair will review, approve and distribute the agenda prior to Executive meetings;

- VI. Executive members may communicate a request for the inclusion of an agenda item on behalf of a member in good standing;
- VII. The Executive shall seek consensus where possible. If consensus is not possible, the Executive may vote on motions tabled and seconded by Executive members. The Chair shall not vote except in the case of a tie in which case they may cast the deciding vote;
- VIII. Proper notice of meetings shall be given to the membership and meetings shall be open for all members to attend;
- IX. In camera meetings shall be held at the discretion of the Chair when issues identifying specific individuals are discussed including those related to human resources and/or code of conduct violations;
- X. Minutes are available for review as soon as possible after each meeting and no later than fourteen (14) calendar days after the meeting occurred. Minutes are approved at subsequent meetings.

### **Open membership meetings**

**7.2. Open membership meetings are called at the discretion of the President** but at least one Annual General Meeting (AGM) shall be held in September of each year;

- I. At the AGM, members shall vote on membership fees and on the annual budget;
- II. Members of the Executive are expected to attend. Members in good standing are encouraged to attend;
- III. Quorum is the minimal number of members in good standing who must be present for the valid transaction of business. Quorum at open membership meetings is thirty percent (30%) of the entire membership;
- IV. Meetings are modeled on Robert's Rules of Order;
- V. Topics for discussion are predefined by agenda. The Chair will review, approve and distribute the agenda to the membership prior to open membership meetings;
- VI. Any member in good standing may generate a topic in advance of the meeting for inclusion on the agenda.

**7.3 Voting by Proxy** is provided for members in good standing to appoint another member in good standing to vote on their behalf in their absence. A member must send an email to the Electoral Officer, President, Vice President and/or Treasurer to indicate the member in good standing whom they have assigned to carry their proxy. They may indicate their specific voting preferences for candidates, motions, or policies, or may assign their proxy to vote on their behalf. A proxy may be revoked before the meeting's scheduled start time.

## **8. Precedence**

8.1. The Executive has the authority to create policies, which define protocols for the functioning of the Club.

8.2. Such policies must conform to the Constitution of the Club.

8.3. If any conflict between the Constitution and a policy exists, the Constitution takes precedence.

8.4. The Constitution and Policies of the Club must be made available to members and published on the Club's digital properties.

## **9. Amendments**

9.1. These Constitution may only be amended, repealed, altered, suspended or ratified at an open membership meeting, provided that:

- I. A minimum of 40% of members in good standing are present at the meeting;
- II. A vote is held; and
- III. The vote reaches a two-thirds (2/3) majority.

9.2. A member in good standing may propose an amendment to the Constitution to the executive no later than one week before an Open Membership Meeting and it will be included on the agenda.

9.3. Adopted amendments are effective immediately unless otherwise stated in the amendment. Any such changes to the Constitution shall be published to the Club's web site within thirty (30) calendar days of ratification.

## **10. Dissolution**

10.1. The Executive can recommend to the membership that the Club be dissolved.

10.2. Dissolution of the Club by the membership must be achieved through a majority vote (50% of the entire membership plus one vote), followed by Executive assent. Executive assent in this case will be achieved through an Executive vote held by closed ballot and carried by a two-thirds majority (66% of the Executive with quorum).

10.3. In the event of dissolution of the Club, the Executive shall oversee the distribution of all assets in accordance with any financial responsibilities the Club has as an entity within the Downtown Aquatics Corporation.

10.4. No member or sponsor of the Club shall profit from the dissolution of the Club.