

***Community Operating Guidelines of
Special Olympics Ontario - Oakville***



***Special
Olympics
Ontario***

Special Olympics Oath:

“Let me win, but if I cannot win
Let me be brave in the attempt”

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Special Olympics Ontario – Oakville

Community Operating Guidelines

Article 1

Section 1 – Name

Let it be known that this governing body duly registered within the Constitution and By-Laws of the Provincial governing body Special Olympics Ontario (SOO) and under the Constitution and By-Laws of the Canadian governing body Special Olympics Canada (SOC) shall herein be known as **Special Olympics Ontario – Oakville**, hereinafter referred to as **SOO – Oakville**.

Section 2 – SOO - Oakville Community Council

The **SOO - Oakville** Community Council is the local decision making body of Special Olympics Ontario and must adhere to Special Olympics Ontario policies and procedures in governing their activities. The jurisdiction of **SOO – Oakville** includes SOO athletes, volunteers and programs operating or managed within the boundaries of The Town of Oakville.

The Community Council consists of an Executive Committee and may include a General Council, depending on the needs or requirements of the community.

Section 3 – Local Office

The location of the local office of **SOO – Oakville** shall be in the Town of Oakville in the Province of Ontario, and at such place therein as the **SOO – Oakville** Community Council may from time to time determine.

Section 4 – Statement of Purpose

The purpose of **SOO – Oakville** shall be:

1. To encourage, promote, develop, support and regulate fitness and sport activities for participants within the jurisdiction of SOO – Oakville, who have an intellectual disability;
2. To provide a developing competition environment for those participants who choose to engage in competitive events;
3. To encourage and foster a social and cultural environment within which participants can grow and develop their interpersonal skills through sport; and
4. To encourage participation and integration into community sports and recreational activities.

Article 2

Section 1 – Membership

SOO – Oakville shall have the following classes of members:

Volunteer Members

1. Are registered as volunteers or coaches with SOO;
2. Are in good standing with SOO; and
3. Are active in a Sport Club within **SOO – Oakville**, are active with the **SOO – Oakville** Community programs or events, or are elected to the **SOO – Oakville** Community Council.

Participant Members – Athletes who:

1. Are registered as athletes with SOO;
2. Are in good standing with SOO;
3. Meet the athlete eligibility requirements as per SOO by-laws; and
4. Are active in a Sport Club(s) within **SOO – Oakville**.

Section 2 – Admission of Members

No person shall be admitted as a Member of any class of Members, until such person:

1. Has completed the registration process for SOO as an Athlete or Volunteer, as outlined by the provincial body;
2. Has been approved and admitted to membership by SOO;
3. Is an active member of a **SOO – Oakville** Sport Club; active within the **SOO - Oakville** Community programs or events; or an elected member of the **SOO - Oakville** Community Council.

Section 3 – Withdraw from Membership

Any Member may withdraw from membership in **SOO - Oakville** by giving written notice to the **SOO - Oakville** Community Council.

Members may be deemed withdrawn in their second year of inactivity.

Notwithstanding withdrawal from membership, any Member who has withdrawn shall, at the discretion of the **SOO - Oakville** Community Council, remain liable for the payment of any outstanding registration fees, or any other monies properly due and owing to **SOO - Oakville** prior to the effective date of the notice of withdrawal given by the Member.

Section 4 – Suspension or Termination of Membership

The **SOO - Oakville** Community Council may suspend (with or without conditions) the membership of a Member under the following circumstances:

1. A failure of a member to comply with the by-laws, policies, procedures, guidelines or rules of SOO – Oakville;
2. A failure of a member to comply with the by-laws, policies, procedures, guidelines or rules of SOO;
3. A failure of a member to comply with the by-laws, policies, procedures, guidelines or rules of SOC;
4. A decision by the SOO - Oakville Community Council that the conduct of the Member is detrimental to the interests and reputation of SOO - Oakville.

The **SOO - Oakville** Community Council may recommend to SOO for the termination of a member who is not in compliance with **SOO - Oakville**, SOO, or SOC policies.

Disciplinary decisions may be appealed to Special Olympics Ontario through the Provincial Appeals Process as outlined in Section 18 of the Information Portal.

<http://info.specialolympicsontario.ca/programs-policies-procedures/18-0---risk-management>

Oakville Bylaw (Article 2 Section 4) – Suspension or Termination of Membership for any member of SOO Oakville, as described in Article 2 Section 4, will be administered by the SOO Oakville Executive.

Article 3

Section 1- SOO - Oakville Community Council

The Community Council acts as the official liaison between the community and SOO.

The roles and responsibilities of the Community Council include the following:

1. Communicate with stakeholders to ensure that the constituents have knowledge of what is happening in their community with Special Olympics;
2. Communicate to SOO, the activities of the community;
3. Support and provide guidance on community growth and development;
4. Create community awareness and exposure;
5. Follow the financial and fundraising accountability practices for SOO to maintain the organization's good name and reputation;
6. Ensure that athletes and volunteers are not at risk and are not prevented from participating for fear of risk;
7. Informed decision making for the protection of the membership and the organization as a whole;
8. Establish goals for the community with regards to fundraising, volunteer, athlete, sport program and competition growth;
9. Establish set meeting times and agendas that cover the basic elements of Special Olympics programming, including issues of policy and procedures, program goals etc.;
10. Create and execute a well-organized fundraising plan to meet current and future financial needs of the community;
11. Encourage input from the membership and stakeholders, volunteers, athletes, family members and sponsors;
12. Ensure compliance with the SOO code of conduct, and
13. Apply community level sanctions when necessary.

Oakville Addendum (Article 3 Section 1) For item number 12 please refer to the SOO Information Portal, ["9.3.4 - VOLUNTEER AND COACH CODE OF CONDUCT"](#)

Implemented October 15, 2015

The SOO Community Council must include an Executive Committee. The Executive Committee members are elected representatives responsible for the leadership of the Community Council.

Where circumstances require, in consultation with SOO, the Community Council may also include a General Council. Additional council positions, such as members at large, require approval of SOO.

Section 2 – SOO - Oakville Community Council - Executive Committee

The Executive Committee of the **SOO - Oakville** Community Council can be comprised of the following elected positions:

1. Community Coordinator;
2. Treasurer;
3. Secretary;
4. Volunteer Coordinator;
5. Community Registrar;
6. Fundraising Coordinator;
7. Public Relations Coordinator;
8. Sport Technical Coordinator.

Each Executive Committee must, at a minimum, include the positions of Community Coordinator, Treasurer and Secretary.

Job descriptions are available on the SOO Information Portal. See the following link:

<http://info.specialolympicsontario.ca/programs-policies-procedures/6-0---community-councils>

Oakville Bylaw (Article 3 Section 2) – The SOO Oakville Community Council Executive shall consist of the Community Coordinator, Secretary and Treasurer, as allowed by Article 3 Section 2.

Oakville Bylaw (Article 3 Section 2) – Additional Executive members may be appointed by the SOO Community Council Executive, from elected representative members as allowed by Article 3 Section 1.

Oakville Bylaw (Article 3 Section 2) - Additional Executive members are appointed for a one year term, expiring on the anniversary of the previous AMM. At the end of one term, elected representatives may be appointed or reappointed.

Oakville Bylaw (Article 3 Section 2) – The SOO Oakville community Council may also include other positions as reasonably deemed necessary, such as IT support.

Section 3 – SOO – Oakville Community Council – General Council

Where a General Council is used, it will include members who will be representatives of community sports programs or liaisons with different community groups and agencies, such as Community Living organizations and fundraising organizations. On an ongoing basis, these members will report back to the Community Council to relate the wants and needs of these agencies and groups. The liaison members also provide input for programming within the community.

The positions of **SOO – Oakville** Community General Council could include the following appointed members:

1. Representatives from each sport club
2. Athlete Representatives
3. School Liaisons
4. Family Liaisons
5. Affiliate Members and Corporate Members, represented by an appointed delegate.

Oakville Bylaw (Article 3 Section 3) – The SOO Oakville General Council will consist of the Executive, elected members, and the Head Coach or a volunteer from each Sport Club, as allowed by Section 3.

Oakville Bylaw (Article 3 Section 3) – The Head Coach of a Sport Club may delegate, by written authorization, another volunteer from the Club to represent the Sport Club at SOO Oakville General Council meetings.

Article 4

Section 1 – Meetings of Members – Annual Meeting of Members (AMM)

SOO – Oakville shall hold an AMM once a year at a time and place determined by the **SOO - Oakville** Community Council and SOO.

The agenda for the AMM shall be set in consultation with and in accordance with SOO guidelines.

Notice of an AMM shall be given at least thirty (30) days prior to the date of the meeting.

A proposed agenda shall be included with the notice of the AMM. Any Member who wishes to have new business placed on the agenda shall give written notice to the **SOO - Oakville** Community Council at least ten (10) days prior to the date of the AMM. Such new business shall be considered at the AMM, if deemed appropriate and such considerations are permissible under the constitution or by-laws of **SOO - Oakville**.

Section 2 – Meetings of Members – Community Council Meetings

SOO – Oakville Community Council meetings are usually scheduled and held monthly, or at the discretion of the Community Council Executive Committee.

Oakville Bylaw (Article 4 Section 2) – We will have a minimum of 9 monthly meetings.

1. **SOO – Oakville** Community Council may, at such place and time as they may by resolution determine, call a meeting of Members for the transaction of any business. Notice of a Community Council meeting called by **SOO - Oakville** Community Council shall be given at least ten (10) days prior to the date of such a meeting.
2. The Executive Committee may, if required, elect to meet independently of the Community Council in order to address sensitive decisions of a financial, administrative or disciplinary nature.
3. An emergency Community Council meeting may be called by the Community Coordinator or their designate, should a situation require immediate decision-making or review.

An agenda will be sent out 10 days prior to a Community Council meeting.

All registered members of **SOO - Oakville** are entitled to attend a Community Council – General Council meeting. Visiting members will not have floor privileges unless a motion to grant speaking privileges is moved and approved by the council. Visiting members are not entitled to vote on matters brought before council.

Visiting member(s) can be requested to leave the room during any “in camera” discussions. Any other person(s) (non-members) may be admitted only on the invitation of the **SOO - Oakville** Community Council.

The Chairperson of the meeting is the Community Coordinator. In the absence or recusal of the Community Coordinator, the Community Council shall select another member of the **SOO - Oakville** Community Council to serve as interim Chairperson.

Adjournments – The Chairperson may, with the consent of members at any meeting, adjourn the meeting to be continued at a later date. No notice of the time and place for the continuation of the adjourned meeting need be given to the Members, until such time and place is later determined.

Conduct at the Community Council meeting shall be governed by SOO policy and Robert’s Rules of Order.

Section 3 – Meeting of Members - Members Meetings

SOO - Oakville Members Meetings can be held in addition to the **SOO - Oakville** Community Council meetings. This includes the Annual Members Meeting.

Section 4 – Voting

Quorum – The presence of 50% +1 of the **SOO - Oakville** Community Council or the Executive Committee, depending on which committee is meeting, shall be a quorum of any meeting of the Members, including the AMM. No business shall be transacted at any meeting unless the requisite quorum of members is present or represented at the commencement of such business.

Subject to membership applications and renewals, members shall have the following voting rights at SOO - Oakville Members Meetings:

1. Active Volunteer Members shall each have one vote on all matters properly brought before a Members Meeting;
2. Participant Members shall not vote at a Members Meeting with the exception of the elected/appointed athlete representative represented on the SOO - Oakville Community Council;
3. There shall be no votes by proxy.

Subject to membership applications and renewals, members shall have the following voting rights at SOO - Oakville Community Council meetings:

1. All members of the SOO - Oakville Community Council and/or Executive Committee as defined in Article 3 shall each have one vote on all matters properly brought before any meeting of the Members.
2. All questions proposed for consideration at any community council meeting shall be decided by a 50%+1 majority of the votes cast.
3. The Community Coordinator will reserve his/her vote until last. In the event of a tied vote, the SOO - Oakville Community Coordinator will cast the tie breaking vote.

4. Athletes shall be represented at the SOO - Oakville Community Council meetings through one Athlete Representative, who is a registered and active athlete within SOO - Oakville. The Athlete Representative shall have one vote on all matters properly brought before any meeting of SOO - Oakville Community Council.
5. There shall be no votes by proxy.

Members must declare and recuse (remove) themselves from voting on any question in which they have a direct, personal, financial or beneficial interest. This includes any direct or indirect benefit to themselves, their family or their professional interests. Voting procedures must be in line with the SOO policy on Conflict of Interest. Please see link: <http://info.specialolympicsontario.ca/programs-policies-procedures/18-0---risk-management/18-10-0---conflict-of-interest>

Voting Procedures

Show of Hands – At any meeting of members, every motion shall be decided by a show of hands unless otherwise required by the guidelines of SOO - **Oakville**, or unless a ballot is required by the Chairperson of the meeting or requested by any member.

Whenever a vote by show of hands has been taken upon a motion, a declaration by the Chairperson of the meeting that a motion has been carried or lost by a particular majority is required. An entry to that effect must be recorded in the minutes of the meeting. The number or proportion of votes recorded in favour of or against the motion need not be recorded.

Oakville Bylaw (Article 4 Section 4) Under exceptional circumstances when a decision is required by the SOO-Oakville Community Council between regularly scheduled meetings, and which is not anticipated to require discussion, the executive may request a vote by email. In this case members of the SOO Oakville Community Council will be provided with background materials, as is currently the case, and will be asked to vote on the matter:

- ***Yes***
- ***No***
- ***Wish to Discuss***

Section 5 – Elections

Elections to the **SOO - Oakville** Community Council Executive Committee positions will be conducted as part of the AMM. A declaration of interest form will be circulated six (6) weeks in advance of an election. Nominations can be accepted from the floor. All registered **SOO - Oakville** Volunteer Members are entitled to vote.

The candidate who receives the most votes for each position is elected. Where possible, ties will be decided by run-off. The individual with the lowest number of votes is dropped from the ballot, and a new vote is held until one candidate has the most votes.

To be eligible for election, the candidates may or may not be in attendance. Candidates in attendance will affirm their acceptance of a nomination. Candidates not in attendance will affirm in writing to the **SOO - Oakville** Community Council their acceptance of the nomination.

When there is only one nominee for a position, he or she may be acclaimed, if all identified qualifications are met.

Where no candidate has been identified or where there is a vacancy due to the departure or removal of an existing member of the Community Council, the council may choose to utilize a selection process rather than election. The benefits of selection are that individuals can be chosen and recruited for their specific skills and compatibility to the position. The selection process must include the completion of a declaration of interest form and an interview of the candidates by a selection committee.

Duration of Office of Elected Community Council Members

1. A nominee is elected to a Community Council position for a two-year term; and
2. Elected members of the Community Council may take office immediately and can convene an **SOO - Oakville** Community Council meeting to follow adjournment of the AMM.
3. Outgoing Community Council members should do their due diligence to ensure a smooth transition and turnover of information to the incoming members.

Section 6 – SOO - Oakville Community Council Member Resignations or Terminations

If an elected or appointed SOO - **Oakville** Community Council member leaves his or her office, the following rules shall apply in the appropriate conditions:

1. The absence of an SOO - Oakville Community Council Member from two (2) consecutive meetings of the SOO - Oakville Community Council without just cause shall constitute a vacancy from the SOO - Oakville Community Council, provided that the SOO - Oakville Community Council, by resolution so declares;
2. If any office becomes vacant, the Community Council shall at the earliest date, identify a candidate who will accept nomination for an appointment to the vacant position for the balance of the term or until the next election;
3. Any member of the SOO - Oakville Community Council should resign from office by providing notification in writing to the Community Coordinator. Resignation will be effective upon receipt thereof or upon an agreeable date specified by the resigning member, of not more than thirty (30) days after the member provides notification of resignation.

Oakville Addendum (Article 4, Section 6) Oakville understands that this refers to executive level positions as are outlined in Article 3 Section 2.

Article 5 - Amendments to the Community Operating Guidelines

Proposed amendments must be duly presented and approved as motions of change at **SOO - Oakville** Community Council Meetings or at the **SOO - Oakville** AMM. The proposed amendments to the Community Operating Guidelines must be approved by SOO before taking effect.

Voting for approval of proposed amendments to the Community Operating Guidelines shall be carried out by a show of hands of voting members present, as outlined in Article 4, Section 4. Majority approval shall indicate passage of the proposed amendment.

Article 6 – Financial Accounts

There shall be one community bank account for the **SOO - Oakville** Community Council. The **SOO - Oakville** Community Council may also have a trust account for funds raised through lottery licensed events.

Section 1 – Financial Guidelines

SOO - Oakville must utilize the financial guidelines as directed by SOO, including the following:

1. There shall be three signing officers, consisting of the Treasurer, the Secretary and the Community Coordinator, unless otherwise approved by SOO;
2. Cheques shall be issued with no fewer than two (2) signatures of the designated signing officers;
3. Cheques cannot be signed in advance of their issuance without firm amounts and payees;
4. The Treasurer shall pay invoices that have been approved through the budget process or approved at a Community Council meeting;
5. Seasonal reports by Sport Club Head Coaches or Managers will include projected expenses for the following month to be approved by the Community Council;
6. Unbudgeted expenses must be approved by **SOO - Oakville** Community Council before the expense is incurred.

Additional information regarding financial best practices can be found on the SOO Information Portal.

Section 2 – Funds Received

All funds received must be forwarded as soon as possible to the Treasurer for deposit in the **SOO - Oakville** bank account.

All cheques, bank drafts, money orders and other financial instruments must be made payable to **SOO - Oakville**

Oakville Bylaw (Article 6 Section 2) The Treasurer will not accept funds in cash.

Section 3 - General Fundraising Guidelines

SOO - Oakville is responsible for raising funds for the **SOO - Oakville** Sport Club programs.

1. Only activities that are allowed by both SOO's guidelines and regulations, as set forth by the local municipal bylaws in their area of jurisdiction, may be undertaken.
2. All fundraising events must be coordinated through the **SOO - Oakville** Community Council.
3. All fundraising is to be conducted in a manner such that the image and reputation of SOO is maintained.
4. SOO is solely responsible for issuing receipts for income tax purposes.
5. All funds raised by individuals or groups are sent to **SOO - Oakville** Treasurer.

Section 4 - Fiscal Year

The fiscal year for **SOO - Oakville** coincides with the fiscal year for SOO, which runs from July 1 until June 30.

Article 7 - Local Variances

Section 1 - Major Games Fees

SOO - Oakville will have each athlete pay a minimum of \$50 towards of any fee charged for major games. An Athlete registered in a club outside of Oakville, in a sport for which Oakville does not have a club, will receive the same funds as an Athlete registered in an Oakville Club.

SOO - Oakville will pay up to \$150 for each athlete for the Provincial Games Fees/Uniforms.

SOO - Oakville will pay up to \$350 for each athlete for the National Games Fees/Uniforms.

SOO - Oakville will pay up to \$350 for each athlete for the World Games Fees/Uniforms.

Any amount over and above these costs would need to be paid by the club/athlete or through fund raising. **These amounts would need to be reviewed and approved at each AMM.**

Section 2 – Registration Fees and Community Expenses

The Head Coach of each Sport Club will determine the sport registration fees for that Sport Club, depending on the projected costs associated with each sport.

Sport registrations fees are due to be paid at the start of the Sport Club's season.

Each Sport Club is required to submit a yearly Sport Club Budget which is due at the end of May
SOO - Oakville will reimburse coaches for:

- Incurred expenses from pre-approved club costs
- 100 % of Required General Courses. Note that sport specific courses will be the responsibility of the club.
- 100% of police checks

SOO - Oakville Community Council will grant financial assistance to athletes who need it for participation in one club. The athlete or athlete's parent/guardian needs to fill out the Financial Assistance Request Form. The **SOO - Oakville Community** Council will review the request to ensure that it is a reasonable request.

Section 3 – Registration Procedures

Before an athlete may participate in any Special Olympic Club the required forms must be submitted and all fees must be paid.

The official SOO forms may be found at

<http://www.specialolympicsontario.com/default.asp?contentID=39>

Registration procedures for Oakville are outlined on our community website at

http://www.oakvillespecialolympics.org/Coaches_Corner/Registration.html

Note that Oakville uses an Athlete Information form which includes the legal and model release which is on the SOO Athlete Registration form.

Registration fees are paid by cheques made out to “SOO Oakville” with the club name in the description or memo field of the cheque. Registration cheques will then be forwarded to the Community Treasurer.