

PROPOSED CONSTITUTION OF THE ONTARIO OFFICIALS' COUNCIL

For ratification, October 2001

Article I Organization

- a) The Council shall be known as the Ontario Track and Field Officials' Council (O.O.C.) and reference to the Council in this Constitution shall mean registered track and field officials in the Province of Ontario.
- b) The Executive Committee of the Council shall consist of the Chair, Vice Chair, Seminar Chair, Availability Chair, Secretary and Treasurer as voted upon at the Annual General Meeting of the Council for terms outlined in Article V.
- c) The Ontario Track and Field Association may have representatives to the Council. They could be the O.T.F.A. President, Chair of the Technical Committee or Chair of the Technical Development Committee. They shall be ex-officio members of the Council with no voting privileges.
- d) a quorum shall consist of 3 of the above for any Executive meeting of the Council.
- e) Executive Meetings will be held when necessary at the call of the Chair.

Article II Objectives

- a) to provide a list(s) of members to officiate at the Provincial Championship meets, both indoors and outdoors to those who require and/or request the services of the O.O.C.
- b) to provide list(s) of eligible/qualified members for National and International meets in conjunction with the Chair and/or Vice Chair – Meet Assignments from the National Officials' Council of Athletics Canada.
- c) when requested, provide meet directors with lists of qualified members in order to conduct track and field meets.
- d) to train and develop officials in accordance with I.A.A.F. and Athletics Canada standards.
- e) to recruit new participants to Track and Field officiating in Ontario.
- f) to communicate with officials at every opportunity through the newsletter "Officially Speaking" to all members.

Article III Membership

- a) a member shall be any rated official who is registered through the Ontario Track and Field Association.
- b) the membership term shall end on April 30 of the current year.
- c) Those members who are late in registering may not necessarily be selected to work at Championship meets for the current year.

Article IV Meetings

- a) there will be an Annual General Meeting of the Council every calendar year, preferably in October.
- b) notice of the date, location and time of the Annual General Meeting shall be at least 30 days prior to the meeting. Ideally, this should occur in the August or September issue of "Officially Speaking".
- c) special meetings may be called to deal with extraordinary issues. Notification of such meetings shall be done through the most expedient method possible either fax, E-mail or telephone.
- d) all meetings shall follow the procedures of "Roberts Rules of Order" unless otherwise stated.
- e) proxy votes are not permitted for this organization.

Article V Duties of Officers and Terms of Office

- a) The Chair shall prepare the agenda for all meetings. He/she will preside over all meetings and cast a vote only if there is a tie vote on any issue or matter. He/she will represent the Council at Ontario Track and Field Association Meetings, be a member of the Technical Committee of the Ontario Track and Field Association and represent the Province at the National Officials' Council Spring meeting. He/she shall submit approved applications for National Upgrading to the National Officials' Council at the appropriate times. The Chair will also act as the Editor of "Officially Speaking", the newsletter of the Council.
- b) The Vice Chair shall assist the Chair and will assume the position of Chair if the sitting Chair is incapacitated. Should the Chair be challenged during the course of a Council meeting, the Vice Chair shall assume the duty of Chairing the meeting until the issue is resolved. The Vice Chair shall also maintain an up to date list of registered officials. The Vice Chair shall co-ordinate the recruitment of new members. NOTE; All members should make an effort to recruit new members.

- c) The Seminar Chair shall facilitate all aspects of clinics and seminars with members, for the purpose of upgrading. The Seminar Chair shall solicit the most qualified clinicians for seminars while honouring National Officials' Council lists of approved clinicians where possible. The Seminar Chair shall co-ordinate the gathering of upgrading requests from members for the purpose of submission to the Chair. For national upgrading, the Seminar Chair shall ensure that all relevant documentation is in place for submission, through the Chair to the National Officials' Council.
- d) The Availability Chair shall receive all completed availability forms that are submitted from members and published in "Officially Speaking". The forms for indoors (November or December) and for outdoors (March or April) shall be tabulated and availability information passed on to the appropriate meet director at least three (3) weeks prior to the event. A summary of member's availability shall be directed to the Chair as well. The Editor of "Officially Speaking" and the Availability Chair will determine deadlines for submission of availability responses from members. Should a member make a late submission, the information will still be passed on to the meet director where possible with no guarantees that the member will be selected to officiate.
- e) The Secretary shall record the proceedings of all Council meetings. Minutes of all meetings shall be forwarded to the Executive within thirty (30) days of the date of such meeting. All minutes of Annual General Meetings shall be passed on to the Executive and the Editor of "Officially Speaking". Minutes of Annual General Meetings shall be published in the next available issue of "Officially Speaking".
- f) The Treasurer shall receive all moneys due to the Council and generally handle the financial affairs of the Council. The Treasurer shall keep records of such transactions and report to the Executive the financial standing of the Council when requested to do so. The Treasurer shall make a full financial report at the Annual General Meeting. The Treasurer shall be one of three signing authorities for the Council with the other two to be either the Chair or Vice Chair. For any financial transactions requiring signatures, two of the three noted above will be required. This position may be paired with any other position except the Chair.
- g) Members of the Executive shall be elected at an Annual General Meeting. To facilitate effective operation of the Executive, it is suggested that the terms of the Executive be staggered. The terms of Office for all Executive positions shall be two (2) years. For the purpose of these proposed terms, it is suggested that the following be the election years of the Executive positions:

Chair, Seminar Chair and Secretary	2001 (odd years)
Vice Chair, Availability Chair and Treasurer	2002 (even years)

Thusly, there would be an election for some Executive positions at every Annual Meeting.

- h) should an Executive member resign or be unable to complete their term, the Executive may appoint a replacement if the unexpired portion of the term is 9 months or less. Should an unexpired term be more than 9 months, the election for the balance of the term would occur at the next Annual General Meeting.
- i) elections for all positions shall require a plurality (50% + 1) of those in attendance. Should more than one person vie for a position and there is not plurality, the candidate with the least amount of votes will be dropped and further balloting shall occur until a candidate is elected with plurality.
- j) all elections for Executive positions shall be by "secret" ballot.
- k) All elected positions will take effect on December 1 of the year of election.

Article VI Grading

- a) all applications for any Provincial upgrading shall be directed to the Seminar Chair. Application deadlines shall be March 30 and September 15 of the current year. The deadline for Level IV and V upgrading applications shall be one month prior to the dates established by the National Officials Council (N.O.C.). These dates will be published in "Officially Speaking".
- b) the Seminar Chair will summarize all requests for upgrading and advise the Executive of the status of all members' applications. The Seminar Chair will, with the relevant documentation and regional representative recommendation, approve applications for Grades I, II and III. The Executive must approve and recommend applicants for Grades IV and V before being forwarded to the National Officials' Council.
- c) should a member lack the necessary documentation, the Seminar Chair shall notify the applicant in writing within 30 days of receipt of the application. It is the applicants' responsibility to have all relevant and/or necessary documentation submitted with the application in proper order.

Article VII Expense Reimbursement

- a) expenses for travel, equipment rental or supplies for Championship meets may be reimbursed pending the completion of an expense form.
- b) expenses for authorized committee meetings, Council meetings or clinic/seminar instruction shall follow criteria as agreed upon by the Council and the Ontario Track and Field Association.
- c) expense forms may be obtained from the Chair and when submitted, must be signed by the applicant and the Chair. The Chair will submit the forms for reimbursement. Forms submitted after March 31 of the current year will not be considered for reimbursement as that is the fiscal year end.

Article VIII Amendments

- a) amendments to this Constitution may only be made at the Annual General Meeting or a Special General meeting when the Council deems it necessary.
- b) proposed Constitutional amendments must be published in the “Officially Speaking” prior to the Annual General Meeting. The deadline for submission of proposed Constitutional amendments, duly moved and seconded, shall be August 15 of the current year.
- c) for a Constitutional amendment to be passed, there must be a two-thirds majority vote of those in attendance at the Annual General or Special Meeting.