
Durham Region
Special Olympics
Sports Council

Constitution and Bylaws

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CONSTITUTION and BYLAWS

Article 1 NAME AND PURPOSE

Section 1.1 – Name

Let it be known that this governing body duly registered within and be superseded by the constitution and By-Laws of Special Olympics Ontario governing body and under the constitution and By-Laws of the Canadian governing body Special Olympics Canada shall herein be known as Durham Region Special Olympics Sports Council, herein referred to as DRSOSC.

Section 1.2 – Mission and Vision

Vision:

To create awareness while encouraging and supporting participation in quality sports programs and providing competitive opportunities for individuals of all ages with an intellectual disability within the Regional Municipality of Durham.

Mission:

Develop and enhance opportunities to participate in recreational and competitive sporting activities by:

- Developing relationships with business, educational and social community partners
- Providing programs with the support they need to enable vibrant and sustainable programs to exist and meet the needs of the athletic community
- Working with our existing programs and community partners, to identify, develop and promote new sporting opportunities at all skill levels
- Celebrating the achievement of athletes, coaches and volunteers with ongoing recognition
- Supporting athletes in the Durham Region who qualify for Provincial, National and International games
- Encouraging and fostering a social and cultural environment within which athletes can grow and develop their sport and interpersonal skills
- Creating an environment conducive to recruiting, retaining and training new and existing volunteers and coaches by providing ongoing skills development
- To provide ongoing opportunities for athletes to maintain and advance skills in their chosen sport(s) at the Provincial and National levels, assisting them to reach their full potential
- Creating and nurturing public awareness of Special Olympics in the Durham Region

Article 2 DEFINITIONS

Section 2.1 – Definitions

- o DRSOSC refers to the Durham Region Special Olympics Sports Council
- o "AGM" means the Annual General Meeting.
- o "Club" means any sport club offering Special Olympic programs.
- o "Individuals with an intellectual disability" means the definition as prescribed by Canadian Special Olympics which is subject to change from time to time.
- o "member" means anyone who meets the criteria of Article 2.
- o "Registered athlete" means an individual who is registered with the Special Olympics Ontario.
- o "SOO" means Special Olympics Ontario Inc.
- o "Sports Council" refers to the sitting elected and appointed members of the council

Article 3 MEMBERSHIP

Section 3.1 – Membership

The general membership of the Durham Region Special Olympics Sports Council is all athletes, coaches and volunteers registered with the Special Olympics Ontario Provincial Office within the Regional Municipality of Durham

General members of the Durham Region Special Olympics Sports Council:

- Are coaches and volunteers registered with the Special Olympics Ontario Provincial Office and have submitted a police check.
- Are athletes registered with the Special Olympics Ontario Provincial Office.
- Must abide by the regulations set forth by the DRSOSC.
- Must be an active participant in a Special Olympics event or program in the Durham Region within the last year or submit a registration form to become a volunteer
- All members shall have voting privileges.
- Members must be 18 years or older or be represented by a selected individual who is 18 years or older.

Article 4 THE SPORTS COUNCIL

Section 4.1 – Titles

There are 16 elected positions in the DRSOSC:

Chairperson
Vice-Chairperson
Treasurer
Secretary
Athlete Representative (2)
Fund Raising Coordinator
Sport Programs Representative (2)
New Program Development Coordinator
Volunteer Coordinator
School Liaison
Athlete Recruitment Coordinator
Social Coordinator
Community Partner (2)

There will be 2 Community Partners elected with full voting privileges. In addition Community Partners can be recruited or appointed and attend meetings but do not have voting privileges. They can attend for as few as one meeting for a specific purpose or for longer periods of time.

In addition there is one appointed position:

LETR/DRPS Representative which will be appointed by the Durham Regional Police Service

Section 4.2 – Method of Election

DRSOSC Members will be elected at the Annual General Meeting, held in November each year. Members will be elected for a two (2) year term, with half the DRSOSC elected each year.

The following positions will be elected in even numbered years:

Chairperson
Treasurer
Athlete Representative (1)

Sport Program Representative (1)
Volunteer Coordinator
School Liaison
New Program Development Coordinator
Community Partner (1)

The following positions will be elected in odd numbered years:

Vice-Chairperson
Secretary
Athlete Representative (1)
Sport Program Representative (1)
Athlete Recruitment Coordinator
Fund Raising Coordinator
Social Coordinator
Community Partner (1)

Article 5 MEETINGS

Section 5.1 – Dates of Meetings

The meetings for the DRSOSC will take place on the first Wednesday of the month from September to June. There will be no regular meetings in July or August. Special General Meetings can be called as required. The Annual General Meeting will occur in November each year. Changes to the scheduling of the regular meetings or the AGM can be done using an amending motion and vote of the DRSOSC.

Section 5.2 – Place of Meeting

The Secretary will be responsible for booking rooms for each meeting. Special General Meetings and the Annual General Meeting locations will be determined by availability and the expected attendance.

The Secretary will provide all elected and appointed members of the DRSOSC with a schedule of all regular meetings, including the location prior to the September meeting each year.

Section 5.3 – Meetings and Notification

The DRSOSC will conduct an Annual General Meeting, open to all members annually each November. At the AGM there will be a review the activities of the preceeding year, including full financial reporting. The elections for all open DRSOSC postions will be conducted according to Article 7.

The Secretary is responsible to notify all members in good standing of the date, time and location of the AGM at least fourteen (14) days prior to the meeting.

The DRSOSC will meet monthly, with a schedule of the meetings for the year provided by the secretary to all DRSOSC members.

Generally only DRSOSC members can attend DRSOSC meetings; however any member may attend a meeting by notifying the secretary in writing at least one (1) week prior to the meeting. The member may be asked to leave the meeting in the event of creating a confrontational situation or if an issue to be discussed involves sensitive issues and confidentiality needs to be maintained.

Section 5.4 – Special General Meetings

The DRSOSC may call a Special General Meeting, with notification to all members at least fourteen (14) days prior to the meeting.

Members may ask for a Special General Meeting by submitting the request in writing to the Secretary with at least the signature of ten (10) members in good standing.

Section 5.5 – Format for the Meetings

DRSOSC shall conduct the monthly meetings as follows:

- a) Meetings shall be conducted in accordance with, “Robert’s Rules of Order.”
- b) Pre-circulated notice must be given to all local volunteers who have the right to attend.
- c) The Chairpersons or their designate shall chair the meetings.
- d) A quorum must be present.
- e) The rules and regulations of the organization must be observed.
- f) Members will address the Chair in turn as recognized by the Chair.
- g) Minutes will be recorded at all meetings of the DRSOSC.

Section 5.6 – Quorum

A quorum must be established at the beginning of a meeting and continue throughout the entire meeting in order to process valid decisions. A quorum for meeting and AGM shall be as follows:

- a) A quorum for a DRSOSC monthly meeting shall be comprised of 50% of the elected members plus 1
- b) AGM shall be 2/3 of the DRSOSC and all of the general members in attendance.

Section 5.7 – Minutes

DRSOSC shall record minutes of all local monthly meetings pertaining to the activities of the executive DRSOSC and it’s’ committees as follows:

- a) Date, time and place of meeting,
- b) Attendance (names recorded)
- c) Dates of or suitable identification of documents or correspondence referred to or read out.
- d) Complete minutes of the meeting

The Secretary is responsible for distributing the minutes to all DRSOSC members within one (1) week of each meeting.

Section 5.8 – Voting Members

For DRSOSC Meetings, each duly elected or appointed member of the DRSOSC with voting rights is entitled to one (1) vote.

At the Annual General Meeting general members in good standing are entitled to one (1) vote.

Section 5.9 - Voting

For DRSOSC Meetings individuals may vote on any issue; but, must recuse themselves from any vote that involves financial issues or disciplinary action that directly affect them, their family or programs that they coach.

There are NO proxy votes allowed at any meeting of the DRSOSC.

Voting at DRSOSC meetings will be by a show of hands unless a DRSOSC Member requests a secret vote; then the vote will be by paper ballot.

Votes to elect members to the DRSOSC will be a secret vote, using paper ballots and the ballots will be destroyed after the count is verified.

Article 6 AMENDMENTS

Section 6.1 – Amendments to the Constitution and By-Laws

Amendments to the Constitution and Bylaws of the Durham Regional Special Olympics Sports Council can only be made by presenting a motion of change circulated among members at least two (2) weeks prior to the Annual General Meeting at which the proposed change will be voted on after the discussion to each motion.

Section 6.2 – Adoption

Adopting amendments to the constitution and the by-laws will be by a vote in favour consisting of 2/3 majority approval by the voters present at the Annual General Meeting.

Article 7 – DRSOSC ELECTIONS

Section 7.1 – Elections and Duration of Offices

- a) The members of the DRSOSC shall be elected at the Annual General Meeting (AGM)
- b) The officers are elected for a two-year term.
- c) Terms of office are renewable for a maximum of 2 consecutive terms only, for one position,
- d) The officers shall take office effective with the December Meeting. This meeting will be a joint meeting of the old and new Council.

Section 7.2 – Removal From the DRSOSC

An absence of a member of the DRSOSC from two (2) consecutive meetings of the DRSOSC without just cause may provide reason to remove the member from the DRSOSC at the discretion of the DRSOSC,

Any violation of the DRSOSC Code of Conduct shall provide reason to remove the member from the DRSOSC.

Any member of the DRSOSC may be removed if they have consistently acted in a way that is not in the best interests of DRSOSC.

Section 7.3- DRSOSC Vacancies

If any office becomes vacant, the Executive Committee shall at the earliest date, order a special election for the purpose of filling that office.

Section 7.4 – Resignations

Any member of the DRSOSC may resign from office by notification in writing to the Chairperson or Secretary, which shall be effective upon receipt thereof or upon an agreeable date specified by the resigning member not more than thirty (30) days of notification of resignation.

Section 7.5 - Restrictions on Positions

The following restrictions apply to the elected/appointed members of the DRSOSC:

- The Chairperson shall come from the current council
- The LETR/DRPS Representative will be appointed directly by the DRPS
- Persons who are in a fiduciary role and/or hold the equivalent of the position of Chairperson, Vice-Chairperson, Secretary or Treasurer on any other Special Olympics body in the Durham Region shall not be permitted to hold any of those positions on the DRSOSC

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- If any person who holds one of the foregoing positions on any other Special Olympics body and is elected to the position of Chairperson, Vice-Chairperson, Secretary or Treasurer on the DRSOSC, must immediately resign their position on the other body

Each elected and voting position on the DRSOSC is a two (2) year term

A person may not serve more than two (2) consecutive terms in the same position.

Section 7.6 – Election Procedures

The elections will be held at the AGM in November of each year.

- Positions available, and their respective duties, will be made known to the membership prior to the annual general meeting.
- The membership shall be made aware of nominations received prior to the annual general meeting.
- Written nominations may be made to the Elections Committee prior to the meeting.
- Nominations will also be received from the floor.

At the AGM:

- The slate of available positions will be read.
- Nominees that have indicated an interest will be named and their willingness to stand for election confirmed.
- Nominations will then be opened to the floor.
- Nominations will be closed after a reasonable time. A “reasonable” amount of time for soliciting nominations from the floor is indicated by a lack of nominations after the elections officer has asked three times for nominees.
- The position of chairperson shall be elected first, should this be an even year election.
- The remaining positions shall be elected in the following order:

Even Year Election

Treasurer
New Program Development Coordinator
Athlete Representative (1)
Sport Programs Representative (1)
Volunteer Coordinator
School Liaison
Community Partner (1)

Odd Year Election

Vice-Chairperson
Secretary
Athlete Representative (1)
Sport Programs Representative (1)
Athlete Recruitment Coordinator
Fundraising Coordinator
Social Coordinator
Community Partner (1)

Any member of the general membership of the Durham Region Special Olympics Sports Council is eligible to vote and the vote is conducted:

- If only one person agrees to stand for a position, then he or she is elected by acclamation.
- If more than one person agrees to stand, then each is provided with a brief amount of time to address the membership.
- Voting shall be by ballot, with each member receiving one ballot on which they will enter the name of the candidate of choice.
- Scrutineers will distribute and collect the ballots, count the votes cast for each candidate and report the results to the elections officer. The successful candidate will have received a majority of the votes. Should a majority vote not be obtained, balloting will continue until a majority vote has been received.
- Ballots will be disposed of at the close of the elections.

Article 8 – ROLES OF DRSOSC

Section 8.1- Duties of each position

Chairperson:

- 1 Preside at DRSOSC Meetings, ensuring that the meeting place is available and set up for the meeting. Issue notices of meetings and agendas.
- 2 Appoint all committees not otherwise provided for
- 3 Be an ex-officio member of all committees
- 4 Ensure all regulations of this Constitution and Bylaws are adhered to
- 5 Ensure that all members of the DRSOSC are performing their duties according to their job description
- 6 Carry out assignments and directives given to him/her
- 7 Be entrusted as one of the signing officers
- 8 Ensures that a monthly report of the DRSOSC activities/status is completed and submit copies to the Executive Committee, DRSOSC and representatives of the Special Olympics sport programs in the region
- 9 Act as liaison and primary contact to the SOO provincial office and provide liaison between SOO, DRSOSC and the community
- 10 Represent DRSOSC at community events
- 11 Establish objectives each year through consultation with SOO and DRSOSC
- 12 Delegate tasks to DRSOSC members as required in order to achieve the planned objectives
- 13 Act in the position of Executives in their absence
- 14 Make provisions for the discharge at that time of necessary duties of absent members;
- 15 Call special meetings
- 16 Attend all DRSOSC meetings

Vice-Chairperson

- 1 Assumes all duties of the Chairperson in their absence
- 2 Acts in the position of Executives in their absence
- 3 Acts as the main contact for all programs in the Durham Region
- 4 Ensures that information from the sports programs is disseminated among SOO, DRSOSC and the community
- 5 Ensures that the DRSOSC website is maintained and up to date
- 6 Act as a liaison, oversee and ensure a monthly report is prepared for the Sport Program Representatives, Athlete Representatives, New Program Development Coordinator and the LETR/DRPS Representative
- 7 Ensure that all regulations of this Constitution and Bylaws are adhered to
- 8 Carryout assignments and directives given him/her
- 9 Be entrusted as one of the signing officers
- 10 Report in writing monthly on the activities of the Special Olympics sport programs in the region
- 11 Attend all DRSOSC meetings;

Treasurer

- 1 Keep a record of the financial activities of the DRSOSC
- 2 Produce a written statement of account for all meeting;
- 3 Pay the bills of the DRSOSC expenditures approved by the DRSOSC in accordance with the Constitution and Bylaws
- 4 Prepare (in association the Executive Committee) and present to the AGM a proposed budget for the upcoming fiscal year
- 5 Be entrusted as one of the signing officers
- 6 Submit GST rebate claims to SOO on a quarterly basis
- 7 Attend all DRSOSC meetings

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Secretary

- 1 Record, distribute, and keep the minutes of all Executive and DRSOSC meetings
- 2 After consultation with the Chairperson and Vice Chairperson issue notices of meetings and agendas
- 3 Conduct the correspondence of the DRSOSC and keep a file of all correspondence to and from the DRSOSC
- 4 At Executive Committee and DRSOSC Meetings present a list of all correspondence received and read any documents which may require attention
- 5 If one of the positions of the normal signing officers (Chairperson, Vice Chairperson and Treasurer) is vacant, be entrusted as one of the signing officers
- 6 Develop and keep up to date an accurate DRSOSC roster and a contact list for all sport programs in the Region
- 7 Receive monthly written reports provided by all committees to include with the minutes
- 8 Attend all DRSOSC meetings

LETR/DRPS Representative

- 1 Act as the liaison between the DRSOSC and the Durham Region Police Services
- 2 Act as the point of contact between the DRSOSC and the lead officer of the Law Enforcement Torch Run
- 3 Ensure that the DRSOSC and its member sports programs are aware of the Law Enforcement Torch Run and the needs that the DRSOSC and sports programs must achieve
- 4 Attend all DRSOSC meetings

Athlete Representative (2)

- 1 Uphold the athlete rights and responsibilities
- 2 Liaise with other Durham Region athletes and bring athlete ideas and perspectives to the DRSOSC
- 3 Liaise with DRSOSC and bring initiatives and ideas to Durham Region athletes for feedback
- 4 Promote athlete empowerment amongst the DRSOSC;
- 5 Represent Durham Region athletes
- 6 Attend all DRSOSC meetings

Fund Raising Coordinator

- 1 In association with all Executive and DRSOSC members, develop a fund raising plan to adequately meet the financial needs of the DRSOSC
- 2 Develop strategies and resources to enable the goals in the fund raising plan to be met (for example, grant applications, in-kind donations, service club solicitations)
- 3 Prepare and submit a written report at each DRSOSC meeting
- 4 Compile a list of sport club fund raising activities or prevent crossover problems
- 5 Develop within the DRSOSC and the external community the resources and committees required to run all fund raising events
- 6 Attend all DRSOSC meetings

Sport Programs Representative (2)

- 1 The two (2) Sport Program Representative will mutually divide the sports and sports programs in the Durham Region each year
- 2 Liaison with all regional sport clubs/programs before each DRSOSC meeting to obtain the most current sport program information so that this can be reported to the DRSOSC
- 3 Represent the Sport Clubs at DRSOSC Meetings
- 4 Make monthly reports to the DRSOSC on all sport program related activities in the community
- 5 Ensure that appropriate action has been taken to fulfill program requirements
- 6 Assist the New Program Development Coordinator in identifying and developing sport opportunities
- 7 Maintain a file of all active sports programs, contact information, location information and program availability

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- 8 Liaise with all sport programs in the Regional Municipality of Durham and bring ideas and perspectives to the DRSOSC
- 9 Liaise with DRSOSC and bring initiatives and ideas to Durham Region sports programs
- 10 Communicate all required information from SOO to the Durham Region sports programs
- 11 Ensure that training opportunities are made available to athletes in the Durham Region
- 12 Ensure that training opportunities are made available for coaches and volunteers in the Durham Region
- 13 Attend all DRSOSC meetings

New Program Development Coordinator

- 1 In consultation with SOO, the Sport Program Representatives, current sport programs, athletes and the community identify new sport opportunities, development needs and expansion of existing programs
- 2 In association with the community at large and the DRSOSC identify the possible locations for new and expanded programs
- 3 Assist with the starting of new sports and expansion of existing programs by coaching/mentoring
- 4 Liaise with the SOO provincial office to assist in registration and formation of new sport programs
- 5 Make monthly reports to the DRSOSC on activities and make recommendations on the development opportunities
- 6 Identify and recruit new coaches and volunteers;
- 7 Attend all DRSOSC meetings;

Volunteer Coordinator

- 1 Act as the primary contact for the Durham Region for all new volunteers as identified by SOO
- 2 Compile and distribute updated registration/membership/mailling lists
- 3 Compile an ongoing tabulation of the number of volunteers associated with the DRSOSC and the sports programs and make a monthly report to DRSOSC
- 4 Coordinate the activities of the Volunteer Committee
- 5 Plan and coordinate the annual volunteer recognition
- 6 Conduct as needed orientation sessions for new volunteers
- 7 Plan on-going training for volunteers including First Aid, CPR and Special Olympics Technical courses
- 8 Provide program contact information to new volunteers that meet their needs and location and the needs of the individual sports programs
- 9 Develop and maintain a list of all current and prospective volunteers
- 10 Present a written report at each DRSOSC meetings
- 11 Attend all DRSOSC meetings

School Liaison

- 1 Act as the primary contact for the DRSOSC with all school boards and school based programs
- 2 Interact with the schools in Durham Region in ensuring that they realize there are programs available in the community
- 3 Assist in the recruitment of new athletes by talking with schools and answering any questions they might have regarding Special Olympics programs
- 4 Assist the Volunteer Coordinator in identifying and recruiting school aged volunteers
- 5 Assist the New Program Development Coordinator in identifying and securing school facilities that can be used for sport programs
- 6 Attend all DRSOSC meetings

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Athlete Recruitment Coordinator

- 1 Distribute Athlete Registration Forms and Profile Forms to the Sport Program Representatives, sport programs and head coaches to ensure they have them for new athletes in their sport
- 2 Collect, proofread and verify for completeness all Sport Club Verification, Athlete Registrations and Athlete change forms
- 3 Compile and distribute updated registration/membership lists
- 4 Act as the primary contact for the Durham Region for all new athletes as identified by SOO
- 5 Provide program contact information to new athletes that meet their needs and location
- 6 Develop and maintain a list of all school based programs and other programs both athletic and non-athletic, in Durham Region in order to provide these groups with information on sport programs available in the Durham Region
- 7 Develop and maintain a list of prospective athletes
- 8 Present a written report at each DRSOSC meeting
- 9 Attend all DRSOSC meetings

Social Coordinator

- 1 In association with all Executive and DRSOSC members, develop a social plan to adequately meet the needs of the DRSOSC and its athletes
- 2 Develop social events for all Durham Region athletes
- 3 Prepare and submit a written report at each DRSOSC meeting
- 4 Develop within the DRSOSC and the external community the resources and committees required to run all social events
- 5 Attend all DRSOSC meetings

Community Partner Liaison

- 1 Will be recruited and appointed non-voting members
- 2 Represent community partners with an active interest in Special Olympics
- 3 Provide contact information for volunteer and fund raising resources in the Durham Region
- 4 Attend DRSOSC meetings

Section 8.2- Composition of the Executive Committee

The Executive Committee will be comprised of the following positions:

Chairperson
Vice Chairperson
Treasurer
Secretary
DRSOSC Representative elected by the remaining members of the DRSOSC.

Section 8.3 – Duties of the Executive Committee

The Executive Committee will act on behalf of the DRSOSC when a full meeting of the DRSOSC is not immediate and cannot be scheduled in time to address and immediate issue. It will also meet on a regular basis to identify and determine the short term and long term focus of the DRSOSC.

Article 9 ELIGIBILITY

Section 9.1 Volunteer Eligibility

The DRSOSC will recognize any individual committed to the goals and purposes of the Durham Region Sports Council:

- a) Is a registered volunteer of SOO

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- b) Is an active volunteer within the one of the various programs in the Durham Region or signs up to be a volunteer with SOO
- c) Is willing to take responsibility for his/her actions on behalf of Durham Region Program and be accountable and operate with the sanction of the Durham Region Program and the DRSOSC
- d) Has agreed with and signed a DRSOSC or individual sport program Code of Conduct

Section 9.2 Athlete Eligibility

The DRSOSC recognizes any athlete as a member in good standing provided that he/she:

- a) Is registered athlete of SOO (complying with Provincial and National Eligibility Standards)
- b) Is an active participant in an athletic club or sport specific program at the local level
- c) Has agreed to and signed a DRSOSC or individual sport program Athlete Code of Conduct

Article 10 FINANCE

Section 10.1- Banking

There shall be one bank account for the DRSOSC. There are to be three (3) signing officers, the Chairperson, Vice-Chairperson and Treasurer. Banking arrangements will require two (2) signatures on every cheque.

Section 10.2- Expenses

All expenses incurred by the DRSOSC must be approved by the DRSOSC and must follow the policies and guidelines established by the DRSOSC.

- a. The DRSOSC must approve all expenditures prior to any Special Olympic funds being committed.
- b. The DRSOSC may grant authorization to an individual to approve expenditures of \$100.00 or under.
- c. The Executive Committee can approve expenses over \$100 and under \$250
- d. Authorization to expend funds in excess of \$100.00 must be recorded in the minutes of the DRSOSC.
- e. All purchases must be accompanied by supporting receipts and descriptions.
- f. Packing slips and invoices will be maintained for all purchases and forwarded to the Treasurer.
- g. Purchases of supplies or services greater than \$500.00 must have quotes from at least two (2) suppliers.

Cash advances given to individuals on the DRSOSC or member community organizations must be accounted for using the Expense Claim Form available on the Special Olympics Ontario website.

Section 10.3- Receipts

All funds received or raised by the DRSOSC must adhere to the National Fund Raising Policy and not be in conflict with prior fund raising initiatives of the local programs.

- a. All receipts must be deposited into the DRSOSC. All cheques must be made payable to the DRSOSC and deposited to the Council's bank account.
- b. Any cash collected may not be used to pay expenses prior to the cash being deposited since a record of receipts of those funds is required.
- c. When cash is being handled, two persons must jointly verify the amount collected and deposited.

Section 10.4- Grants to Community Organizations or Individuals

All applications for funds of any kind from the DRSOSC must be submitted on a DRSOSC Grant Application. Applications will be reviewed by the DRSOSC and evaluated on need and the match to the

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Mission, Vision and Values of the DRSOSC. Application deadlines maybe established if required and this information will be distributed to member communities and posted on the DRSOSC website.

Section 10.5- Record Keeping

The Treasurer must maintain all bank accounts, back-up documentation, bank reconciliation, receipt and disbursement journals, and a general ledger using either an accounting program on a computer or a written journal spreadsheet. This material must be made available for review by those authorized by the Provincial Office at any time such a review is requested.

Section 10.6- Financial Reporting

The Treasurer shall provide complete Financial Statements at each DRSOSC meeting. This will include an Income Statement and Balance Sheet. Each member of DRSOSC must receive copies of the financial statements.

The Treasurer will provide a semi-annual Financial Report to provincial office according to deadlines.

Section 10.7- Tax Deductible Receipts

In accordance with the Canadian Revenue Agency, all donations must be made payable to Special Olympics Ontario. Upon receipt of these donations, Special Olympics Ontario will send a receipt and thank-you letter to the donor, as well as return 100% of the donation to the DRSOSC.

Section 10.8- Signing Authority

The Chairperson, Vice-Chairperson and Treasurer will have signing authority on the DRSOSC account. All cheques require two(2) signatures and one (1) signature must be the Treasurer.

Article 11 REGISTRATION

Section 11.1 – The Registration Procedure

The DRSOSC will promote and ensure that all participants in programs and events run by the DRSOSC are registered with SOO. It will also promote registration of all participants in local programs and events.

Registration forms will be distributed to new or prospective general members; Accompanied by instructions to complete the forms and acquiring a police check andAlso the outline of the cost for the police

Completed Registration form and Police Check are returned to the Volunteer Coordinator

The Volunteer Coordinator verifies each form to insure their accuracy and completeness and completes the reference checks.

The Volunteer Coordinators sends all completed forms with their police checks to the SOO office

Article 12 FUND RAISING

Section 12.1 – Fund Raising

The ongoing operations of the DRSOSC, based on its Mission and Vision and the development and implementation of new programs will be the focus of effective and efficient fund raising activities. All fund raising efforts must be approved and coordinated through the DRSOSC Fund Raising committee. Every effort must be made to protect the integrity and interests of the DRSOSC and the name and symbols of Special Olympics Ontario.

Article 13 COMMITTEES OF DRSOSC

Section 13.1- Committee Participation

All members of the DRSOSC must sit on one standing committee. In order to ensure diversity, members of the DRSOSC must change the committee they sit on every 2 years.

Section 13.2 – Standing Committees

The standing committees of the DRSOSC are:

- Sport Advisory Committee
- Social Committee
- Community Relations Committee
- Organization and Structure Committee
- Fund Raising and Corporate Partners Committee
- Risk Management Committee

Section 13.3- Duties of Committees

Sport Advisory Committee

- Will work with the local clubs and programs to ensure that they are aware of any and all rule changes affecting their sport
- Will produce and maintain documentation on the general needs of the community for sport programs
- Will produce and maintain documents to aid new and existing clubs on how to run a program

Social Committee

- Will coordinate all social events run by the DRSOSC
- Will recruit subcommittees and volunteers to aid in social activities

Community Relations Committee

- Will work with local community agencies to foster good relations between the local agencies, the DRSOSC and local programs
- Will raise the profile of Special Olympics, the DRSOSC and local programs
- Will produce and maintain documents on what agencies are in the Regional Municipality of Durham as a source of athletes, coaches and volunteers
- Will produce and maintain documents to provide to local community agencies on the programs available

Organization and Structure Committee

- Will produce and maintain all documentation required by the DRSOSC relating to the constitution and bylaws, policies and procedures
- Will review all documentation annually to ensure that it still meets the Mission and Vision of the DRSOSC,

Fund Raising and Corporate Partners Committee

- Will work on sourcing all possible sources of funding and corporate partners in the Regional Municipality of Durham
- Will provide information to possible funders in the Regional Municipality of Durham
- Will raise the profile of Special Olympics and the DRSOSC in the local business and charitable areas

Risk Management Committee

- Will ensure that all risks faced by the DRSOSC are minimized
- Will review the controls in place to ensure that the DRSOSC are adequate to protect the organization

Section 13.4 – Committee Reports

All standing committees will report to the DRSOSC at every meeting

Section 13.5 – Ad Hoc Committees

The DRSOSC or the Executive Committee may appoint or recruit for an Ad Hoc Committee as the need arises. These committees will serve a specific purpose and will serve for a limited predetermined time.

Article 14- THE ROLES OF THE DRSOSC AND THE LOCAL CLUBS

Section 14.1- Roles and Responsibilities of the Sports Council

The role of the DRSOSC is to fulfill the Mission and Vision outlined in Article 1.2.

The DRSOSC will work with all new and existing programs to ensure that they have the information and resources they require.

The DRSOSC will reach out to new and existing programs to ensure their continued involvement with the DRSOSC even if they have no representation on the DRSOSC.

The DRSOSC is to be the primary contact with SOO for issues that affect the region as a whole.

The DRSOSC will administer regional programs and fund raising initiatives as directed by SOO.

Section 14.2- Roles and Responsibilities of Local Clubs

A local program is a recognized unit that offers sports training and competition opportunities to individuals with intellectual disabilities.

Local clubs will operate all sports programs and have the right to fund raise in order to afford the program(s).

Any local club or program can use the DRSOSC as a resource for information.

In the event that a local club does not have the resources to maintain and run their program they should advise the DRSOSC of the situation. This does not mean that the DRSOSC will step in with either financial or personnel resources.

Local clubs have the responsibility to advise the DRSOSC of their issues and concerns.

Article 15 RISK MANAGEMENT

Section 15.1 Financial Risk Management

The DRSOSC will have a standing committee on Risk Management that will monitor and ensure there are controls in place for:

- Accounting
- Fraud prevention
- Insurance (liability, health and property)
- Legal, including contracts
- Public relations, both before and after an event
- Compliance with provincial and federal regulations

Section 15.2 Program Risk Management

SOO provides insurance for all programs and events run by registered SOO programs and organizations. DRSOSC will ensure that it completes a SOO Insurance Requisition Form for all programs or events that it runs. The elected and appointed members of the DRSOSC are covered by the Volunteer Insurance maintained by Special Olympics Ontario.

***Approved by the elected members of the DRSOSC on June 2, 2010.
Ratified by the General Membership at the AGM November 3, 2011.***