

Toronto & District Squash Association, Women's League  
(TDWSA)

Governance Documents  
as of July 2016

DEFINITIONS

- Ex-officio member: A member of a body (a board, committee, council, etc.) who is part of it by virtue of holding another office.
- Good standing: To be in good standing with both the TDWSA and Squash Ontario, an individual must be a female player who is a member of a local Club that is a member in good standing of Squash Ontario. List of Squash Ontario member clubs: <http://squashontario.com/play-squash/singles-squash/member-clubs/>. See online.
- Plurality of votes: The candidate who receives more votes than any other candidate in an election, but who may not receive a majority of all votes, is elected by a plurality of votes.
- Rules of the game: The rules of squash as defined by the World Squash Federation. <http://www.worldsquash.org/ws/rules>. See online.
- Toronto and District region: The Toronto & District Region is defined in the TDWSA Rules under section A5/ Boundaries. <http://tdwsa.com/tdwsa-rules/>. See online.

INTERPRETATION

- The Definitions, Constitution, and Bylaws of the TDWSA shall be read and interpreted in a broad and purposeful manner.

Toronto & District Squash Association, Women's League  
(TDWSA)

Constitution and Bylaws  
as of July 2016

CONSTITUTION

ARTICLE I - Name

ARTICLE II - Purposes

ARTICLE III - Executive Committee

ARTICLE IV - Membership

ARTICLE V - Meetings

ARTICLE VI - Amendments of the Constitution and Bylaws

BYLAWS

1. Duties of the executive officers
2. Duties of the division convenors
3. Nomination and election of the executive committee
4. Subcommittees
5. League rules

## CONSTITUTION

ARTICLE I - Name: The name of the Association shall be the Toronto & District Squash Association, Women's League; hereafter referred to as the TDWSA.

ARTICLE II - Purposes: The purposes of the TDWSA shall be:

1. To foster and promote the game of squash for women and girls throughout the *Toronto and District region*.
2. To uphold the official *rules of the game* as presently adopted by the World Squash Federation (WSF).
3. To carry on the affairs of the TDWSA without the purpose of financial gain and to use any income for the management of its affairs or the promotion of its goals.
4. To exist within the framework of Squash Ontario as a sanctioned singles squash league and to be responsible to this organization and to its member clubs which participate in the activities of the TDWSA.
5. To provide a consistently high-quality team league experience that will:
  - a. Promote good sportsmanship and fair play;
  - b. Provide a competitive forum for women and girls to improve their individual level of play and understanding of the game of squash;
  - c. Provide participating Squash Ontario member clubs with value-added squash programming for women and girls; and
  - d. Strengthen the community of women and girl squash players throughout the Toronto and District region.

ARTICLE III – Executive Committee

A. Composition of Committee: The Executive Committee shall consist of six (6) officers, up to four (4) voting members, and up to three (3) non-voting members. All officers, voting members, and non-voting members must be female squash players in *good standing* with the TDWSA league and Squash Ontario. If no candidate that meets the Executive Committee requirements is available, an exception can be made on consent from the other members of the Executive Committee.

a) Officers:

1. Chair
2. Secretary
3. Treasurer
4. Communications Officer
5. League Development Officer (1 or 2)

b) Voting members:

1. Division A Convenor
2. Division B Convenor

3. Division C Convenor
4. Division D Convenor

c) Non-voting members:

1. Division E Convenor
2. Summer A/B Convenor
3. Summer C/D Convenor

B. Terms of office:

- a. The term of office for each position on the Executive Committee is as follows:
  1. Chair – 3 year term\*
  2. Secretary – 3 year term\*
  3. Treasurer – no term limit
  4. Communications Officer – 2 year term
  5. League Development Officer – 3 year term\*
  6. Division A, B, C, D Convenors – 1 year term
  7. Division E Convenor – 2 year term
  8. Summer A/B Convenor – no term limit
  9. Summer C/D Convenor – no term limit

\* To ensure organizational continuity, positions which are asterisked (\*) shall not be elected for concurrent terms.

- b. Officers, voting members, and non-voting members may stand for re-election.
- c. Unless a role carries no term limit, Executive Committee members may only serve two (2) consecutive terms in the same role.
- d. Any member standing for re-election who has served two (2) terms in the same role, shall be required to serve in a different role.
- e. All members of the Executive Committee serving the final year of their term of service shall be asked within a reasonable time before the end of their term if they wish to stand for re-election to the Executive Committee in order to provide the Executive Committee with forward notice of a vacancy.
- f. Vacancies shall be filled according to the nomination and election processes defined in the TDWSA bylaws.

C. Duties of the Executive Committee:

- a. The Executive Committee shall act on behalf of the TDWSA and shall be responsible for implementing the policies and programmes established by the TDWSA.
- b. The Executive Committee shall meet at regular intervals throughout their term.
- c. The Executive Committee shall generally do all such things as in the opinion of the Executive Committee shall be necessary or expedient to carry out effectively the purposes of the TDWSA. A general opinion shall be arrived at through a vote based on the TDWSA voting procedure defined in Article IV of the TDWSA constitution.

- d. The Executive committee shall have a broad and purposeful power to enforce these Bylaws.
- e. The Executive Committee shall be responsible for providing an orientation for new members as well as for those transitioning from one role to another.
- f. The Executive Committee shall appoint Chairpersons to such sub-committees as may from time to time be established.

#### ARTICLE IV - Meetings

##### a) Executive Committee

1. The Executive Committee shall meet regularly (a minimum of 4 times each year) throughout their term of office, at such times and in such places as called by the Chair of the Executive Committee.
2. Meetings of the Executive Committee may be held in person, by conference call, or via online meeting/webinar.
3. A minimum of 28 days of notice must be given for any Executive Committee meeting at which a bylaw or constitutional amendment is to be voted upon.
4. A quorum of no fewer than three (3) officers of the Executive Committee shall be required to be present at any Executive Committee Meeting. If quorum cannot be reached, the meeting shall be adjourned to another date.
5. For a motion to be passed at an Executive Committee meeting, a vote in favour by more than 50% of the Officers present will be required.
6. When a decision must be made in order to address a time sensitive matter, motions may be passed by electronic message. A quorum of three (3) Officers and a majority vote of more than 50% will be required to pass motions made via electronic message.
7. Minutes of all Executive Committee Meetings shall be distributed to members of the Executive Committee and to others considered appropriate by the Chair and/or Secretary of the Executive Committee.
8. Each year at the Spring Executive Committee meeting, held after the end of the Fall/Winter League, the new Executive Committee positions shall be settled and planning for the next season shall be conducted.

#### ARTICLE V - Amendments of the Constitution and Bylaws

- (a) The Constitution of the TDWSA may be initiated by any member of the Executive Committee and must be amended by a two-thirds majority vote of the Executive Committee.
- (b) Any proposed amendments to the Constitution shall be submitted in writing to the Secretary 28 days prior to the Meeting at which it is to be considered.
- (c) The Executive Committee is empowered to establish Standing Rules and Bylaws as are deemed necessary from time to time. The Executive Committee with unanimous approval, may temporarily abrogate, initiate, or revoke any Bylaw. This action must then be either ratified, repealed, or otherwise dealt with at the next meeting of the Executive Committee.

## BYLAWS

### BYLAW 1: Duties of the executive officers

#### 1.1 The Chair shall:

- (a) Call and chair all meetings of the TDWSA and Executive Committee.
- (b) Be an *ex-officio member* of all sub-committees of the TDWSA.
- (c) Draw up the agendas for all meetings and generally supervise the business of the TDWSA.
- (d) Have a major responsibility in reviewing existing TDWSA rules and procedures, with the view to recommend changes in the existing rules and procedures or the implementation of new rules and procedures.
- (e) Have the power to act in all emergency matters for the benefit of the TDWSA, such action to be subject to approval by the Executive Committee before the action is taken.
- (f) Be a signing officer of the Association.
- (g) Be responsible for preparing and presenting reports to Squash Ontario.
- (h) Be responsible for creating and reviewing major TDWSA publications and/or communications internal and external to TDWSA.
- (i) Review the registration of all teams in the league and supervise the allocation of Teams to each division.
- (j) Prepare “information” packages for all team captains and Division Convenors, for distribution at the Fall and Summer Captain’s meetings.
- (k) Prepare the schedules for all divisions and distribute to team captains at least one full week before the starting date of the schedule.
- (l) Review the league playing rules and regulations and settle the Division Convenor positions at each Spring meeting.

#### 1.2 The Secretary shall:

- a. Assist the Chair in the performance of her duties.
- b. Assist the Chair in whatever matters may be assigned to her from time to time.
- c. Keep the records of the organization and make the records available when required by persons who could reasonably be considered to be authorized to have these records.
- d. Issue notices of the Executive Committee meetings and agenda at least 7 days before the meetings, to all appropriate persons, or at least 28 days before meetings at which an amendment to the constitution or bylaws is to be considered by Executive Committee.
- e. Record minutes of all meetings of the Executive Committee of the TDWSA.
- f. Distribute minutes of the Executive Committee meetings.
- g. Conduct the official correspondence of the TDWSA and assist with the creation and review of major TDWSA publications and/or communications internal or external to TDWSA.
- h. Keep a list of participating clubs in each division in each season.

#### 1.3 The Treasurer shall:

- (a) Receive all monies directed to the Committee and keep financial records of the Committee.
- (b) Receive all registration fees.

- (c) Report to all Executive Committee meetings, in writing, the financial status of the TDWSA, and at the final Executive Committee meeting of the year present a financial statement showing all receipts and expenditures for that year.
- (d) Be responsible for distribution and reporting of all monies received from Squash Ontario and/or TDWSA sponsors.
- (e) Be a signing officer of the TDWSA.

1.4 The Communications Officer shall:

- (a) Be responsible for creating and reviewing major TDWSA publications and/or communications internal and external to TDWSA.
- (b) Be responsible for publicizing all TDWSA activities and act upon any recommendations of the Executive Committee concerning public relations.
- (c) Be responsible for soliciting sponsorship and for promoting sponsors of the TDWSA.

1.5 The League Development Officer shall:

- (a) Be responsible for educating club pros and players about the benefits of participation in the TDWSA league, and act upon any recommendations of the Executive Committee concerning the expansion of and recruitment of teams into the league.

BYLAW 2: Duties of the division convenors

2.2 The Division Convenors shall:

- (a) Assist in the promotion of the league to players, teams, and club pros during the registration period.
- (b) Be responsible for ensuring the fair and respectful running of the Division(s) that she convenes.
- (c) Serve as the primary point of contact with captains throughout the pre-season and season.
- (d) Be responsible for creating and/or reviewing major League publications and/or communications geared towards the Division they are convening.
- (e) Actively solicit feedback from the captains throughout the season and share this with the Executive Committee.
- (f) Ensure the prompt and timely flow of information from the Executive Committee to the captains and vice versa.
- (g) Not convene the same division in which they play.

BYLAW 3: Nomination and election of the executive committee

3.1 Nomination:

- (a) Should there be a vacancy that cannot be filled by a standing member of the Executive Committee, a call for nominations shall be issued to the active TDWSA community of captains and players and to the broader Squash Ontario community.

- (b) The call for nominations shall include a description of the specific role, including duties, time commitment, legal and financial commitments, required skills/qualifications, and any other expectations.
- (c) In order to be considered for election, candidates must nominate themselves by submitting a written statement of interest highlighting their qualifications for the role.
- (d) Nominees must be in good standing with the TDWSA league and Squash Ontario.
- (e) The Executive Committee shall hold a special meeting to review the candidate(s) qualifications for the specific role(s) being recruited for.
- (f) At the discretion of the Executive Committee, a screening/interview process may be conducted to further assess candidate qualifications.
- (g) The Executive Committee shall select one or more finalist(s) from the candidate(s) and extend an official invitation to join the Executive Committee.
- (h) The Executive Committee shall notify any nominees not selected for a role and thank them for their interest in serving on the Executive Committee.

### 3.2 Election:

- (a) All members of the Executive Committee are eligible for re-election provided that the individual has agreed to serve.
- (b) Election to the Executive Committee will be made by a show of hands by the Officers present using a *plurality of votes* and the Secretary will record all votes in the minutes of that meeting.

### 3.3 Removal:

- (a) An Officer may be removed from office for cause by more than two-thirds of the Officers of the Executive Committee present at the vote in question.

### 3.4 Vacancy:

- (a) Should a vacancy occur due to lack of candidates volunteering the Executive Committee shall appoint another to fill such vacant position if it deems such action to be in the best interest of the TDWSA.

## BYLAW 4: Subcommittees

### 4.1 Subcommittee formation and composition:

- (a) The Chair, with the approval of the Executive Committee, may from time to time appoint a member of the Executive Committee to Chair a subcommittee.
- (b) Subcommittee Chairs shall be responsible to the Executive Committee for all actions of their subcommittees.
- (c) Subcommittees shall be composed of members of the Executive Committee, participants in the league, and subject matter experts.
- (d) Personnel of all subcommittees shall be submitted to and approved by the Executive Committee.



#### 4.1 Duties of subcommittees:

- (a) Subcommittees shall have their purpose outlined by the Executive Committee.
- (b) The subcommittee shall perform its role in a broad and purposeful manner.
- (c) The subcommittee's mandate shall be set by the Executive Committee and can be revoked or amended by the Executive Committee with a write-in vote at any time so long as more than three (3) officers vote in favour of the revocation or mandate amendment.

#### BYLAW 5: League rules

- a) TDWSA Rules: <http://tdwsa.com/tdwsa-rules/>. See online.