



Capital City Supporters Group Constitution

(Updated November 2023)



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Article 1: Name

1.1 The name of this organization is “Capital City Supporters Group”.

Article 2: Definitions

2.1. “CCSG” means “Capital City Supporters’ Group”.

2.2. “Member” means all those who fall under the umbrella of membership as described in Section 3.2.

2.3 “ATO” means “Atlético Ottawa”

2.4. “CPL” means “Canadian Premier League”.

2.5. “CMNT” means “Canadian Men’s National Team”

2.6. “CXNT” means “Canadian Women’s National Team”

Article 3: Membership

3.1 A CCSG Member refers to an individual who has paid dues as outlined in section 3.2 and remains in good standing with CCSG.

3.2 A CCSG Membership is a tiered system, with rights and privileges apportioned based upon the level of membership that has been obtained:

3.2.1 Affiliate Member: The Affiliate Member level of membership is open to any member of the public who willingly signs up to the CCSG mailing list and agrees to follow the Code of Conduct. Affiliates have no further rights or privileges than to receive communications from the club as part of the mailing list and are not charged any fees.



3.2.2 New Member: The New Member membership level is open to any public member who formally registers with CCSG and pays an annual membership fee as determined by the Executive Council in the Annual Budget. The fees remain active until a new budget is approved. New Members are given access to member-exclusive content, including but not limited to social media groups, chats, articles, preferred access to CCSG events, access to purchasing limited edition merchandise, along with formally serving on Executive Council Committees and being eligible to be appointed as a Director on the Executive Council.

3.2.2.1 The New Member membership period begins upon receipt of payment and is valid until the date specified as part of the membership's sale. Membership fees are non-refundable.

3.2.2.2 New Member memberships may be terminated:

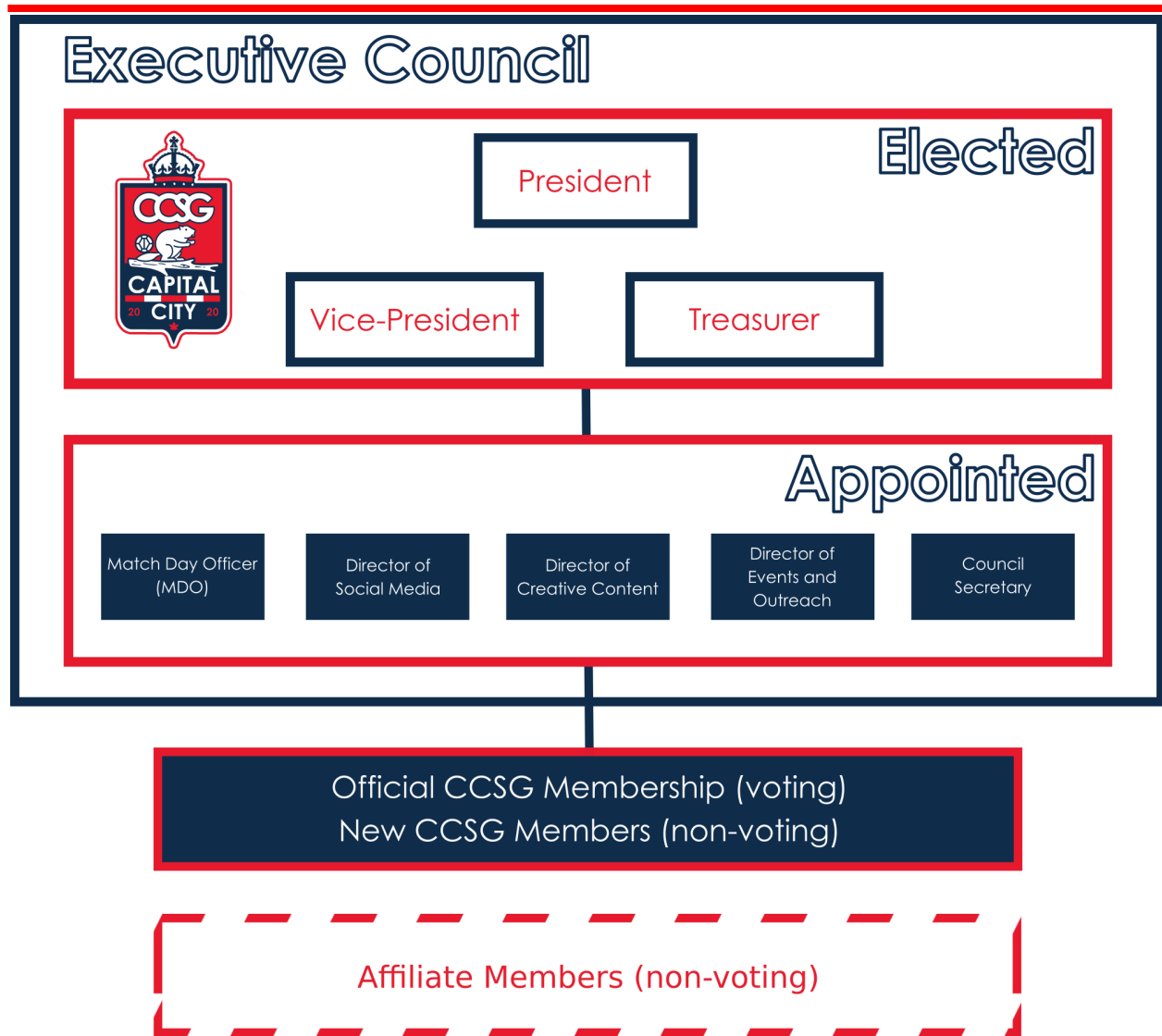
- At the request of the member;
- Upon investigation and/or consultation by the CCSG Executive Council; and/or
- Following any actions that deem the membership to be in poor standing.

3.2.3 Voting Member: The Voting Member membership level is automatically granted to New Members (described in 3.2.2) who have completed one calendar year of good standing membership at the New Member level, continue to maintain that good standing and the criteria laid out in 3.2.2, and are not eligible voting members of other similar Supporters Groups. Being a Voting Member confers all rights and privileges of the New Member level, with the added benefits of the ability to vote for the members of the Executive Council and stand for the elected positions on the Executive Council.



3.2.3.1 When considering if a Supporters Group is sufficiently similar, the following factors must be considered by the Executive Council, who will make the final determination:

- Does the organization fulfill a similar mandate and function as CCSG?
- Do the organization's objectives and goals act contrary to the stated goals of CCSG? (ex. Supporting opposition sides would be considered similar.)
- Is the organization of a similar scope to CCSG? (ex. Regional Support vs National Support)





Article 4: Jurisdiction

4.1 Within the terms set out in this document, the Executive Council is the decision-making and representative body for those who are members as defined by Article 3.1.

4.2 This extends to all activities conducted by members of CCSG, whether they take place at a CCSG-sanctioned event or not.

Article 5: Mandate

5.1 Promote the interests of its members in supporting football culture in Ottawa, supporting local teams including but not limited to ATO, and supporting CMNT and CXNT.

5.2 Provide members with a forum to discuss ways in which to improve their match-day experience and football culture in Ottawa, as well as to discuss issues related to football at all levels.

5.3 Encourage supporters to become involved in the football community (with particular emphasis on active involvement in the game day experience and affairs of CCSG) and the community at large.

5.4 Promote a sense of belonging amongst supporters of CCSG and the wider football community.

5.5 Stimulate constructive dialogue and cooperation between local football teams and supporters.

5.6 Promote issues of general interest to football fans in Ottawa in cooperation with other like-minded bodies.



Article 6: Executive Council

6.1. The Executive Council of CCSG consists of no less than three voting members: President, Vice President, and Treasurer.

6.2. The Executive Council may also have any number of appointed, non-voting members elected by a margin of 50%+1 vote of the Executive Council.

6.3. Only Voting Members of CCSG, as elaborated in Article 3.2., are eligible to be voting members of the Executive Council.

6.4. Each member of the Executive Council will serve for 2 calendar years following their election.

6.5. All Executive Council members must remain eligible members of the CCSG for the entirety of their term.

6.6. Vacancies of voting members on the Executive Council will be addressed using the measures found in Article 11.

Article 7: Executive Council Positions

7.1 The Elected Members of the Executive Council are (in order of precedence):

7.1.1 The President, responsible for:

7.1.1.1 Acting as the official spokesperson of the CCSG.

7.1.1.2 Coordinating CCSG activities and ensuring that the organization of events is efficient and dynamic, while also ensuring safety of Members during CCSG events.

7.1.1.3 Presiding over and encouraging consensus at Executive Council meetings and General Assemblies.



7.1.1.3.1 Naming a neutral Chair to preside over elections where they appear on the ballot.

7.1.1.4 Planning, with the Treasurer, a budget for the CCSG before the start of the CPL Season.

7.1.1.5 Reviewing, approving, and signing all audits prepared by the Treasurer for General Assemblies.

7.1.1.6 Assisting Executive Council members in their duties as enumerated in Article Seven and meeting with the Executive Council members on a regular basis to ensure they are fulfilling their mandate.

7.1.1.7 Consulting with members regularly.

7.1.1.8 Meeting with representatives of ATO, CSA, CPL, other supporters groups, and members as necessary.

7.1.1.9 Ensuring that the CCSG follows constitutional guidelines.

7.1.1.10 Ensuring their accessibility in Ottawa during the CPL season and ability to perform their duties without any hindrance.

7.1.1.11 Writing a transition report for their successor before the end of their term.

7.1.2. The Vice President, responsible for:

7.1.2.1 Supporting the President in the execution of their roles and responsibilities.

7.1.2.2 Acting in the role of President when delegated such authority by the President.

7.1.2.3 Helping to host CCSG events and Game Day activities.



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- 7.1.2.4 Planning, with the Treasurer, a budget for the CCSG before the start of the CPL Season.
 - 7.1.2.5 Consulting with members regularly.
 - 7.1.2.6 Ensuring communications are maintained with membership concerning upcoming events and content.
 - 7.1.2.7 Helping support the development and execution of digital content.
 - 7.1.2.8 Ensuring that the CCSG follows constitutional guidelines.
 - 7.1.2.9 Ensuring their accessibility in Ottawa during the CPL season and ability to perform their duties without any hindrance.
 - 7.1.2.10 Ensuring that the Constitution of the CCSG is kept up to date.
 - 7.1.2.11 Writing a transition report for their successor before the end of their term.
- 7.1.3. The Treasurer, responsible for:
- 7.1.3.1 The sound management of CCSG funds.
 - 7.1.3.2 Preparing and presenting a CCSG financial statement at the first and last Executive Council meetings and presenting a midterm financial statement at the midpoint of CPL season.
 - 7.1.3.3 Managing and securing associated bank accounts and financial tools used by CCSG, along with any outstanding debts or recurring payments.
 - 7.1.3.4 Planning, with the President and Vice President, a budget for CCSG before the start of the CPL Season.



7.1.3.5 Ensuring that the financial impacts of decisions are considered when expenses are discussed at Executive Council meetings.

7.1.3.6 Demonstrating the financial constraints on CCSG when necessary during Executive Council meetings.

7.1.3.7 When CCSG is signing contracts or agreements, ensuring that all clauses have been read and that legal and financial implications have been carefully considered.

7.1.3.8 Meeting with each member of the Executive Council (elected or appointed) as necessary in order to determine the amount of funds needed for projects.

7.1.3.9 Respecting all legal regulations concerning financial control and the annual presentation of assets.

7.1.3.10 Ensuring that the CCSG is never in a position of financial deficit.

7.1.3.11 Ensuring that all CCSG financial documents, books, and files are kept up to date at all times.

7.1.3.12 Maintaining a list of active, paying members and their status within the organization.

7.1.3.13 Ensuring that the budget of CCSG for the year in progress, as well as the financial statements of the CCSG, are posted on the CCSG website.

7.1.3.13.1 A financial statement presentation must happen at an Executive Council meeting at the beginning and end of the CPL season to ensure transparency of payments.



7.1.3.14 Ensuring their accessibility in Ottawa during the CPL season and ability to perform their duties without any hindrance.

7.1.3.15 Writing a transition report for their successor before the end of their term.

7.2 The Elected Members of the Executive Council have the ability to appoint (by simple majority) Appointed Members of the Executive Council. These members do not have a vote on issues related to Executive Council decisions, and serve at their pleasure. While permissible that the Executive Council does not appoint any Appointed Members, the use of this function is vital to ensuring that CCSG is able to perform at the level expected of by members. It is recommended (but not required) that Appointed Members of the Executive Council include:

7.2.1 Director of Social Media

7.2.2 Match Day Officer

7.2.3 Director of Creative Content

7.2.4 Director of Events and Outreach

7.2.5 Council Secretary

Only members in good standing will be eligible for appointment to any of the Executive Council positions, as detailed in 3.2.2.

Article 8: Executive Council Meetings

8.1 The Executive Council reserves the right to meet as often as it deems necessary and in the manner it deems appropriate.

8.2 Quorum at Executive Council meetings for the purposes of voting on binding resolutions is half of the current voting Executive Council members plus one, rounding up.



8.3 Each of the elected members of the Executive Council have an equal vote, with the exception of the President, who has two.

8.4 Votes at Executive Council meetings are taken by a show of hands and are decided by a simple majority, that is to say 50% of the elected Executive members present and voting plus one. In the case of a tie, the motion is lost.

8.4.1 Votes and meetings held electronically (ex. in a group chat, zoom, etc.) with responses from all 3 voting members of the Executive Council are considered binding.

8.4.2 All votes on major financial matters above \$100 must be recorded, and the records must be made available upon request.

8.5 Each executive member is individually responsible for implementing Executive Council decisions and duties assigned to them within the deadlines set out at those meetings; this also extends to non-voting members of the Executive Council.

Article 9: Impeachment procedures

9.1 Justifications for the impeachment of a Executive Council member are:

9.1.1 Mismanagement of CCSG funds.

9.1.2 Failure to fulfill constitutional duties.

9.1.3 Failure to carry out specific directives adopted at an official Executive Council meeting without valid reasons.

9.1.4 Failure to conduct oneself in an appropriate manner, which runs contradictory to the CCSG Code of Conduct.

9.1.5 Abusing authorities granted under this Constitution.



9.2 The impeachment of an Executive member requires either:

9.2.1 The submission of a motion to impeach the Executive Council member in question by a fellow Executive Council member. Thereafter, a vote of three-quarters of the members of the Executive Council is required. Any motion of an Executive Council meeting whose purpose is to impeach a member of the Executive must specify the precise events or activities justifying impeachment. Should the Executive Council vote to impeach an Executive member in this process, they must cite a clearly articulated reason from section 9.1, and announce this reason to membership to notify them of the vote.

9.2.2 The submission of a petition signed by 51% of Voting Members. This petition must include the name of each signatory and must be submitted to the Executive Council and the Executive Council member(s) in question. Any petition and any resolution at an Assembly whose purpose is to impeach a member of the Executive Council specify the precise events or activities justifying impeachment.

9.2.2.1 Once a petition for impeachment has been submitted, an emergency Assembly must be called within 31 days in order to vote on the issue.

All Voting Members must be provided a copy of the petition and given at least 7 days' notice of the Assembly.

9.3 The impeachment hearing process will include:

9.3.1 The reason for impeachment (as defined by the Executive Council or petition citing section 9.1);

9.3.2 A written response submitted by the accused prior to the impeachment hearing; and



9.3.3 A meeting of the Executive Council or special Assembly (as applicable) with the accused present to discuss the reason for impeachment and come to a final decision.



Article 10: Elections

10.1 Elections for each position on the Executive Council will be held during a Fall Assembly following the end of the current Executive Council's mandate.

10.2 The election will be overseen by an Elections Officer, who is either the outgoing President if they are not standing for election or a Voting Member in good standing who is not seeking election.

10.2.1 The Elections Officer will chair the election portion of the Assembly.

10.2.2 The elections officer must act impartially in order to ensure the fairness and integrity of the Executive Council elections.

10.2.3 The Elections Officer must be named and confirmed by the outgoing Executive Council prior to the Assembly of the election.

10.2.3.1 The Elections Officer is confirmed by a vote of the Executive Council.

10.2.3.2 In the case that an Elections Officer is not found prior to the Assembly of the election, the President will act as Elections Officer until one may be elected by voting members present at the General Meeting.

10.2.4 Candidates must notify the Elections Officer of their intent to run 7 days (1 week) before the election at the latest.

10.2.4.1 If there is no candidate standing for a position or a potential candidate gets 10 member votes, they may be nominated from the floor of the Assembly.



10.2.4.1.1 If no candidate is nominated, the elected members of the Executive Council will be tasked with appointing an interim member per Section 6.2.1, and an election will take place at the following Assembly.

10.2.5 The Elections Officer will allot 5 minutes per Candidate for brief speeches prior to voting, followed by a 20-minute break for campaigning.

10.3 Only Members designated in section 3.2 are eligible to stand for election.

10.4 Members' terms may be shortened or extended by one year in order to align with the election of the majority of the Executive Council with a two-thirds majority vote by the voting Membership.

10.5 Elections of the Executive Council members will be conducted by secret ballot, led by the Elections Officer.

10.6 Voting members may designate a proxy by notifying the Elections Officer or Executive Council 24 hours prior to the start of the Assembly.

10.6.1 A voting member may only act as a proxy for one other voting member.

10.7 Each ballot will be an official document on which the names of the candidates, as they appear on the successfully completed nomination forms, are listed alphabetically from A-Z according to their surnames.

10.8 Each qualified voter must clearly mark their ballot with their chosen option. If there is ambiguity in the preference of the ballot, it will not be counted, but must be made available for review following the election for review.



10.9 Winning candidates must receive a majority in which the highest number of votes cast for one candidate exceeds the second-highest number.

10.10 The Elections Officer and appointed scrutineers by the Officer and candidates will count the ballots and announce the winners during the Assembly.

10.11 In the case of a tie, the following is to occur:

10.11.1 The candidate who receives the fewest votes is removed from the ballot, and a second round of voting occurs. This may continue until such a time as there are only 2 candidates.

10.11.2 If there are only 2 candidates in the running, the current President will cast the deciding vote. In the case that the election involves the outgoing President, the current Vice President will cast the deciding vote.

10.12 The newly elected members of the Executive Council begin their term immediately following the Assembly at which they were elected.

10.13 In the case of a dispute, a recount may be done in order to affirm any results if requested by 5 Voting members present.

Article 11: Vacancies and Executive Transitions

11.1 In the case of a vacancy, either due to resignation or impeachment, the vacated position will be filled by an interim leader until the next Assembly, where the vacancy will be officially filled in accordance with the rules established in Article 10.

11.1.1 The President reserves the right to commence a call-out for open applications and conduct interviews to



present to the Executive Council a candidate to fulfill the vacancy. A discussion and debate will be held, concluding with a vote where the candidate must achieve a simple majority of the current elected Executive Council members for their appointment to be approved. Their term will be limited to the duration between their appointment and the next Assembly.

11.2 Each outgoing Executive Council member must submit a transition report to their incoming successor within one month of the end of the outgoing Executive member's mandate, which must include:

11.2.1 A detailed account of how the member executed each of their responsibilities as outlined in the relevant sections of Article 7;

11.2.2 A list of useful contacts and resources employed during their term;

11.2.3 A description of the successes and challenges faced during their term; and

11.2.4 A list of recommendations, if necessary, including but not limited to: constitutional or organizational changes to the position occupied by the member.

Article 12: Assemblies

12.1 Assemblies are chaired by the current President or another officer as approved by the Executive Council. The Assemblies must be conducted in accordance with the most recent edition of "Robert's Rules of Order".

12.2 Quorum is set at 51% of CCSG voting members, including members of the Executive Council.



12.3 The Assemblies must be advertised by the Executive Council at least two weeks in advance, indicating the date, time, and location of the meeting, preferably in both English and French the date, time, and the location of the meeting, with the exception of general assemblies called for matters of impeachment.

12.4 Any motion may be introduced at an Assembly without prior notice, with the exception of constitutional amendments.

12.4.1 Constitutional amendments may be introduced at the Assemblies with the unanimous consent of Voting Members present or of the Executive Council and 51% of voting members present.

12.5 Votes on motions presented at Assemblies are taken by a show of hands and are decided by a simple majority of voting members present unless otherwise specified. In the case of a tie, the chair will vote an additional time in order to break the tie.

12.5.1 Constitutional amendments require a two-thirds majority in order to be passed.

12.6 Assemblies of CCSG must be held at least twice every Calendar year, with the first being held during the 2 months preceding the start of the CPL season (Called the Spring Assembly) and the second being held within 2 months of the end of the CPL season (Called the Fall Assembly).

12.6.1 Fall Assembly shall include:

- A financial update.
- An update from the Executive Council discussing the successes and struggles of the year.
- The Presentation of the Supporter of the Year Mug.
- Time for questions, motions, constitutional amendments, or recognition of members.



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- The election of Executive Council Members (as applicable)

12.6.1.1. Any elements of the Fall Assembly which were not able to be completed due to exigent circumstances must be completed at the following Spring Assembly.

12.6.2 Spring Assembly shall include:

- The presentation and approval of the annual Budget.
- The presentation of CCSG's planned activities for the following season.
- Time for questions, motions, constitutional amendments, or recognition of members.

12.6.2.1 Any elements of the Spring Assembly which were not able to be completed due to exigent circumstances must be distributed electronically to the membership.

12.7 The President is responsible for coordinating a Question Period during the Assembly, which will follow the Financial Update. This Question Period will last a maximum of 20 minutes, of which a maximum of 5 minutes is dedicated to an update from the President, and the rest of the time devoted to a question-and-answer period of which the members of the Executive Council will answer questions posed by members.

Article 13: Constitutional Amendments

13.1 Changes to the CCSG Constitution may be done by way of either an Assembly or a referendum.

13.1.1 The Executive Council may edit the Constitution by unanimous vote, so long as the content of the edits does not change the purpose or intent of the text. Such edits



may only involve minor editing to formatting, spelling, grammar, and unnecessary repetitive text.

13.2 Amendments to the CCSG Constitution must be submitted to the Executive Council and distributed one week prior to an Assembly held in accordance with Article 12.

13.3 Proposed amendments are passed at the Assemblies by a two-thirds majority vote of members present.

Article 14: Creative License

14.1 All official CCSG media and content (ex. Podcasts, TIFOs, Twitter Spaces, visual graphics, designs, formulas, social media posts, etc.), complete or incomplete, are the joint creative and intellectual property of CCSG and its creator(s).

14.1.1 Official CCSG media and content includes any content designed specifically for use by the group with its direct endorsement and ownership implied or explicit.

14.2 Misuse of CCSG's logos, branding, platforms, or content is strictly prohibited.

14.2.1. Examples of Misuse include but is not limited to:

14.2.1.1 Unauthorized use of official branding; and

14.2.1.2 Using CCSG's media and/or platforms in a way that contravenes the CCSG Code of Conduct.

14.2.2. Any member deemed to have misused CCSG's media materials by the Executive Council may face sanctions befitting the severity of the infraction.



Article 15: Code of Conduct

15.1 All members of CCSG are required to follow the CCSG Code of Conduct.

15.2. The Code of Conduct will be made available to all members, and are expected to read and maintain a working knowledge of its contents.

15.3. Should a member's actions contravene the Code of Conduct, they will be subject to a hearing with the Executive Council and sanctioned appropriately.

15.3.1. The hearing process will include:

- The offense (as defined by the Executive Council citing the Code of Conduct)

- A written response submitted by the accused prior to the disciplinary hearing.

- A meeting of the Executive Council with the accused present to discuss the incident and come to a final decision.