

# **Kings in the North Toronto Football Club Supporters'**

## **Group Constitution**

### **1.0 Name**

- **1.1** The name of the Supporters' Group shall be "Kings in the North Supporters' Group".

### **2.0 Objectives and Purpose**

The 'Kings in the North Supporters' Group' (hereafter referred to as the "Kings" or "Supporters' Group") shall take a positive role in promoting the needs and interests of Toronto FC and its supporters. The Supporters' Group shall;

**2.1** Positively promote Toronto FC among supporters and the wider community.

**2.2** Create and foster an inclusive, safe, and welcoming environment in the Supporters' Group's assigned area on match days, both home and away.

**2.3** Abide by Toronto FC's, MLS', BMO Field's and the Supporters' Group's codes of conduct.

**2.4** Positively contribute to the stadium atmosphere, including following the capo and drummer.

**2.5** In all aspects of supporter group activity, never engage in and actively oppose grossly unacceptable behaviour including:

- hate speech and forms of harassment or discrimination, based on, for example, race, ethnic origin, sexual orientation, and gender identity or expression. For a

more detailed list, refer to the list of protected grounds under the Ontario Human Rights Code.

- bullying behaviour or actual, attempted or implied physical abuse against any person, or group of persons

**2.6** Organise and participate in social events designed to promote the interests of Toronto FC and the Supporters' Group. These include home games, away games, away game viewings, banner paintings, fundraisers, etc.

**2.7** Encourage members to actively participate in group activities and committees.

**2.8** Encourage friendly relations with supporters of all football clubs.

**2.9** Encourage participation of younger members of the Supporters' Group.

**2.10** Do all such things that may be deemed necessary to facilitate the objectives of the Supporters' Group.

## **3.0 Governance**

**3.1** The Supporters' Group shall be governed by an Executive Committee, which will be voted in by its members. The Executive Committee members shall be elected by an electronic voting system. The results of the vote will be revealed at a special general meeting which will take place in January or February of the applicable year.

**A formal voting system is expected to be in place at a later date (but likely not before the 2022 season). A proposed timeline will be reviewed alongside when fans are able to return to the stadium. Until an election schedule is finalized, members who demonstrate an interest in roles would be invited to provisionally assume any available positions on the Executive Committee.**

**3.2** The Executive Committee consists of the chair, the vice-chair, a registrar, and other members, including a treasurer, game day operations coordinator, and a media coordinator. (See Executive Committee for full list of committee members).

## **4.0 Supporters' Group Membership**

**4.1** Membership in Kings of the North means that you are part of a welcoming community unified around a passion for football. You don't have to have a season ticket or even sit in Section 116 or any other Kings-populated section to be a member of Kings.

**4.2** Membership of the Supporters' Group will be open to all ages; however, the rules outlined in this document and the related code of conduct apply only to adults (i.e., individuals aged 18 and older). For instance, minors (i.e., individuals under the age of 18) are not eligible to vote. Minors also remain the responsibility of their parents or guardians and require their consent to participate in any activities.

- Junior membership: To encourage and support their participation in future Supporters' Group activities, individuals under the age of 18 can be recognized as junior members. The Supporters' Group will endeavour to create events, activities, and engagement opportunities specifically targeted at individuals under 18. Consent of a parent or guardian is required for junior membership or participation in any Supporters' Group activities.

**4.3** Every new adult candidate for membership will complete a membership form that will be accepted by the Executive Committee who reserves the right to refuse the application.

**4.4** Being a member of the Supporters' Group may give individuals:

- access to Supporters' Group-organized events and initiatives, including match viewings, the planning and organization for away trips, and pre- and post-game social activities,
- exclusive access to Toronto FC events targeted at supporters' groups, including unique access to the players and coaching staff,
- where possible, easier access to tickets in supporters' groups' sections—including playoff tickets, and
- if adults, the right to be involved in decision-making processes (e.g., voting)

With the above-listed privileges come the obligations outlined in this document and the code of conduct.

## **5.0 General Meetings**

**5.1** An annual general meeting of the Supporters' Group shall be held every calendar year. Ideally, it will be held within one (1) month of the start of the next season.

**5.2** Other meetings can be called by the Registrar at the direction of the Executive Committee or at the request of members at any time.

**5.2.1** Any member may request that an item be discussed at an upcoming Executive Committee meeting. The member should do so by notifying the Registrar in advance of the meeting, provided due notice of the meeting was given by the Executive Committee in advance. If a meeting is not planned, a member may request that the Executive Committee convene to consider the issue. The member would require the support in writing of at least four other members (for a total of 5).

**5.2.2** Any member may propose an agenda item for consideration at a general meeting. The member should do so by notifying the Registrar two weeks in advance of the meeting, provided due notice of the meeting was given by the Executive Committee in advance.

**5.2.3** Any member may request that a general meeting be convened if a meeting is not planned. The member should do so by notifying the Registrar. The member would require the support in writing of at least 14 other members (for a total of 15).

## **6.0 The Rules**

**6.1** The constitution and code of conduct should be reviewed annually. The purpose of the review will be to afford any member the opportunity to propose any amendments. Leading up to the annual general meeting, members are encouraged to forward any proposed amendments to the constitution and code of conduct to the registrar.

**6.2** Amendments to the constitution and the code of conduct shall only be made at an annual general meeting or at a specially convened general meeting. Any member may propose an amendment to the constitution. The member would require the support in writing of at least nine other members (for a total of 10) to trigger a vote.

**6.3** Decisions on amendments to the constitution and code of conduct will be made only through a members' vote.

**6.4 Membership Decision Making:** Decisions regarding matters that significantly impact members of the Supporters' Group will be made with member input and by consensus. The Executive Committee is committed to involving all members of the Supporters' Group in all significant decisions. Decisions will only be made after detailed information and options are presented to members for consideration.

The Executive Committee will develop mechanisms to obtain group feedback and present decisions made and the related rationale to members.

**6.5 Code of Conduct:** Each Kings member is bound by a code of conduct. Every member is expected to represent the Supporters' Group and Toronto FC in the best possible way at all times. This includes, but is not limited to, appropriate behaviour at all games involving Toronto FC, in the public domain, on all public or private internet forums and social media, and in all dealings with members, the general public, opposition supporters and all third-party groups, bodies and sporting organisations. Inappropriate behaviour by any member, as deemed inappropriate and detrimental to the Supporters' Group may lead to disciplinary action by the disciplinary process outlined in the code of conduct.

**6.6** The Executive Committee will present an annual plan to the Supporters' Group at the start of every season. This plan will include an overview of the financial outlook, a calendar of events, and the communications, merchandising, match day operations, and fundraising plan for the season. The annual plan should be sent to members for review in advance of this presentation.

**6.7** The winding up of the Supporters' Group Executive Committee can only take place with the agreement of a two-thirds majority of the entire voting Executive Committee at the time.

## **7.0 Relationship with Toronto FC**

**7.1** The Executive Committee will represent the views of the membership at meetings with Toronto FC and other supporters' groups and will report the results of those meetings to the members in writing. The two committee members attending meetings with the Supporters' Group will be nominated on an ongoing basis throughout the year by the Supporters' Group committee in a manner which the Supporters' Group Executive Committee deems fit.

## **8.0 The Executive Committee**

**8.1** The Executive Committee shall consist of no fewer than five fully subscribed members of the Supporters' Group. The maximum number of committee members is nine.

The Executive Committee may set up sub-committees or working groups as required, allowing a small group of Supporters' Group members to focus on particular issues or small projects. Sub-committees and working groups will have a clear mandate and projected timeline for resolution associated issues or projects. Sub-committees and working groups will report to the Executive Committee and where possible should contain at least one member of the Executive Committee and general membership.

**8.2.** The annual general meeting date and location will be published at least three weeks prior to taking place.

**8.3** The Executive Committee will present an annual plan to the Supporters' Group at the start of every season, for example, at the annual general meeting. This plan will include an overview of the financial outlook, a calendar of events, and the communications, merchandising, match day operations, and fundraising plans for the season. The annual

plan should be sent to members for review no later than one week before a formal presentation.

**8.4** A Calendar of Events, including planned away trips, key away game viewings, major fundraising events, banner paintings, holiday parties, Executive Committee meetings, annual general meetings, must be drawn up by the Executive Committee early in the year (e.g., shortly after the season's schedule is released) to allow adequate time for planning of events and completion of objectives laid out by the Executive Committee, and to ensure that events and objectives of each year do not clash. This should be reasonably well developed but can be updated as the season progresses.

**8.5** The Executive Committee will seek every feasible opportunity to share information with the Supporters' Group's members and take measures to effect any changes through consensus building.

**8.6** The Executive Committee members shall be elected by an electronic voting system. The results of the vote will be revealed at a special general meeting which will take place in January or February of the applicable year.

To ensure continuity and a transfer of organizational knowledge, voting will be staggered such that not all positions will be up for election at the same time.

**8.6.1** Anyone wishing to put their name forward for an Executive Committee role must do so in writing or email to the registrar by any stipulated deadlines. The registrar will make every effort to give ample notice (minimum 30 days) in advance of elections. New applicants may be requested to justify their application by explaining what value they can bring to the committee. Nominations should be sent to the Supporters' Group Registrar.

**8.6.2** Only members of the Supporters' Group with one years' membership prior to the date of the special general meeting or day of electronic voting shall be eligible to be Executive Committee Members.

**8.6.3** Newly elected applicants may only serve as an Operational Council Member in year one. That means, to be elected Chair, Vice-chair, or Registrar, an applicant needs to have spent a minimum of one year in a role categorized as an Operational Council Member (i.e., Media Coordinator, Treasurer, Brand and Merchandise Coordinator, Games Day Operations Coordinator, Community Outreach Coordinator, or Member-at-large. Roles are further described below.

However, in exceptional circumstances, the Executive Committee may allow an individual who is not in the Operational Council to run for the position of registrar, chair, or vice-chair only if there is a demonstrated inability to fill the role with a current Operational Council Member. Membership must be informed of this decision with the attendant rationale.

**8.6.4** In the event that a role becomes vacant and an election cannot be held within a reasonable amount of time, the Executive Committee may allow an individual to provisionally perform any role in the Executive Committee (up until the end of that current season). The reason for which an election cannot be held must be demonstrated, and membership must be informed of this decision with the attendant rationale.

**8.7** The following committee roles shall be filled by the appointed committee; all roles are of two-year duration, but individuals may be re-appointed to the role on a subsequent year [or subsequent years]. All standing Executive Committee members are entitled to put themselves forward for re-election. These roles are subject to change on a yearly basis depending on need as deemed by the incoming committee.

- Chair (Relationship Manager)
- Vice-chair (Membership Manager)
- Registrar
- Operational Council Members (up to a limit of 6)
  - Treasurer (non-voting member)
  - Media Coordinator
  - Brand and Merchandise Coordinator
  - Game Day Operations Coordinator

- Works with the Capos and Drummers
- Community Outreach Coordinator
- Member-at-large (non-voting member, except as a tie-breaker; voted in each season by Kings members)

**8.8** The defined roles of the Executive Committee positions are as follows:

**Chair (Relationship Manager)**

The responsibilities of the Chair are to:

- Provide leadership and ensure the effective operation of the group
- Ensure that the group runs in a manner that is acceptable to the majority of its members
- Work in conjunction with Toronto FC and its officers by attending meetings
- Work in a productive manner and manage relationships with Toronto FC and other Toronto FC Supporters' Groups
- Routinely share information and discussion outcomes from meetings, including meetings with Toronto FC staff and representatives, other Supporters' Groups, the Executive Committee, and other relevant bodies with the Supporters' Group membership at large
- Plan, call, and chair meetings, developing the agenda in conjunction with the Registrar
- Ensure meetings and operations are conducted according to the constitution and that matters are dealt with in an orderly, efficient manner
- Ensure that decisions made at meetings are implemented
- Provide a focus for the group in achieving plans and goals
- Act as a spokesperson for the group
- Annually provide a high-level statement or record financial standing to the Supporters' Group
- Work with the Executive Committee to safeguard the group's viability

### **Vice-chair (Membership Manager)**

The responsibilities of the Vice-chair are to:

- Help the Chair to plan and, in their absence or at their request, chair meetings
- Uphold governing documents such as constitutions or any applicable rules
- Work with the Executive Committee and Supporters' Group members to plan, organize, schedule, and oversee events and other group meetings (other than the annual general meeting) and present this as an annual calendar to members
- In a timely and professional manner, deal with committee correspondence to and from members and third parties via phone, email or postal communication
- Manage the group's membership, including its membership database while also overseeing recruitment initiatives and new member orientation
- Work in conjunction with Toronto FC and its officers by attending meetings when required
- Routinely share information and discussion outcomes from meetings, including meetings with Toronto FC staff and representatives, other Supporters' Groups, the Executive Committee, and other relevant bodies with the Supporters' Group membership at large
- Assist the leader with matters between meetings
- Appoint and work with volunteers to serve as ambassadors, working to introduce new and prospective members to current members. As required, ambassadors would also stand with new and prospective members during their first few game day experiences.
- Manage relationships between members, acting as a fair mediator in conflict resolution
- Work with the Treasurer, Registrar, and other members of the Executive Committee to oversee and develop initiatives to raise funds for the operation of the Supporters' Group, setting annual targets

## **Registrar**

The responsibilities of Registrar are to:

- Establish and maintain an effective and appropriate management system to keep pertinent information, ensuring that records are easily accessible when needed
- Compile an annual plan to be presented to the Supporters' Group at the start of every season. This plan will include an overview of the financial outlook, a calendar of events, and the communications, merchandising, match day operations, and fundraising plan for the season
- Present accounts to the Executive Committee for approval and authorize the Treasurer to make payments
- Keep minutes of all matters which are regularly proposed and seconded in Executive Committee meetings and all such other business as the Executive Committee may require, and is proper to be recorded
- Keep track of rules and regulations that need to be enacted, altered, or repealed
- Give all members of the Executive Committee at least seven days' notice of each regular or emergent meeting, especially for meetings regarding elections
- Support the Vice-chair in responding to correspondence
- Facilitate the consideration of applications from group members for support on special projects, providing the Executive Committee with advice, including financial implications and information on other ongoing projects.

## **Treasurer**

The main role of the treasurer is to maintain an overview of the Supporters' Group's financial status and ensure that proper financial records and procedures are maintained.

The responsibilities of the Treasurer are to:

- Look after the finances!

- Develop a detailed record-keeping protocol and other procedures for handling any funds collected on the Supporters' Group's behalf. (Such protocol and procedures, along with all the pertinent information, including banking information and receipts, will be presented to the Executive Committee at the start of every season for approval)
- Submit a record of all transactions to the Registrar for record keeping
- Present, at the annual general meeting or within a week of a formal request, a snapshot of the Supporters' Group's finances
- Retain and, when requested by Executive Committee, present records of all receipts and disbursements
- Ensure that the Supporters' Group's financial resources meets its needs, including advising on the financial implications of any proposed projects
- Present a detailed financial picture to the Executive Committee every quarter
- Ensure that the Supporters' Group's funds are kept in an account in an accredited financial institution, to which the Registrar (or one other pre-determined member of the Executive Committee) also has access
- Seek approval from the Executive Committee for all withdrawals from Supporters' Group funds

### **Media Coordinator**

The main role of the Media Coordinator is to release information, news, or updates to the public domain via multiple channels and to maintain an overview of the Supporters' Group's public image via social media, public internet forums or in the radio and print media.

The responsibilities of the Media Coordinator are to:

- Hold down the group's public image like a boss
- Submit a communications plan to the Executive Committee, including a budget forecast, at the start of every season
- Ensure social media sites such as Facebook, Instagram and Twitter are updated regularly and maintained with appropriate suitable content

- Manage any concerns or criticisms of the group expressed by members or other parties in the public domain
- Work with or appoint individuals to have complete access and control of and maintain the Supporters' Group's website, social media, external and internal communications forums

### **Brand and Merchandise Coordinator**

The Brand and Merchandise Coordinator role is to oversee all aspects of design, outsourcing for creation and ordering of the Kings clothing, scarves, badges and any other merchandise. The position will also oversee the use of the Kings logo(s) in coordination with the Executive Committee

The responsibilities of the Brand and Merchandise Coordinator are to:

- Get the Supporters' Group kitted up
- Develop strategies to define and promote the Supporters' Group's visual identity and brand
- Submit a merchandising and brand promotion plan, including a budget forecast, to the Executive Committee in advance of each season
- Establish a clear, consistent, and documented process for the procurement, sale, and delivery of the Supporters' Group's merchandise, including prompt responses to inquiries
- Work with the Executive Committee to develop and execute marketing campaigns aimed at promoting the Supporters' Group's brand and message
- Ensure banners and other displays are prominently featured on game days

### **Game Day Operations Coordinator**

The main role of the Game Day Operations Coordinator is to serve as the primary contact person on home match days for issues related to the in-stadium experience in the Supporters' Group's section.

The responsibilities of the Game Day Operations Coordinator are to:

- On match days:
  - oversee matchday banners, flags and displays
  - support, coordinate with, and help organize Kings Capos and Drummers
  - be the contact person for section incidents and complaints, including concerns related to seating or disturbances
- Take and maintain an inventory of all Kings rail and capo-stand banners, flags, two sticks, megaphones and other items
- Work with members and the Executive Committee on banner, flag and display designs and execution
- Establish a partnership with Capos and Drummers and work on scheduling to ensure there is always a Capo and Drummer available for each home match.
- Take in and report on any in-stadium complaints or issues from members. Submit and incidents reported to them to the Executive Committee
- Work with vice chair (membership manager) to ensure that identified new and prospective members feel welcome
- Submit a matchday operations plan to the Executive Committee, including a budget forecast, at the start of every season

### **Community Outreach Coordinator**

The role of the Community Outreach Coordinator will be to foster a positive relationship with the greater community.

The responsibilities of the Community Outreach Coordinator are to:

- Identify opportunities (minimum one per season) for the Supporters' Group to have a positive impact on its local community. This may include donation campaigns and member participation in community events
- Work in conjunction with the Treasurer and Registrar to coordinate payments to and from our charitable partners

- Work with the Executive Committee team to develop ways to raise money for community outreach projects
- Submit a community outreach plan, including a budget forecast, to the Executive Committee at the start of every season

### **Member-at-large**

The main role of the Member-at-large is to provide advice and support to the Executive Committee.

The responsibilities of the Member-at-large are to:

- Attend meetings, serving as a liaison between the Executive Committee and the other members of the Supporters' Group. (A member-at-large must respect in-camera discussions)
- Keep the Executive Committee accountable to the Supporters' Group as a whole, including ensuring that group members that are not part of the Executive Committee are consulted on matters that may affect them
- Offer new ideas and suggestions for the betterment of the Supporters' Group
- Volunteer or seek member volunteers for special projects

**8.9** Members of the Executive Committee at a minimum are required to abide by the aforementioned code of conduct. Members of the Executive Committee will be held to a higher standard than other members.

**8.9.1** Confidentiality: Each appointed committee member is bound by a clause that all Supporters' Group business conducted at formal meetings is strictly confidential, where noted at the meeting. No aspect of any Supporters' Group business or information is to be shared or repeated to any person outside of the elected committee, where the item has been noted as confidential in the meeting.

### **8.9.2 Ethics/Conflict of Interest:**

1. No appointed member of the Executive Committee shall use their position to directly benefit themselves.
2. No appointed member shall accept gifts, services, or financial benefit from anyone who is:
  - a. a potential new member;
  - b. an existing member;
  - c. a business partner (example: merchandising providers);
  - d. Toronto FC/MLSE
3. Appointed members may be able to accept gifts of nominal value (under \$50) that are given as an expression of courtesy or hospitality. Gifts that are valued at over the nominal value shall be immediately disclosed to all appointed Executive Committee members. This gift will be put into the pool of prizes that will be raffled at an annual gathering.

**8.10 Transitions and Executive Committee Member Onboarding:** The Executive Committee will take all reasonable measures to ensure a seamless transfer of responsibilities between outgoing and incoming members.

All outgoing Executive Committee members commit to:

- Transferring historical knowledge of their function in the Supporters' Group to the applicable incoming Executive Committee members, including information on previously established precedents and, for example, information regarding existing relationships with businesses, suppliers, Toronto FC, other supporters' groups, and the football and local community
- Providing guidance and advice to incoming Executive Committee members, if requested
- Offering ideas and suggestions for the betterment of the Supporters' Group, if requested
- Safeguarding the Supporters' Group's survival and not be a disruptive or destabilizing factor

**8.10.1** Outgoing Executive Committee members must transfer all materials and account accesses to newly elected members within seven days.

**8.10.2** As needed, current and incoming Executive Committee members may seek advice and guidance from previous Executive Committee members to ensure there is adequate retention of historical knowledge, including information on previously established precedents and, for example, information regarding existing relationships with businesses, suppliers, Toronto FC, other supporters' groups, and the football and local community

**8.11** If a member of the Executive Committee is delinquent in performing its obligations, the Executive Committee may move to remove the member through a members' vote. A simple majority is required for a no confidence vote. If the Executive Committee member is removed, an election is triggered shortly thereafter.

**8.12** If the entire Executive Committee is delinquent in performing its obligations, members may move to remove members of the Executive Committee through a members' vote. A simple majority is required for a no confidence vote. If an Executive Committee member is removed, an election is triggered shortly thereafter. Any member may petition for the removal of the Executive Committee. The member would require the written support of at least 19 other members (for a total of 20) to trigger a vote.

**8.13** In the case of a resignation or dismissal within the current term, the Executive Committee must decide upon a next course of action, including implementing voting and elections. Majority vote rules.

**8.14 Executive Committee Decision Making and Voting:** All decision making and important matters taken by the Supporters' Group, including the purchasing of items and any disciplinary action that may need to be taken, must be put to a vote at committee level. The majority vote rules. In circumstances where a committee member is unable to be present at a meeting, voting or submissions to the meeting may be done by proxy through the registrar (preferably) or another committee member. Only clear and unambiguous votes will be accepted by proxy (e.g., in writing and signed or through a

comparable validation method). In the event of a tie vote, the Executive Committee's tie-breaking rules apply (i.e., use of the Capo and Drummer and the Member-at-large as required). Proxy votes do not count towards a quorum.

**8.15 Executive Committee Meetings:** The Executive Committee shall meet at least once every six weeks and the regular meeting date and time must be decided by the Executive Committee at the outset of the year. Executive Committee members should strive to miss no more than two meetings in the calendar year. Notice must be given to the Chair or Vice-chair if a committee member cannot make a particular meeting.