

## **CONSTITUTION AND BY-LAWS**

### **I) NAME & ADDRESS**

The league's official address shall be the current president's address

### **II) OBJECTIVES**

The objectives of the League shall be to promote the advancement of the game of Softball Cricket in the Province of Ontario by:

- a) Providing the forum for meaningful dialogue among the softball cricket clubs in Ontario, and other cricket organizations.
- b) Providing advice and guidance to the Recreation and Parks Department and make representation on such matters as the location and preparation of playing fields, the preparation of wickets, the issue of permits, the provision of related facilities and all other matters relating to Softball Cricket.
- c) Developing a long-range plan for the advancement of softball cricket in Ontario.
- d) Initiating, promoting and encouraging activities which will improve the standard of Softball Cricket in Ontario.
- e) Raising funds to promote the objectives of the League.
- f) Arranging and regulating Softball Cricket competition in the Province of Ontario and to arrange representative matches which will serve to further the best interest of Softball Cricket.
- g) Education and cultural activities that will be beneficial to the community.

### **III) INTERPRETATION**

- a) "League" means Ontario Softball Cricket League (O.S.C.L.).
- b) "Members" means member of a club of the League.
- c) "Club" means a Softball Cricket club that satisfies the criteria set out under Section IV and is accepted for membership by the League.
- d) The ruling of the majority of Executive members present at an executive meeting shall be final as regards to the interpretation of the constitution and By-Laws of the League.
- e) Each member club in good standing will be allowed only one (1) vote.  
"Good Standing," means full annual payment of fees and not subject to any disciplinary proceedings.

### **IV) MEMBERSHIP**

Membership shall be open to all clubs that will play softball cricket in the Province of Ontario.

A club may apply for membership with the League and shall be required to complete an application via email or written letter showing the following:

- when the club was formed
- a list of its members, their addresses and telephone numbers
- the office bearers
- a copy of the club's constitution.

Also, a cover-page signed by both the President and Secretary, stating the reason(s) why their application should be accepted into the league.

Such applications shall be reviewed by the Executive Committee of the League who may interview the prospective member in order to determine whether or not they should be accepted into the league.

### **Category of Membership:**

a) Active membership: - consists of clubs which are actively engaged in playing competitive and non-competitive Softball Cricket sanctioned by the League.

b) Honorary membership: - consists of persons elected to membership by the Executive in recognition of past services to the League or to the game of Softball Cricket.

c) Inactive membership consists of clubs, which are financially up to date and has not withdrawn their bond fees and is inactive for a maximum of one year from AGM to AGM.

However, all voting privileges are suspended until all annual dues are paid. Inactive club(s) has to apply to the League in writing in order to be refunded their bond fees, however, after one year of being inactive, clubs are no longer entitled to these fees, and hence, it becomes the property of the OSCL.

### **V) INCORPORATING DIRECTORS**

The directors shall consist of the President, Treasurer, and Secretary and their term will be for two years according to their positions held.

### **VI) OFFICERS**

a) The Executive Committee shall have the full power of managing and administering the affairs of the League and to take the necessary disciplinary action, as it may deem fit, against any member club or representatives of any member club for contravening any article of the Constitution, and By-laws, any rule infraction or any measure previously passed at a General Meeting.

b) (i) Elections of executive relevant positions shall be at the Annual General Meeting.

(ii) All executive positions will be for a two-year period. The President, Secretary/Public Relations Officer, Treasurer, Registrar/Statistician/Webmaster, Divisional Coordinators shall be up for election in even years while the Vice-President, Assistant Secretary/Treasurer and Assistant Registrar/Statistician shall be elected in the odd years. However, any of these positions can be less if 80% of the Executives feel that an Executive is not fulfilling his/her responsibility. They can call an executive meeting and make a decision to remove the individual immediately.

iii) No Clubs would be allowed more than two representative/executive on the board.

c) The Executive Committee, under certain conditions, may appoint an appropriate person(s) of outstanding background to represent the League.

d) Only members serving a minimum of one term in an executive capacity is eligible for nomination as President and Vice-President.

e) In the best interest of the league the outgoing president is allowed to continue to sit on the board at the discretion of the current executives for an additional one year in an advisory capacity with no voting privileges

## **VII) DUTIES OF OFFICERS**

### **President shall:**

a) Preside at all meetings of the League.

b) Represent the League at all public functions and performs all other functions as the League may, from time to time, determine.

c) Report verbally or written to the Annual General Meeting of the League.

**Vice-President shall:**

- a) Have the power to perform all the duties of President in the absence of the President.
- b) In the absence or inability of the President or Vice-President, a Chairman shall be elected by a vote of those present. c) Report at the Annual General Meeting.
- c) Act as a liaison between the League and the Scarborough Cricket Umpires Association (S.C.U.A.).

**Treasurer shall:**

- a) Keep accurate and detail records of all finances received and disbursed by the League.
- b) Present a reviewed financial statement when called upon to do so by the Executives and a financial report for the Annual General Meeting.
- c) Perform such other pertinent duties as the President or Executive Committee may determine from time to time.
- d) Responsible for collecting all outstanding dues.

**Secretary/Public Relations Officer shall:**

- a) Keep records of the minutes of all meetings in a proper file.
- b) Write correspondence on behalf of the League.
- c) Perform such other pertinent duties as the President or Executive Committee may determine from time to time.
- d) Report at the Annual General Meeting.
- e) Arrange venue(s) for all league meetings and inform the appropriate attendees.
- (f) Ensure the League gets adequate publicity.

**Assistant Secretary / Treasurer shall:**

- a) Have the power to perform all the duties of the Secretary in the absence of the Secretary except cheque signing authority
- b) Have the power to perform all the duties of the Treasurer in the absence of the Treasurer except cheque signing authority.
- c) Be a member of the Disciplinary committee and act in the capacity of Secretary for that committee.

**Registrar/Statistician/Webmaster shall:**

- a) Be responsible for the compilation of all clubs registration forms.
- b) Perform such other pertinent duties as the President or Executive Committee may determine from time to time.
- c) Be responsible for the presentation of a report at the Annual General Meeting.
- d) Compile and maintain all statistics of all member clubs.
- e) Administer the League's website including but not limited to updating events, sponsorship information, posting pictures, working closely with the web developer to continuously enhance the site, ensure recommended changes are implemented, etc.

**Assistant Registrar/Statistician/Webmaster shall:**

- a) Have the power to perform all the duties of the Registrar/Statistician in the absence of the Registrar/Statistician.
- b) Administer the League's website including but not limited to updating events, sponsorship information, posting pictures, working closely with the web developer to continuously enhance the site, ensure recommended changes are implemented, etc.

**Co-ordinators shall:**

- a) Schedule all division games.
- b) Perform such other pertinent duties as the President or Executive Committee may determine from time to time.
- c) Be responsible for co-coordinating maintenance at all grounds and report to the President any serious problems regarding grounds.
- d) Report to the Executive Committee at special meetings and present a report at the Annual General Meeting.

**Auditor shall:**

- a) Be responsible for auditing the Annual Financial Statements and other documents. Also be responsible for auditing the interim Financial Statements, as determined by the Executive Committee.

NOTE: The Auditor shall not be a member of the Executive Committee, will always act as an independent third party and be invited to meetings, executive and otherwise.

**Legal Advisor shall:**

- a) Be responsible for handling any legal matters arising on behalf of the O.S.C.L.

NOTE: The Legal Advisor shall not be a member of the Executive Committee, will always act as an independent body and a special invitee to meetings, executive and otherwise.

**Signing Officers shall:**

- a) The League's cheque signing officers shall be the Treasurer, Secretary and the President.
- b) All cheques shall bear two of the above-authorized signatures.

## **Disciplinary Committee**

- a) The Disciplinary Committee shall consist of seven (7) members as follows: Vice-President (Chairman), Assistant Secretary / Treasurer (Secretary) and five members, as determined by the members at the Annual General Meeting. These five members will not be part of the executive committee and their positions will be a term of one year. They shall be responsible for the adjudication of disciplinary action or charges brought against any club registered in the League.
- b) Such action or charges shall be presented to the Committee in writing, with the necessary evidence, within three (3) days of the alleged infringement except during the play-offs, 15-over and T-10 competitions. Such action or charges have to be presented to the Committee in writing within four hours after the completion of the game in question.
- c) In the event that adjudication is warranted, the Committee shall summon a formal meeting of its members and invite the parties in the dispute for a formal hearing.
- d) The decision of the Committee shall be binding on all parties. See X1 (a).
- e) In an emergency situation, where the disciplinary committee cannot be summoned, any executive(s) present can intervene on behalf of the Disciplinary Committee.

## **VIII) REPLACEMENT OF AN EXECUTIVE OFFICER**

Any Executive member who absents himself/herself from two (2) consecutive Executive and/or League meetings will be removed from office, unless he/she writes to the Board of Directors within two (2) weeks of the meeting stating the reason(s) why they should not be removed from office and gaining the Board's approval. In addition, any executive missing more than one third 1/3 of the meetings in a year will be removed from



office. The remaining members of the Executive Committee will appoint a member of the League to fill the vacant post until the next Annual General Meeting, if the occasion shall ever arise.

## **IX) SUBSCRIPTION**

a) All clubs belonging to the League shall pay an annual membership fee as determined by the Executive and ratified by the membership at the Annual General Meeting.

b) All member clubs must submit an annual registration form, membership list and all League fees to the Treasurer or his assistant by the first meeting date in March/April. It is the duty of each club to inform the Secretary of changes in their membership and mailing addresses.

c) Clubs taking part in League competition(s) shall be levied a bond fee, as determined by the Executive Committee.

d) Any new club(s) admitted to the League, shall be subjected to an initiation fee as determined by the Executives.

## **X) MEETINGS**

a) The Executive Committee shall meet during the regular season as required to conduct/manage the affairs of the League.

Notice of meetings shall be sent out at least seven (7) days and/or relayed verbally or via email before each meeting. The notice should show the date, time and venue of the meeting and the business to be transacted thereat.

b) Special Quorum - at least two-thirds (2/3) members of the Executive shall constitute a quorum. Members of the League shall meet at least two (2) times per year. The League meetings will consist of the Executive Committee and two representatives from each member club.

c) Minutes - all relevant contents of the minutes of the Executive

Committee Meetings shall be transmitted to the members at the regular meetings. The minutes of the League's Meetings shall be distributed to all the member clubs of the League.

d) Annual meeting - the League's year shall commence on January 1st and conclude on December 31st. The Annual General Meeting of the League shall be held in March /April of each year. Notification of the Annual General Meeting via email shall be sent out at least 21 days prior to the meeting.

e) Special Meetings - may be called at the request of half (1/2) of the member clubs and/or Executive of the League.

f) Quorum - at any meeting of the General League (special or otherwise), 50% of the membership shall form a quorum. In the event that 50% of the membership is not in attendance then five executives and one member each from eight different clubs shall constitute a quorum.

g) Committees - the Executive Committee of the League may appoint subcommittees, comprising members of the League as it sees fit.

h) All sub-committees must be chaired by a member of the Executive and are required to report proceedings from time to time to the Executive.

## **XI) APPEALS**

a) Any appeals should be submitted in writing or via email to the Executive Committee no later than three days upon receipt of said decision.

b) Except if the appeal relates to a play-off game, 15-over or T-10 competitions, then the appeal has to be submitted in writing or via email to the Executive Committee no later than four hours upon receipt of said decision.

c) All appeals have to be accompanied by a deposit (as ratified at the AGM). The deposit will be refunded only if the appeal is successful otherwise it will be retained by the league as an administration cost.

## **XII) AMENDMENTS**

a) An article of this constitution and its By-laws may be altered, amended or suspended by the consent of two thirds vote of the members in good standing present at any Annual General Meeting or special meeting called for that purpose. b) Such amendments must be proposed by a member in "good standing" or by the Executive as a whole. Copies must be sent or mailed to the secretary of the League no later than thirty days prior to the Annual General Meeting or a special meeting called for that purpose.

c) Notification of all proposed amendments to the constitution and By-laws shall be sent by the secretary of the League to the members thereof at least twenty-one days prior to the date of the meeting.

## **XIII) VOTING PROCEDURES**

a) The President/Chairman shall waive his right to vote, but shall exercise this right only in the event of a tie.

b) All Executive members shall have the right to vote only at the Executive meetings. In the absence of a designated representative from their club, Executive members will be allowed to represent their respective clubs or vote on their behalf.

c) Only one vote per member club will be allowed at the League's Annual General Meeting.

d) Seeking nomination by proxy is not allowed.

#### **XIV) RESIGNATION OF MEMBER CLUBS**

Any member club may resign from the League at any time. Notice of resignation shall be in writing to the Secretary of the League. All dues paid to the League shall remain the property of the League. Any future request to rejoin the League (the club(s) concerned) shall be treated as joining the League for the first time.

#### **XV) REFUSAL TO PARTICIPATE**

Any member club refusing to participate in League games or abide by the rules and regulations of the League and unilaterally withdraws from the League, shall forfeit all fees paid to the League.

#### **XVI) GROUND USAGE**

No member club in good standing shall be barred or prevented from using a cricket ground (on Saturdays and/or Sundays between 8:30a.m. to 11:30 a.m.) to which the club has been assigned, unless there is good reason(s), (for example, bad conduct, non-payment of membership fee and/or bond fee, violation of the Ontario Softball Cricket League and Recreation and Parks rules and regulations, non-maintenance and abuse of cricket pitch (es) and facilities) to warrant such an action by the Ontario Softball Cricket League Executives or assigned disciplinary committee.

#### **BY-LAWS**

Failure to attend 75% of the General Meetings in any one year will result in a review of that club's membership of the League.

The O.S.C.L. will operate as a non-profit organization under the laws of Ontario.