

Etobicoke Girls Softball League **Constitution**

Article 1 – Name

This organization shall be known as the Etobicoke Girls Softball League, hereinafter referred to as the “League”.

(The League is the successor to the softball operations of the Bloordale Baseball League and the Eringate Minor Softball League.)

Article 2 – Aims and Objectives

- a. To provide the opportunity for girls of all skill levels to participate in organized softball;
- b. To foster, promote and teach softball and to provide maximum opportunity for all eligible individuals to participate;
- c. To teach young girls to be respectful towards each other, their parents and league officials at all times by promoting good sportsmanship;
- d. To promote and maintain organized softball in the Etobicoke community;
- e. To develop community spirit and encourage sportsmanship and good fellowship amongst all participants to the betterment of their physical, mental and social well-being;
- f. To offered specialized programs of teaching softball, umpiring and coaching clinics to active members;
- g. To manage the finances of the League in a fiscally responsible manner and be accountable to all members for financial performance; and
- h. To maintain the legacy of the Bloordale Baseball League and the Eringate Minor Softball League.

Article 3 – Affiliation

- a. Member of the Mississauga Girls Softball Association (MGSA) for interlocking house league play;
- b. The Executive Committee on a two-thirds of quorum vote, may opt out of the MGSA interlocking house league play at any or all levels. However, the Executive Committee must have an alternative arrangement, to ensure the girls have a softball season; and
- c. Etobicoke Mayhem Rep teams will affiliate with the Ontario Provincial Women’s Softball Association (PWSA)

Article 4 – Membership

Members of the League shall consist of parents, guardians of registered players, registered players of legal age and other men or women who actively participate in the League by managing, coaching or serving on a committee or other groups appointed by the League. There are four types of membership: active, general, Executive and honorary.

- a. An active member is any person registered in that particular year to play, convene or coach softball;
- b. A general member is any parent or guardian who has a child playing softball in the current year;
- c. An Executive member is any person to who Active and General members have entrusted the governing for operations and management of the EGSL for that particular year; and
- d. An honorary member is any person included as a sponsor of any team and all umpires for the current year, and any and all other persons as nominated by the Executive of EGSL.

Article 5 – Management and Executive Committee

- a. An Executive committee shall be the governing body and are responsible for managing the affairs and best interests of the League. Nominations for each position will be called from the floor at the Annual General Meeting (AGM). Voting will be a secret ballot, if anyone makes a request; otherwise a show of hands will validate the nominee;
- b. The League Executive Committee shall be composed of:
 - 1. Past President
 - 2. President – elected
 - 3. Vice President – elected
 - 4. Conflict Resolution Sub-Committee Chair – appointed
 - 5. Secretary – elected
 - 6. Treasurer – elected
 - 7. Registrar – elected
 - 8. Sponsor Manager – elected
 - 9. Fundraising Chairperson - elected
 - 10. Umpire-in-Chief – elected
 - 11. Equipment/Field Operations Co-ordinator – elected
 - 12. Special Events Co-ordinator – elected
 - 13. Uniform Convener – elected
 - 14. Fanwear Convener - elected
 - 15. Trophy/Photography Purchasing Manager- elected
 - 16. Social Media / Communications Director– elected
 - 17. Webmaster - elected
 - 18. General Manager (GM) of Select - elected
 - 19. GM of Rep - elected
 - 20. Tournament Convener - elected
 - 21. Junior Division Convener – elected
 - 22. Senior Division Convener – elected
 - 23. Skills Development Coordinator – elected
 - 24. Life Member(s) – appointed by the President
 - 25. Member(s) at Large - elected
- c. All Executive members, with the exception of the Immediate Past President and Honorary Members, shall be elected annually by the League’s membership;
- d. Honorary Members are chosen by the new Executive Committee at its first meeting after the AGM. Maximum number of Honorary Members per year is three (3);
- e. All Executive members shall not have a criminal record;

- f. All Executive members shall have the power to vote at all Executive, Special and Annual General Meetings. The President will only vote in the event of a tie;
- g. A quorum shall consist of seven (7) voting members;
- h. All Executive positions shall be a term of one year and incumbent Executive members may stand for re-election;
- i. The term for members of the newly elected Executive Committee shall begin at the first Executive Committee meeting following the League's Annual General Meeting;
- j. At the first Executive meeting after the AGM, the Executive Committee shall designate a Conflict Resolution Sub-committee which shall be responsible for resolving any complaints of misconduct;
- k. The Executive Committee on a two-thirds of quorum vote, may from year to year create new Executive positions and/or delete existing positions;
- l. The Executive Committee on a two-thirds of quorum vote, may appoint a member to a vacant Executive position after the first Executive Committee meeting following the League's Annual General Meeting; and
- m. Executive Committee Positions other than the President, Past President, Vice President, Secretary and Treasurer, can be co-chaired.

Article 6 – Duties of the Executive Members

a. President:

The President shall preside over all meetings of the League. He/she shall be an ex-officio member of all standing and special committees. The President shall provide overall direction of the League activities, and be responsible for the delegation of tasks to the appropriate Executive member. The President shall act as one of the signing officer, on all contracts or other legal matters. Where an immediate decision is required, the President shall make the decision and advise the Executive Committee at its next meeting. The President shall represent the league in all matters relating to the use of Parks Dept and School Board facilities and be responsible for filing of permits for such facilities. The President or designate will be the League's representative for the Executive Committee of the Mississauga Girls Softball Association.

b. Vice President:

The Vice President shall act at all times in support of the President and in the President's absence, assume the full responsibility of that office. The Vice-President shall be responsible, along with the Junior and Senior House league Conveners, for the formation of teams within each division.

c. Conflict Resolution Sub-Committee Chair:

The Chair of the committee as appointed by the Executive Committee will be the chair for all sub-committee meetings; in their absence another individual may be chair of that meeting. The Chair is required to facilitate the sub-committee to ensure a fair and equitable investigation has been conducted for any complaint or concern submitted to the Executive Committee.

d. Secretary:

The Secretary shall keep an accurate record of the proceedings of the meetings of the League and distribute Minutes to the Executive Members. The Secretary shall receive, distribute and maintain all League's correspondences, records and Constitution amendments. The Secretary shall be responsible for the arrangements for all Executive, Special and Annual General Meetings.

e. **Treasurer:**

The Treasurer shall submit a preliminary budget annually for the ensuing season to the Executive Committee, at its first meeting following the AGM. The Treasurer shall keep such books as are necessary to contain the financial accounts of the League. He/she shall collect and properly record all finances involving League and pay all accounts. He/she shall receive and attend to all medical and liability claims. The Treasurer shall prepare and present a report of the financial conditions of the League at the AGM, as well as regular financial statements when requested by the President or the Executive Committee.

f. **Registrar:**

The Registrar shall be responsible for organizing and overseeing the registration of all players. The Registrar shall prepare and maintain a master list and record of all players and ensure that all players so registered have paid their fees.

g. **Sponsor Manager:**

The Sponsor Manager shall be responsible for securing sponsors for house league teams as well as being involved in any discussions pertaining to league-wide sponsorship opportunities.

h. **Umpire-in-Chief:**

The Umpire-in-Chief shall be responsible for the training and certification (if necessary) of all umpires. He/she shall assign qualified umpires for each game and shall be responsible for payment of the respective fees. He/she shall be responsible for the field decorum of the umpires and proper attire where applicable.

i. **Equipment/Field Operations Co-ordinator:**

The Equipment/Field Operations Co-ordinator shall be responsible for all matters related to the procurement of all equipment, maintenance and storage of all equipment on behalf of the League. He/she shall be responsible for the field operation equipment and supplies necessary to conduct a game and ensure the fields are operational during the season.

j. **Special Events Co-ordinator:**

The Events Co-ordinator shall be responsible for arrangements for all League events including the Opening Day, Coaches Night and the year-end Banquet.

k. **Uniform Purchasing Manager:**

The Uniform Purchasing Manager shall be responsible for all matters related to the procurement and distribution of all team/coaches uniforms.

l. **Fanwear Convener:**

The Fanwear Convener will be responsible for compiling member orders of fanwear and other league authorized sales. He/she will also be responsible for submitting orders and distribution of the items once received. He/she may at any time bring to the Executive further ideas for consideration in this regard.

m. **Trophy/Photography Purchasing Manager:**

The Trophy/Photography Purchasing Manager shall be responsible for all matters related to the procurement and distribution of individual player trophies and photographs as well as providing the Sponsor Manager with suitable sponsor appreciation plaques.

n. **Communications Director:**

The Communications Director shall be responsible for all advertising, marketing and communication aspects for the League.

o. **Webmaster:**

The Webmaster shall be responsible for all aspects of the league website.

p. **GM of Select:**

The GM of Select shall be responsible for the arrangements of the League's Select teams and to ensure that the Select Teams represent the Aims and Objectives of the League in tournament play.

q. **GM of Rep:**

The GM of Rep shall be responsible for the arrangements of the League's Rep teams and to ensure that the Rep Teams represent the Aims and Objectives of the League in league and tournament play.

r. **Tournament Convener:**

The Tournament Convener will work with the Executive Team for the arrangements of any Select or Rep Tournament hosted by the League.

s. **Junior Division Convener:**

The Junior Divisions Convener shall be responsible for arranging coaches and player rosters for all Mite and Squirt Division teams and forwarding these rosters to the Registrar, the Executive Committee and the Mississauga Girls Softball Association.

t. **Senior Division Convener:**

The Senior Divisions Convener shall be responsible for arranging coaches and player rosters for all Novice, Bantam and Midget Division teams and forwarding these rosters to the Registrar, the Executive Committee and the Mississauga Girls Softball Association.

u. **Skills Development Coordinator**

The Skills Development Coordinator is responsible for arranging clinics for players and coaches based on direction from the Executive. They are responsible for ensuring appropriate facilities are permitted for clinics as well as for the purchase of services from qualified clinicians.

v. **Fundraising Chairperson**

The Fundraising Chairperson is responsible for chairing a sub-committee of the Executive and of any interested volunteers from the members of the league. The purpose of the Fundraising sub-committee is to explore options for raising money for the league outside of the normal registration and sponsor fees each year. All fundraising activities must comply with Article 12 and Article 13 f) of the Constitution.

w. **Honorary Members**

Honorary Members are members at large and selected for their loyalty and past contribution to the league.

Article 7 – Conflict Resolution Sub-committee

The Conflict Resolution Sub-committee is to serve as an impartial mediating body for the purpose of resolving conflicts between the league and/or any member(s) within league:

a. The sub-committee will be made up of three (3) active Executives. The Executives must be independent of all parties involved in the conflict;

b. One Executive will be appointed as the Chair of the sub-committee to act as the facilitator and tie breaker for any votes within the Committee;

c. The other members of the sub-committee will be determined upon receipt of a conflict to ensure independence of members;

- d. The sub-committee will propose recommendations aimed toward the satisfaction of all parties; and
- e. Recommendations can be taken outside parties for consideration, at the discretion of either of those involved, if the conflict is not resolved within the sub-committee.

Refer to Appendix A – Conflict Resolution Committee for details relating to the process for reporting a conflict or concern, and the procedure.

Article 8 - Termination and Replacement of Executive Committee Members

- a. Any Executive Committee member may resign from the League by written notice of his/her resignation to the Secretary who shall advise the Executive Committee at its next meeting;
- b. Any Executive Committee member who is absent from three (3) consecutive meetings, unless a just cause is given to the President, may be removed from office by resolution passed by at least two-thirds of quorum at an Executive Committee meeting;
- c. If the Executive Committee at a meeting shall determine by a two-thirds of quorum vote that any member has discontinued the duties and activities that qualify them for membership, their membership shall be terminated;
- d. An Executive Committee member may be censured, suspended or expelled for breach of the Constitution of the League or for any act, omission or conduct that the Executive Committee deems prejudicial to the welfare of the League by a resolution passed by a two-thirds of quorum vote at a meeting; and
- e. The Executive Committee shall have the power to fill any vacancies created by a departure for the balance of the term.

Article 9 – Annual General Meeting

- a) The Annual General Meeting (AGM) shall be held in the month of November but no later than one month before the completion of a fiscal year; and
- b) The Executive Committee shall schedule the date, time and location of the AGM and give notice to its membership at least twenty one (21) days, prior to the meeting.
- c) **Order of business at the AGM:**
 - Credentials (establish voting delegates and quorum)
 - Minutes of last AGM
 - Financial report
 - Reports from the Executive Members
 - Correspondence
 - General discussion
 - Motions (constitution amendments)
 - Election of new Executive
 - Adjournment

Article 10 – Nominations and Amendments

- a) Nominations for the Executive Committee should be submitted in writing to the President, at least one week prior to the AGM. Nominations can be accepted from the floor, if seconded from another member of the League;

- b) All nominees must not have a criminal record;
- c) Nominees for the Executive Committee shall be restricted to those active members of the League who have been active for a period of not less than one year;
- d) Nominees for the office of the President must have served on the Executive Committee for a period of least two years;
- e) No amendments or alterations shall be made to any part of this Constitution except at an AGM, and by a two thirds majority vote of the members present; and
- f) All proposed amendments of this constitution **must** be in the hands of the Secretary, fourteen (14) days prior to the AGM. The Secretary will be responsible to distribute the proposed amendments to the Executive Committee within ten (10) days of the AGM.

Article 11 – League Responsibility

- a) The League does not accept any responsibility for any debts incurred by any team or individual;
- b) The league agrees to procure Medical and Liability insurance to cover all active players, members, managers and coaches, from any claim that might arise as a result of the operation or activities of the League. All claims to be submitted to the Treasurer; and
- c) The League shall have in place, a Harassment and Abuse Policy and Privacy Policy which is annually reviewed by the Executive Committee.

Article 12 – Sponsorship

Sponsoring companies and non-profit groups must be good corporate citizens of the community and cannot be related to alcoholic, drug, smoking and adult entertainment products or services.

Article 13 – Financial Policy

- a) The Treasurer shall submit a preliminary budget annually for the ensuing season to the Executive Committee, at its first meeting following the AGM;
- b) The Treasurer shall prepare and present a report of the financial conditions of the League at the Annual General Meeting;
- c) All expenditures over \$500.00, other than approved budget items, must be approved by the Executive Committee;
- d) The Treasurer pays all accounts;
- e) The President, Treasurer and a designated Executive Committee member (if required) will act as signing officers on all contracts, cheques and other legal matters;
- f) Money raising events or sales must be approved by the Executive Committee and confined to a League operation;

- g) All Select Teams will be responsible for their own budget and should be operated without financial impact on the League. All Select Team finances will be overseen by the League Treasurer, including both revenues and expenditures. All Select Teams must balance their budgets by October 31st with the assistance of the Treasurer, if required. All Select Teams will produce a team budget for each playing season using a prescribed format;
- h) All Rep Teams will be responsible for their own budget and should be operated without financial impact on the League. All Rep Teams will be charged an annual \$250 (per team) League Affiliation Fee in order to affiliate with the League. This League Affiliation Fee will cover diamond time, basic insurance, use of league equipment and administration costs. All Rep Team finances will be overseen by the League Treasurer, including both revenues and expenditures. All Rep Teams must balance their budgets by August 31st with the assistance of the Treasurer, if required. All Rep Teams will produce a team budget for each playing season using a prescribed format;
- i) Select and Rep Team expenses will be covered by the following sources of revenue;
 - i. Sponsorship;
 - ii. If there are still outstanding expenses, fundraising; and
 - iii. If there are still outstanding expenses, player fees.
- j) Expense compensation will be provided to non-parent Select and Rep coaches. Away tournament hotel expenses (applicable for tournaments where a hotel stay is required and where at least 50% of players are staying in a hotel) will be covered under the team budgets for non-parent Select and Rep coaches. Due to the additional travel requirements for Rep, a maximum \$500 gas stipend may be included in the team budget for non-parent Rep head coaches. The inclusion of hotel expense and gas stipends in team budgets will be determined by the Rep Convener in consultation with the Rep head coach and must be approved by the Executive;
- k) If, at the end of the fiscal season, October 31st, a Select Team has an outstanding NEGATIVE balance of more than \$100, this amount will be billed to the players on the team in an equal amount per player.
- l) If, at the end of the Rep season, August 31st, a Rep Team has an outstanding NEGATIVE balance of more than \$100, this amount will be billed to the players on the team in an equal amount per player.
- m) If, at the end of the fiscal season, October 31st, a Select Team has an outstanding POSITIVE balance of more than \$100, this will be allocated in the following manner:
 - i. Reimbursement of player fees, to the players on the team who paid player fees, up to and including the total of the surplus funds.
 - ii. If there is still an outstanding positive balance, reallocation of the fundraising monies earned, to the players on the team, up to and including the remaining total of the surplus funds.
 - iii. If there is still an outstanding balance, this will be considered to have arisen from sponsorship donations and these surplus funds will now be the property of the Etobicoke Girls Softball League Select Program, to be distributed amongst the following year Select teams, as decided by the league Executive at the January meeting.
- n) If, at the end of the Rep season, August 31st, a Rep Team has an outstanding POSITIVE balance of more than \$100, this will be allocated in the following manner:
 - i. Reimbursement of player fees, to the players on the team who paid player fees, up to and including the total of the surplus funds.

- ii. If there is still an outstanding positive balance, reallocation of the fundraising monies earned, to the players on the team, up to and including the remaining total of the surplus funds.
 - iii. If there is still an outstanding balance, this will be considered to have arisen from sponsorship donations and these surplus funds will now be the property of the Etobicoke Girls Softball League Rep Program, to be distributed amongst the following year Rep teams, as decided by the league Executive at the January meeting.
- o) Notwithstanding the directions provided in Article 12 g) to 12 j), negative or positive Select or Rep team balances of less than \$100, shall be considered too small to dictate immediate action.
 - p) Resolution of prior year balances of less than \$100, plus or minus, will be decided at the January Executive meeting and may be allotted to the current year team of the same division or the previous year team of the same division, as decided by the Executive;
 - q) The financial year of the League will start from November 1st in any given year; and
 - r) The House League player and sponsor fees will be established by Executive Committee at its first meeting of each year.

Article 14 – Rules and Regulations of Softball

- a) As a member of the Mississauga Girls Softball Association, the League's teams, players, parents and coaches shall comply with the rules and regulations as noted in the MGSA By-laws;
- b) As members of the Provincial Women's Softball Association (PWSA), all Rep team players, parents and coaches shall comply with the rules and regulations as noted in the PWSA By-laws. Players, parents and coaches on Rep teams that choose to participate in the Peel Halton Girls Softball Association (PHGSA) must also comply with the rules and regulations as noted in the PHGSA By-laws;
- c) All new players to the League must provide a copy of their birth or baptismal certificate prior to playing their first game. Anyone falsifying proof of age or registration shall be suspended immediately;
- d) All players must register in the appropriate division according to their year of birth. Any player wishing to play in another division shall make this request in writing on their registration form and the request will be reviewed and approved at the discretion of the league Executive Committee;
 - Approvals will not be reviewed and considered by the Executive Committee until after April 1st when registration has ended to ensure that all players within the division are given a spot;
 - Approval for a player to play up one division must be eligible to play in the higher level division within one (1) year of request; with no exceptions;
- f) Eligible House League and Select players cannot be carded with the Provincial Women Softball Association in the current year or signed to any other softball association;
- g) Rep team players cannot participate in the League's House League or Select Programs, or in any other House League or Select softball programs;
- i) Managers and Coaches must abide by the League's Harassment and Abuse Policy and Coaches Code of Conduct and must not have a criminal record;
- j) All players must supply their own helmets **(with cage attached)**;

Appendix A – Conflict Resolution Committee

Procedure of submitting and reviewing a complaint/ issue

In the event of a conflict, concern or violation of the EGSL constitution, policies or code of conduct, or MGSA by-laws, the person(s) shall submit a written complaint to President, Vice President, Secretary or Division Convener. A Sub Committee Chair will be appointed (to ensure independence from the complaint received). Once the Chair is selected the following process will be followed:

- a) Once a complaint is received, the Sub Committee Chair will select two (2) additional members of the Executive to participate in the review process;
- b) Once a formal or informal complaint has been received by the Executive, the person, or persons bringing the complaint will speak with the Sub-committee.
- c) Upon a complaint being heard by the Sub-Committee, the respondent member will be provided with a copy of the allegation(s) sufficient to make a full and complete response, if desired, to the Sub-Committee.
- d) The Sub-committee will then hear arguments and facilitate a discussion with the concerned parties either separately or at the same time;
- e) In fulfilling its duties, and with the approval of EGSL, the Sub-Committee may obtain independent advice;
- f) Suggestions will be made to both parties and resolutions will be discussed;
- g) The Sub-committee will compose a collective written recommendation that may also include specific dissenting recommendations that will, be presented to the Executive Committee for a resolution; and
- h) Where the conduct being reviewed by this policy is of a sensitive nature, the Sub-Committee and EGSL will keep all proceedings under the policy confidential, except where publication is ordered as part of the sanction, is required by law, or is in the best interests of the public.; and
- i) The Executive, in consultation with the Conflict Resolution Sub Committee, may allow an appeal of any ruling from the person being penalized. An appeal will only be considered if new information will be provided to the Committee for consideration. The procedure for such an appeal will be determined by the Executive and relayed to the person requesting the appeal.

Disciplinary Sanctions

- a) The following are examples of disciplinary sanctions that may be applied where it is found that an infraction has occurred. It is understood that the below are representative penalties only, that they may be modified to fit the circumstances of the infraction, and that they are presented generally in order of severity.
- b) Verbal or written reprimand;
- c) Require a verbal or written apology;
- d) Service or other voluntary contribution to EGSL;
- e) Removal of certain privileges of membership;
- f) Suspension from certain events, which may include suspension from the current event or from future events;

- g) Suspension from certain EGSL activities such as competing, coaching, or officiating for a designated period of time;
- h) Suspension from all EGSL activities for a designated period of time;
- i) Expulsion from membership; or
- j) Publication of the disciplinary sanction.