

**CONSTITUTION**

OF THE BRAMPTON GIRLS SOFTBALL ASSOCIATION

ESTABLISHED 1972

INCORPORATED IN 1987

REVISED 2020

REVISED 2021

Version 1.0

**ARTICLE 1.0 NAME**

* 1. The name of the Corporation shall be the Brampton Girls Softball Association Inc., hereinafter referred to as BGSA or "Association".

**ARTICLE 2.0 HEAD OFFICE**

**2.1** The head office of the Association shall be in the City of Brampton in the Province of Ontario and at such place therein as the Board may from time to time determine within the boundaries

**ARTICLE 3.0 PURPOSE AND OBJECTIVES**

**3.1** To foster, promote and teach amateur softball and to provide maximum opportunity for all eligible players to participate.

**3.2** To develop and encourage good sportsmanship and fellowship between all participants for the betterment of their physical, mental and social well-being.

**3.3** To develop, organize and facilitate participation and competition.

**3.4** To sponsor and promote such athletic, social and other activities as it may contribute to the finances or goals of the organization.

**ARTICLE 4.0 AFFILIATIONS**

**4.1** BGSA shall function as an independent organization under the auspices of the City of Brampton Parks & Recreation.

**4.2** BGSA may become affiliated with any other Association or organization for the purpose of better fulfilling its own functions and objectives.

* 1. BGSA has the authority to impose suspension on any participant who affiliates with another fast pitch league or fast pitch series that has the possibility to be in direct competition with BGSA without the express permission of BGSA’s Executive.

**ARTICLE 5.0 MEMBERSHIPS AND ELIGIBILITY**

**5.1** Membership includes:

1. A female player who is properly registered and whose fees are paid to the Association.
2. A parent or legal guardian of any child that is properly registered in the Association.
3. Elected officers, members of the executive, convenors, coaches, managers, umpires and members of Rep, Select and House League Committees.

**5.2** Membership is annual, commencing on registration of a player or players each year and ending at theAnnual General Meeting for that year.

* 1. Termination of membership may occur when a Member is found not in-good standing as defined by a majority vote of the Executive Board. A member of BGSA found not in good-standing may be censored, suspended or expelled by a majority of the board for breach of the Constitution and or By-Laws or for any act or conduct deemed prejudicial to the welfare of the Association.
	2. All members of BGSA including executive, players, parents/guardians, coaches and officials shall refrain from using media (including social media) to make disparaging remarks about the organization and any other members. Consequences, which can include termination of membership, will be brought to the Officers for decisions.
	3. **Eligibility of Players**
1. All females who reside within the area served by the Brampton Parks & Recreation Department and that meet the guidelines as set out in the Affiliation policy of the City of Brampton.
2. Players are eligible, whose ages are within the age groups specified in the Rules and Regulations of BGSA.
3. Eligibility for non-residents is set out in the Affiliation procedures for the Parks & Recreation Department of the City of Brampton. Exception: That we include the classification of Junior Women's as set by the Provincial governing body.

**ARTICLE 6.0 EXECUTIVE OFFICERS**

**6.1** The elected Officers of BGSA for each operating year shall be the:

* + PRESIDENT
	+ 1st VICE-PRESIDENT - REP
	+ 2nd VICE-PRESIDENT - HOUSELEAGUE
	+ VICE PRESIDENT EQUIPMENT REP
	+ VICE-PRESIDENT - EQUIPMENT HOUSE LEAGUE
	+ SECRETARY
	+ TREASURER
	+ UMPIRE-IN CHIEF - HOUSELEAGUE
	+ IMMEDIATE PAST PRESIDENT
	1. The president or designate shall appoint, subject to the approval of the board of directors, individuals to fill vacancies of the officers that occur during the year.

**ARTICLE 7.0 ELECTIONS of BOARD OF DIRECTORS (Officers and Directors)**

**7.1 OFFICERS**

 Those members who are currently on the Board of Directors and have served 2 consecutive years shall be eligible personnel as an Officer. Members interested in running must notify the nomination committee 30 days prior to the AGM. If no one meets these criteria, an exception may be made.

**7.2 BOARD OF DIRECTORS**

 A nominating committee shall be appointed by the Board of Directors to enlist candidates for those whose term expires. The nominating committee shall consist of three (3) members from the board. The Committee shall submit to the Secretary a slate of candidates for election at the Annual General Meeting.

At the Annual General Meeting, opportunity shall be provided for the proper registration of nominations from the floor for the board. Any such nominees shall be added to the slate of eligible personnel submitted by the nominating committee.

 Following the opportunity for nominations for board members from the floor, voting shall be conducted for these officers (ballot) and board members (by a show of hands or if requested, by means of a ballot).

1. Officers and directors shall be elected by 50% +1 of the members.
2. In the case of a tie for any position other than President, the President shall re-cast his/her vote, hence breaking a tie.
3. If the tie is for President, the newly elected VP Rep, VP Houseleague and Treasurer will confer to make a decision.
4. If there is an election with 3 or more candidates, and a candidate does not get 50% +1 of the votes, a re-vote shall be completed, deleting the candidate with the lowest number of votes, until such time a candidate receives 50% +1 of the votes.

**ARTICLE 8.0 MANAGEMENT**

**8.1** The management of BGSA and the administration of the various functions related hereto shall be vested in the Board of Directors. The officers shall have the power to take any reasonable action necessary, within the terms of the Constitution and By-Laws, to enforce compliance with the Rules and Regulations as set out by the Association.

**8.2** The Officers, at the call of the President (or delegate) shall:

1. Hold office in any newly elected position for 2 years. An officer re-elected into their current position shall hold the position for one year.
2. Appoint additional standing committees, officials and personnel considered necessary for the efficient administration and co-operation of BGSA.
3. At the call of the president (or delegate), shall conduct up to 12 board meetings, with a minimum of 8 monthly board meetings per year. Meetings must be held in August and September to prepare for the AGM.
4. Hold office until the meeting of the newly elected Board of Directors, but no later than November 1st following the meeting.

**8.3** Every board member must be active by participating on a committee or holding a job

 that directly assists the league. No board member shall sit on the board without a job.

 Any board member not fulfilling their duties may be removed from the board at any time

 by a majority vote of the board.

**ARTICLE 9.0 CONDUCT OF BOARD MEETINGS**

**9.1**  Quorum of elected officers for a meeting shall be 50% of filled positions + 1 (example, 4 officer positions filled then 3 needed, 5 officers- 3 needed, 6 officers - 4 needed etc).

**9.2** **Voting**

 Each member of the board shall have a single vote, except the President. The President shall make no motion of amendment while in the chair, however, the President shall have the right to pass the duties of the chair over to a Vice-President and be able to make a motion or recommendation as a member of the board, having the same voting privileges as any board member. While in the chair, the President or Vice-President shall not vote unless the vote is equally divided, at which time he or she cast the deciding vote.

**9.3** **Order of Business**: The order of Business shall be:

1. Call to order
2. Attendance for quorum
3. Minutes of the previous meeting(s)
4. Business arising out of minutes
5. Correspondence
6. Treasurers report
7. VP reports
8. Committee reports
9. New business
10. Adjournment

**ARTICLE 10.0 DUTIES of OFFICERS**

**10.1** **PRESIDENT** shall:

1. Preside at all meetings of the Board and the Annual General Meeting, when present.
2. Act as a member of all standing and special committees with the exception of the nominating committee.
3. Ensure all orders and resolutions of the Board are carried into effect.
4. Act as the Chief Executive Officer of the Association and where an immediate decision is required; make the decision subject to approval of the Board at its next meeting.
5. Act as a signing officer for the Association.

**10.2** **1st VICE-PRESIDENT - REP. OPERATIONS** shall:

1. Coordinate the activities of the program at the Representative level.
2. Act as Liaison for the Representative Teams in the League.
3. Be the assistant to the President and shall, in the President's absence, assume related responsibilities.
4. Act as a signing officer for the Association.

**10.3 2nd VICE-PRESIDENT - HOUSE LEAGUE** shall:

1. Coordinate the activities of the House league and Select levels.
2. Act as the Liaison for the teams in the League.
3. Assume related responsibilities in the absence of the President and 1st VP.
4. Act as a signing officer for the Association.

**10.4** **VICE-PRESIDENT of EQUIPMENT REP** shall:

1. Collaborate with the VP of Rep and the Rep Committee.
2. Collaborate with the VP of Equipment- House League for purchasing purposes.
3. Prepare a budget for Rep division.
4. Procure, issue and maintain the proper equipment to each team.
5. Maintain a current inventory of all equipment issued and submit inventory to the Association for record purposes.

**10.5** **VICE-PRESIDENT of EQUIPMENT HOUSELEAGUE** shall:

1. Collaborate with the VP of House league and the House League Committee.
2. Work with the VP of Equipment-Rep for facilitation of purchasing purposes.
3. Be responsible to prepare a budget for House League division.
4. Procure, issue and maintain the proper equipment to each team.
5. Maintain a current inventory of all equipment issued and submit inventory to the Association for record purposes.

**10.6** **SECRETARY** shall:

1. Maintain accurate records of the proceedings of BGSA.
2. Maintain a current register of all Board of Directors, Coaches, Umpires and relevant personnel, including addresses and telephone numbers.
3. Conduct all correspondence of BGSA.
4. Maintain a current record of all decisions and appointments.
5. Confirm assigned duties in writing as required.
6. Communicate all notices of meetings.

The Secretary may employ the administration facilities and other available resources of the Parks & Recreation Department office as required

**10.7 TREASURER** shall:

1. Conduct and properly record all financial transactions of BGSA.
2. Preside over committee designated to prepare the annual budget to be presented and approved by the Board.
3. Ensure that all payments are made by cheque, signed by any two of the following; President, 1st Vice President-Rep, 2nd Vice President-House league and the Treasurer.
4. Prepare and submit an annual financial statement to the Officers.
5. Submit interim reports at other times as requested.
6. Act as a signing officer for the Association.

**10.8** **UMPIRE-IN-CHIEF HOUSELEAGUE** shall:

1. Be responsible for the recruitment and training of all umpires.
2. Ensure the general conduct and performance standards of all umpires.
3. Facilitate the appropriate clinics for umpires to attend.
4. Assign umpires to house league games, tournaments, exhibition games and other games as requested.
5. Review and approve umpire submissions for payment.

**10.9** **IMMEDIATE PAST PRESIDENT** shall be empowered to participate in the deliberation of the Association with voting privileges and in general, act in an advisory capacity.

**ARTICLE 11.0 DUTIES OF BOARD MEMBERS**

**11.1** **REGISTRAR** shall:

1. Register all players in BGSA and respective affiliated associations.
2. Be responsible for collecting all monies for registration.
3. Maintain all team lists to assist in each year's registration.
4. Ensure that a mail out is done to each player that played in BGSA the previous year.

**11.2** **CHAIRPERSON OF UNIFORMS** shall:

1. Be responsible for the Association's uniforms.
2. Prepare a budget for and procurement of for the upcoming season.
3. Issue proper uniforms to each team and repair/replace any faulty uniforms.
4. Keep a record of issued uniforms.
5. Be responsible for the disbursement of refunds of pants/shorts.
6. Maintain a current inventory of all uniforms issued and submit inventory to the Association for record purposes.

**11.3** **CHAIRPERSON SPONSORSHIP** shall:

1. Obtain sponsors and be responsible for the collection of fees.
2. Keep accurate records and turn over monies to the Treasurer.

**11.4** **CHAIRPERSON OF WAYS & MEANS** shall:

1. Develop ideas and implement such for the Association fundraising and present these to the Board.
2. Prepare a financial statement for the Board and submit monies to the Treasurer.

**11.5** **CHAIRPERSON OF BINGO OPERATIONS** shall:

1. Be responsible for maintaining and operating bingo events.
2. Schedule and obtain personnel for the staffing of the Bingo events.
3. Prepare and submit reports to the City of Brampton Licensing and Province of Ontario.
4. Liaison with the representative of the City of Brampton Licensing, the Province of Ontario and the Hall owner/operator.

**11.6** **CHAIRPERSON OF PUBLIC RELATIONS AND MARKETING** shall:

1. Be responsible for all public relations and marketing of the Association.
2. Gather and obtain information to prepare the league newsletter.
3. Liaison with the web master.

**11.7** **CHAIRPERSON OF PLAYER/COACH DEVELOPMENT** shall:

1. Coordinate player/coach development programs.
2. Be responsible for the assignment of gym/facility time.

**11.8** **CHAIRPERSON OF CONCESSIONS** shall:

1. Be responsible for the day to day operations of the Associations concessions.
2. Maintain the upkeep of the concession facilities.
3. Coordinate with House league and Rep for the staffing of the concession.
4. Submit monies to the Treasurer.
5. Prepare and submit an annual financial statement to the Executive.

**11.9** **CHAIRPERSON OF PHOTOS, TROPHIES AND AWARDS** shall:

1. Procure and liaise with the photographer.
2. Schedule teams for photo day.
3. Tender and liaise with vendors for trophies in conjunction with House League and Rep.
4. Chair the Awards/Scholarship nomination committee.

**11.10** **CHAIRPERSON OF FACILITIES** shall:

1. Be responsible for the general maintenance of the facilities.
2. Liaise with the City of Brampton to address issues of repairs, upgrades and maintenance.
3. Maintain an inventory for the assigning of keys to the various facilities.

**11.11 CONVENORS** shall:

1. Be responsible for the program in their respective age category and more particularly, for the recruiting, supervision and moral conduct of coaches and players.
2. Be responsible for the proper completion of records for their respective age category.
3. Be accountable to their respective Vice-President.

**11.12** **MEMBERS AT LARGE** shall:

1. Attend the Board of Directors meetings on a regular basis.
2. Perform various functions as requested by the Board. Note: The number of Members at Large shall be determined by the Board as to fill the needs of the Association.

**ARTICLE 12.0 REQUIREMENTS FOR VULNERABLE AND CRIMINAL RECORD CHECK**

**12.1** All volunteers in the BGSA organization may be required to be subjected to a vulnerable sector check or a criminal record check.

**12.2** BGSA will not provide payments for either of these checks but will provide the required documentation for the individual volunteer as required (i.e. letter of volunteer acknowledgement). Should the individual volunteer require a finger print check, the individual can apply to the VP of Rep/VP of Houseleague/President as appropriate and reimbursement for fees will be granted upon proof of payment and an acceptable check.

**12.3** The vulnerable sector check or criminal record check is valid for two years or 730 days from the date of issue and must be obtained before October 1st (for Rep), April 1st (for Select) and November 1st (for Officers) of the given BGSA calendar year.

1. New volunteers joining the organization requiring a vulnerable sector or criminal record check will have 60 days after their respective deadline (refer to 12.3) to submit their record.

**12.4** Individuals who hold the following positions within the BGSA are required to obtain a vulnerable sector check:

1. Rep Coaches
2. Rep Team Trainers
3. Select Coaches.

**12.5** Individuals who hold the following positions within the BGSA are required to obtain a criminal record check:

1. BGSA President
2. BGSA Treasurer
3. Any other officers with financial signing authority

**12.6** BGSA will not retain any copies of the individuals’ vulnerable sector check or criminal record check form, however will retain a record that each check has been seen and approved as acceptable and valid for the given BGSA calendar year.

**12.7** BGSA Rep Committee and House League Committee will appoint an individual as the Compliance Officer for their respective programs whose responsibilities include:

1. Ensuring all individuals that require a check to be completed are identified and notified (in writing if required) of the deadline to complete the check
2. Ensuring all individual checks are completed by the deadline and immediately notifying the appropriate committee of any individuals who have not completed the required check.
3. Reviewing, summarizing and presenting to the committee any individuals whose checks contain offenses, outstanding convictions, or pending charges that could endanger “vulnerable persons” while conducting their volunteer responsibilities on behalf of the BGSA organization. The individual’s, name will be kept confidential during this review and only the Compliance officer will notify the individual of the committees’ decision.

**12.8** Any officers or directors of BGSA requiring a criminal record check will present their completed check at the Officers Meeting for approval of the Officers. Once approved, the Officers Committee will inform the Board of Directors at the next scheduled meeting.

**12.9** BGSA reserves the right to deny or remove any individual from their volunteer position upon review of their vulnerable sector check or criminal record check.

**12.10** Any individual denied the right to volunteer with BGSA has the right to appeal in writing or in person to the Officers. The Compliance Officer of the respective division will chair and minute the decision of the Officers from this meeting and inform the individual of the Officer’s decision. The decision of the Officers will be considered final.

**12.11** The Houseleague Committee will develop a letter annually, to be approved by the Board of Directors, for review and signing by houseleague coaches. This letter outlines the expectations and behaviour of coaches and consequences should problems arise.

**ARTICLE 13.0 RESIGNATION OR REMOVAL FROM THE BOARD OF DIRECTORS**

**13.1** Any member of the board may resign from BGSA by written notice of their resignation to the secretary who shall advise the Board of Directors at its next meeting.

**13.2** Any board member who is absent for three (3) meetings without just cause, or not making a significant contribution, may be removed from office and replaced by appointment by a resolution passed by a majority of the voting members of the Board of Directors.

**13.3** If the Board determines that a member has discontinued the duties and activities that qualify them for membership, their membership may be terminated by a majority vote of the Board.

**13.4** Any board member of BGSA may be censored, suspended or expelled from BGSA for breach of the Constitution and/or By-laws or for any act or conduct deemed prejudicial to the welfare of the BGSA by a majority vote of the Board.

**13.5** The Board shall have the power to fill any vacancies that may occur in its number to hold office for the balance of the term.

**ARTICLE 14.0 CONTRACTS**

**14.1** Contract, documents or instruments in writing requiring the signature of the Association may be signed by the President. The Association is authorized from time to time by resolution to appoint any Board Member or any person or persons on behalf of the Association to either sign contracts, documents or instruments in writing generally or to sign specific contracts, documents or instruments in writing.

**ARTICLE 15.0 LIABILITY OF THE BOARD OF DIRECTORS**

**15.1** The Association shall provide, at its expense, liability insurance to cover risks assumed by the Board members with respect to any act or actions taken by them as a group or individually on behalf of the and in accordance with their duties as Board of Directors members of the Association.

**15.2** A Board member shall not be held liable for the acts, receipts, neglects, or defaults of any other Board member or employee, or for the joining in any receipt or act for conformity, or for any other loss, damage, expense, or misfortune whatever which may happen to the Association in the execution of the duties of his respective office or trust, or in relation thereto.

**15.3** Every Board member, their heirs, executors, administrators, estates, and effects shall at all times be indemnified and saved harmless out of the funds of the Association from and against all costs, charges, or expenses sustained or incurred in any action, suit, or proceeding brought against him in respect to any act, deed, or matter whatever, occurring in the execution of the duties of his office, except the costs, charges or expenses occasioned by his own willful neglect or default.

**ARTICLE 16.0 ANNUAL MEETING**

**16.1** The Annual Meeting of BGSA. shall be held no later than October 31st of the current playing season. The President shall prepare the proper agenda for this meeting and provide copies for those in attendance.

**16.2** Notices of motions or Constitutional amendments for consideration at the Annual Meeting shall be submitted in writing to the Secretary and received by no later than 30 days prior to the Annual General meeting. Correspondence or other matters for consideration at the Annual General meeting shall be submitted in writing, no less than seven (7) days, to the Secretary and received prior to the Annual General meeting.

**16.3** No article or law of this Constitution shall be altered or rescinded or a new one introduced except at the Annual General meeting and then only by consent of two-thirds majority of the eligible voting members present.

**16.4** Eligible voting members include: Officers, Board Members, Coaches, Managers, Parents/Guardians, and Players.

1. Any registered player who is over the age of 18 is eligible to have one (1) vote.
2. BGSA officers and directors have 1 vote.
3. Members have 1 vote per family (any players 18 years of age and older shall have their own vote in addition to the 1 vote per family).

**16.5** All members voting must be in good standing. The President shall be responsible for calling the first meeting of the new Board of Directors following the Annual General Meeting.

**16.6** All B.G.S A personnel and participants shall be subject to and comply with the Rules and Regulations of the Constitution and Bylaws.

**ARTICLE 17.0 BY-LAWS**

**17.1** Such By-Laws as are felt to be necessary in the first instance for the proper conduct of BGSA shall be made known by the Board of Directors.

**17.2** By-Laws may be repealed, amended, altered, added to, or re-enacted by a majority decision at a meeting of the Board of Directors or at a meeting called for the purposes of considering the said By-Laws.

**ARTICLE 18.0 YEAR END**

**18.1** Unless otherwise ordered by the Board of Directors, the year-end of BGSA shall terminate on the last day of September in each year.

**ARTICLE 19.0 APPEALS COMMITTEE**

**19.1** The Committee shall consist of five (5) Board members of which three (3) will be drawn to rule on any and all appeals.

**19.2** All appeals must be registered with the Committee and forwarded in writing.

**ARTICLE 20.0 PECUNIARY GAIN**

**20.1** The Association shall be operated without purpose of pecuniary gain, and any surplus monies of the Association shall be used solely for the objectives and promotion of the Association.

**ARTICLE 21.0 DISSOLUTION**

**21.1** If BGSA disbands or ceases to exist; the assets and funds of the organization shall be transferred to and held in trust by the City of Brampton Parks & Recreation Department pending resolution and distribution of such assets and funds.

**ARTICLE 22.0 SELECTION OF COACHES FOR REP AND SELECT PROGRAMS**

**22.1** The Vice President-Rep Operations will, in consultation with the President, strike a Rep Coaches Selection Committee comprised of a minimum of 5 members to interview and choose rep coaches for the upcoming season. Members will include the President, VP-Rep Operations, another Board member and at least 2 other people. Any of the committee member interested in coaching will excuse themselves from interviewing for that division/team.

**22.2** The Select Convenor-Houseleague will, in consultation with the VP-Houseleague Operations, strike a Select Coaches Selection Committee, comprised of a minimum of 3 members to interview and choose the Select coaches for the upcoming season. Members will include the VP-Houseleague Operations, Select Convenor and at least one other person. Any of the committee members interested in coaching will excuse themselves from interviewing for that team.

**22.3** All applicants for both rep and select coaching positions will be granted an interview. Even if there is only 1 applicant, an interview will take place to ensure the correct fit for the program.

**ARTICLE 23.0 SPELLING AND GRAMMAR**

**23.1** This constitution shall be amended to correct any spelling and grammar on an ongoing basis, without the need for amendment(s) at the annual general meeting**.**

Approved on this day of

President Secretary

Certified to be a true copy of the Constitution of Brampton Girls’ Softball Association as

amended at the Annual General Meeting