



North Waterloo Constitution

1. NAME

The name of the league is “North Waterloo (rural) Fastpitch League” (NWFL).

2. MEMBERSHIP

The membership of the league has all power and rules by majority of vote. Membership in the league is open to representatives of such organized teams as are approved by the executive of the league.

3. MEETINGS

- a. Parliamentary procedure shall be followed during all NWRMSL meetings.
- b. Each year the league shall hold one pre-season Annual General Meeting, to be held no later than April 30th and is open to all members of good standing. League executive shall determine agendas.
- c. Amendments to the Constitution may be made at the Annual General Meeting or deferred to the special Executive/Team Reps meeting post AGM. The Executive/Team Reps may make amendments to the Special Operating Rules and Regulations of the NWFL, as required.
- d. Each association in good standing from the previous season’s NWFL league shall be entitled to two votes at the General Meetings. Special consideration shall be made for associations and members returning after a one-year absence.
- e. League meetings differ from Annual General Meetings (AGM) as it is intended for the association or team rep and or coach to attend all League meetings (hereinafter referred to, and interchangeable with, Team Rep meetings). League meetings such as these will be scheduled as required during ball season (February through August). Each team shall have one vote at each league meeting. Attendance by a team representative is required at all league meetings. The only exception is if regular season play is scheduled.
- f. A quorum for Team Rep/League meetings has representation totaling 50% of eligible teams plus one team in order to have a viable vote. Should an Executive member be the only representative from their team, they may represent and vote on their team’s behalf. However, they may only cast one vote, and shall remove themselves from any executive vote should one be necessary.
- g. At Team Rep/League and General Meetings, the executive will present information to the league that is tabled for voting. In the event of a tie the President will cast a second vote to break the tie.
- h. Meetings may be held via video conference, conference call or in person. The AGM must be held in person.
- i. There are two types of meetings, General Meetings and Team Rep/League meeting.
 - i. At **General Meetings** all members in good standing in attendance are eligible to cast 2 votes, except for the President. He or she may only cast a vote in the event of a tie. Changes can be made to this constitution at any general meeting.



North Waterloo Constitution

- ii. **Team Rep Meeting** – where only one vote is cast per team, in the event of a tie the Executive acts as a one-vote body and adheres to the above stated conditions.

4. AMMENDMENTS

- i. Any changes, additions or deletions to the By-Laws or Playing Rules can be brought up at any general meeting and a simple majority of the voting members present will pass the change, addition or deletion. No advanced notice is required. All general amendments in this article passed at the general meeting will take effect the upcoming season unless presented differently in motion.

5. EXECUTIVE

- a. The executive as a body, are the elected representation of the league, to carry on the operation of the league. They are empowered to act upon all business of the league, which must be addressed between scheduled team rep meetings. Extraordinary meeting of the executive may be called at the discretion of the President to address such issues with due notice of 1 week being given. Minutes will be taken at every meeting. A vote taken at these meetings is binding and held in force and effect until ratified or defeated by league vote at the next league meeting. The President will only vote in the event of a tie.
- b. An attempt will be made to have a representative from each association on the executive.
- c. In the event that any position is not filled at the Annual General Meeting, the President may appoint a league member in good standing, to fill the open position for the remainder of the term.
- d. A signing member of the executive may not be one of the signatories on the cheque if the cheque is made out to them. There must be two signing officers at all time.
- e. No signing officer can have declared bankruptcy within the last 7 years.

6. DUTIES OF THE OFFICERS

- a. **President**
 - i. Chairs all league meetings.
 - ii. Acts as league liaison with the OASA, Softball Ontario and any, or all, outside groups.



North Waterloo Constitution

- iii. Oversees the rest of the executive. In case of the President's absence, he/she will designate someone from the executive to act in his/her place prior to the meeting.
 - iv. The President shall have the option to be a signing officer of the league.
 - v. Sees and approves all correspondence going out to third parties that are sent on behalf of the executive/league before it is sent out.
 - vi. Books the fields for the upcoming season on January 1 of that season.
 - vii. Assists all executive members with whatever they need help with and if is unable to finds someone who can.
 - viii. Shall have a seat on the protest committee in the event of any protests throughout the season.
- b. Vice President**
- i. Shall be a signing officer of the league.
 - ii. Shall have a seat on the protest committee in the event of any protests throughout the season.
- c. Treasurer**
- i. Shall be a signing officer of the league.
 - ii. Shall be responsible for the financial records and accounts of the league.
 - iii. Shall present in writing, a current statement of all funds, including budget figures at General
 - iv. Shall present in writing, a current statement of all funds at every other league meeting.
 - v. Shall receive and issue receipts for all moneys and deposit them with a chartered Canadian
 - vi. Shall disperse funds in payment of bills.
 - vii. Shall work with the president to compile the budget for the upcoming season.
- d. Director, Marketing and Social Media**
- i. To establish marketing guidelines including print, online and social media for the NWFL.
 - ii. To create and maintain the NWFL website
 - iii. Create and maintain the NWFL social media platforms.
 - iv. To assist in maintaining the NWFL website.
- e. Secretary**
- i. Shall take minutes of all meetings and send out the minutes to the executive/league in a timely manner.
 - ii. Is responsible for compiling all documentation for presentation to membership.
 - iii. Shall have authorization to update and assist the web administrator (VP) of the league.
 - iv. Shall work with the president to ensure all team reps get all league information as it comes up i.e. sending out emails
- f. Tournament Director**
- i. Coordinate with tournament host
 - ii. Order all medals for year end tournaments
 - iii. Set schedules for all year end tournaments



North Waterloo Constitution

iv. Order Balls for year end Tournaments

g. Past President

i. Shall be a member of the Rules and Protest committee.

7. Entry Fee

- a. League entry fees shall be set by the executive and approved at a general meeting.
- b. Tournament fees shall be set by the general meeting, this fee should be consistent for all divisions and will go directly to the tournament host to use as they see fit.
- c. All teams playing in the League shall be registered by the April meeting. (If applicable)
- d. All participating centers must post a \$100 Performance Bond, which is in effect from May 1 until the following April 30 annually, at which time it may be returned if so requested, minus fines incurred, or the remainder may be applied towards the next year's Performance Bond.
 - i. The performance bond is used to hold the spot to a maximum of 5 years absence from the league, after such time the bond is forfeited to the league. Any teams wishing to re-enter would need to pay a new bond fee. This new rule would apply to any teams for which currently have paid a bond to NW but have not participated for 5+years.

8. Performance Bond Fines

- a. No show - any team not showing for a regular season or playoff game will be fined \$75, which will be reimbursed to the home team. A team showing at a diamond where the home team does not have enough players to field a team the visiting team shall receive the win by forfeit. ***The "no show" rule shall not be levied if the reason for "no show" was a result of Convener error.***
- b. Withdrawing teams from league schedule or playoffs for reasons other than progressing in OASA, PWSA. ORSA championship play will be fined \$75.
- c. A team may withdraw from NW final tournament if notice is given to the convener/president within 10 days of their OASA Elimination tournament.
 - i. ***Teams withdrawing from the final tournament will not receive a refund for their tournament fees.***



North Waterloo Constitution

9. STANDING COMMITTEES

a. Rules and Protest Committee

- i. Chaired by the Past President or Member-at-Large and to consist of the President, the Vice President and the Umpire Liaison and Umpire Association representative as required.

10. BANKING

- a. The funds of the league shall be deposited in a Canadian chartered bank or credit union and administered by the Treasurer.
- b. Signing officers of the league shall be the Treasurer, Secretary, the President, and the Vice President.
- c. People holding these signing positions may not be related or from the same association.

11. DISPOSITION OF FUNDS

- a. Upon dissolution of the league, any funds remaining after satisfaction of its debts and liabilities shall be disbursed according to executive decision.

12. DISQUALIFICATION

- a. An Association or team shall cease to be a member of the league for failing to have paid the league fee or any other debt to the league. A person or team may be disqualified from league games for misconduct and this shall be at the discretion of the Rules and Protest Committee.
- b. If a complaint is received about a player/coach or team's conduct, that player/coach will be notified of the complaint and provided with the opportunity to submit their defense in writing to the Rules and Protest Committee within 72 hours.