

# CONSTITUTION

## ARTICLE

### 1. The Organization

1.1. The organization shall be known as “The Hamilton Ladies Slo-Pitch Softball Association”. Hereafter referred to as the Association.

### 2. Aim

2.1. To foster and promote athleticism, teamwork and good sportsmanship for adult men and women through the sport of slo-pitch softball.

2.2. To protect and promote the mutual interests of all Association members.

### 3. Membership

3.1. There are four types of membership in the Association:

- a) Team Membership – Any qualified team and/or individual on the official team roster, paid in full and recognized by the Association. The team must complete an application form on an annual basis and pay the required team and player registration fee as set annually by the Executive Board.
- b) Associate Membership – Any individual interested in the advancement of Slo-Pitch Softball. Interested parties must apply in writing to the Executive Board, on an annual basis, and pay the required registration fee as set by the Executive Board each year.
- c) Honourary Membership – May be awarded and conferred upon such person as may be deemed worthy of the honour upon unanimous vote by the Executive Board. This membership has no voting privileges at either Executive Committee meetings or the Annual General Meeting.
- d) Executive Board – Any individual duly elected to the Executive Board will be considered a member of the Association for the current year. Executive Board members need not be players on a team within the Association and are not required to pay a registration fee.

### 4. Executive Committee

4.1. Comprised of the Executive Board, Associate members, Honourary members and up to two (2) representatives from each team. One vote per board member and one vote per team.

- 4.2. Whenever possible, the Executive Board shall consult with the Executive Committee on matters that affect the entire Association. However, the Executive Board is ultimately responsible for the Association and will make the final decision as to which matters shall be brought to the Executive Committee.
- 4.3. An Executive Board member may also be a team representative on the Executive Committee, however, as an individual, they will only be permitted to cast one vote.

## **5. Executive Board**

- 5.1. Comprised of up to seven (7) individuals each with equal voting privileges. All Association duties and obligations will be divided among these Executive Board members.
- 5.2. The Executive Board shall consist of the following officers: President, Vice-President, Secretary, Treasurer and three (3) directors.
- 5.3. The President, Vice-President, Secretary, and Treasurer shall be elected annually by, and from within, the Executive Board. The remaining three (3) members will act as directors. This election must take place at their first Executive Board meeting after the Annual General Meeting and prior to the first Executive Committee meeting.
- 5.4. To be qualified for a position on the Executive Board an individual must have been a member in good standing of the Association for at least the previous year or be a past Executive Board member.
- 5.5. If an Executive Board member becomes incapable of performing their tasks or duties, they can be removed from the Executive Board by a unanimous vote of the remaining Executive Board members. A vote will not be required if an Executive Board member resigns in writing voluntarily.
- 5.6. If at any time the Executive Board falls below seven (7) members, the remaining Executive Board members may, as they deem necessary, elect additional qualified members, as described in section 5.3, to the maximum of seven (7).

## **6. Duties Of the Executive Board**

- 6.1. All duties and obligations are shared by the members of the Executive Board. All members shall have equal voting power. In the event of a tie, the President shall cast the deciding vote.
- 6.2. President – Shall act under the immediate direction of the Executive Board and shall be responsible for the day-to-day activities of the Association. He or she

shall act as the spokesperson for the Association at all public gatherings or designate an alternate. He or she has the authority to call a meeting of either the Executive Board or Executive Committee provided adequate notice is given as described in section 8.5.

**6.3.** Vice-President – Shall assist the President as needed in ensuring that the Association's operations, activities and programs function in accordance with the procedures set forth in this Constitution. The Vice-President shall report directly to the Executive Board. The Vice-President shall assume the position of President at any time the President is unavailable and will be responsible to execute the duties of the President.

**6.4.** Treasurer – Shall receive and receipt all money and all securities in the name of the Association. He or she shall deposit all funds in the name of the Association in such banks or depositories as shall be designated by the Executive Board.

Any cheques written in the name of the Association will require at least two (2) signatures. The President and two (2) other Executive Board Officers named at the first Executive Board meeting will act as signatories.

It is the duty of the Treasurer to periodically provide a financial statement to the Executive Board and deliver a Financial Report at the Annual General Meeting.

**6.5.** Secretary – Shall record the official minutes at all Executive Board and Executive Committee meetings and shall keep the records of the Association. He or she will distribute copies of meeting minutes or other Association information in accordance with the policy of the Association or at the direction of the Executive Board.

## **7. Elections**

**7.1.** Elections are held each fall at the Annual General Meeting. Executive Committee members shall elect seven (7) board members, who will hold office until the next Annual General Meeting effective immediately.

**7.2.** An individual who is nominated to the Executive Board at the Annual General Meeting **need not** be present to either accept or refuse the nomination. **A written acceptance prior to the AGM will be sufficient.**

## **8. Meetings**

**8.1.** The Executive Board must meet at least three (3) times per year.

**8.2.** The Executive Committee must meet at least three (3) times per year.

- 8.3. Executive Committee meeting dates, times and locations will be posted on the Association website.
- 8.4. An Annual General Meeting must be held each year at any time after the end of the Association's baseball season but before December 31<sup>st</sup>.
- 8.5. The Annual General Meeting date, time and location will be posted on the Association website and advertised in a local publication no less than four (4) weeks in advance of the meeting.
- 8.6. "Roberts Rules of Order" will be used for all meetings held in the Association.

## 9. Voting

- 9.1. A quorum of 50% of eligible voters is required for all Executive Board or Executive Committee meetings.
- 9.2. A Roll Call must be taken and recorded by the Secretary before any item is voted on.
- 9.3. All votes require a simple majority for passage unless otherwise stipulated in this Constitution.
- 9.4. Constitutional Amendments require:  
two-thirds (• ) majority in favour by the Executive Board and,  
two-thirds (• ) majority in favour by qualified Association members at an Annual General Meeting for passage.
- 9.5. Voting by proxy is not permitted.
- 9.6. Any individual qualified to vote at either an Annual General Meeting, an Executive Board meeting or an Executive Committee meeting will only be permitted one (1) vote per item except the President who will be permitted a second (2<sup>nd</sup>) vote for the purpose of breaking a tie vote only.

## 10. Amendments to the Constitution

- 10.1. Amendments to this Constitution may only be voted on at the Annual General Meeting.
- 10.2. All Constitutional Amendments must be delivered in writing to the Executive Board, signed and dated by an active Association member, no later than four (4) weeks prior to the Annual General Meeting in order to be considered.