

Constitution of the Trend-Arlington Men's Fastball League

March 2010

Purpose and Scope

1. This constitution is the over-arching governance document which supercedes any and all previous definitions of the Trend-Arlington Men's Fastball League (TAMFL), its constructs, operation, policy or procedures.

Definition

2. The Trend-Arlington Men's Fastball League (TAMFL.) is a non-profit organization whose purpose is promote recreation and fellowship through friendly competition on the diamond in the sport of Recreational Fastpitch Softball, with an atmosphere that is enjoyable for all players.
3. TAMFL shall consist of Active Members who participate in league activities through registration with the League.
4. The TAMFL Convenors Committee Executive ("Executive") shall consist of five (5) voting members duly elected by active Executive Members of the TAMFL, and attendees of the Annual General Meeting, for various functions required for smooth operations.
5. The TAMFL Executive Members shall hold Floating Roles ("Role"), assigned each year by mutual agreement between the Chair and Members of the Executive.
6. The term of a member of the Executive is for one year, commencing with the first of November in the year in which he is elected until the 31st of October the following year.

Members

7. **Executive Members** are persons who have responsibility as follows:
 - A. Chair of the Convenors Committee (aka "Convenor") who shall:
 - i. Coordinate the day-to-day operation of the league;
 - ii. Ensure that all league rules are adhered to and where deviations from these rules occur, render a decision as to the validity or invalidity of these deviations;
 - iii. Liaise with the City of Ottawa Recreation and Parks staff;
 - iv. Represent the league to external entities;
 - v. Arrange for and negotiate procurement of permits, insurance, and other legal agreements between the League, its service providers and partners;
 - vi. Arrange for halls, rooms, locations, for league meetings.;

- vii. Draw up playing schedules for the following:
 - league games;
 - playoff games;
- viii. Define and oversee the annual assignment of Members to team selections, and rule on any questions or problems that should arise during the assignment process;
- ix. Performing Executive functions by holding one or more Floating Roles; and
- x. Vote on issues which do not enjoy Executive consensus; and
- xi. Carry out or delegate any other Floating Role not specified elsewhere in the duties of other members of the Executive.

B. Registrar

- i. Receiving, accounting for, and holding league Member registrations;
- ii. Ensuring all Member payment and activity status is tracked;
- iii. Ensuring all Member contact position and volunteer information is up-to-date;
- iv. Receiving and delivering registration monies to the Treasurer;
- v. Setting registration fee schedules with the Chair and Treasurer;
- vi. Coordinating advertising for league registration; and
- vii. Performing Executive functions by holding one or more Floating Roles; and
- viii. Vote on issues which do not enjoy Executive consensus.

C. Treasurer who is responsible for:

- i. Handling of all financial affairs of the league;
- ii. Maintaining a record of revenues and expenditures;
- iii. Forecasting a projection of revenues and expenditures for the next reporting period;
- iv. Setting financial budgets with members of the Executive;
- v. Ensuring that all bills are paid; and
- vi. Performing Executive functions by holding one or more Floating Roles; and
- vii. Vote on issues which do not enjoy Executive consensus.

D. Umpire-In-Chief who is responsible for:

- i. Ensuring an adequate list of umpires is kept,
- ii. Ensuring adequate coverage of umpires from the league for regular season and exhibition games,
- iii. Representing TAMFL to the preferred Softball Canada-sanctioned umpire's association (ie: EOUA),
- iv. Performing Executive functions by holding one or more Floating Roles; and

- v. Vote on issues which do not enjoy Executive consensus; and
 - vi. Escalating discipline issues to the Chair.
- E. Member At-Large who is responsible for
- i. Assisting the Chair in the discharging of his duties;
 - ii. Performing Executive functions by holding one or more Floating Roles; and
 - iii. Vote on issues which do not enjoy Executive consensus.
- F. Past Chair is a non-voting member to offer advice and expertise for one year; and may optionally
- i. Assist the Chair in the discharging of his duties;
 - ii. Perform Executive functions by holding one or more Floating Roles.
 - iii. Advise the executive on historical experience or decisions made during the previous tenure(s).
 - iv. Be consulted regarding selecting replacement Executive Members or Executive Floating Roles should they require appointment without benefit of election.
 - v. Not be represented in a given season, instead assuming the role of one of the above Executive Members

Roles

8. **Executive Floating Roles** may be filled by a member of the Executive. Executive Roles shall handle activities such as the following:
- A. Equipment Manager who is responsible for:
- i. Assessing equipment requirements and reporting same to the Executive;
 - ii. Ensuring sufficient equipment is available and in good order;
 - iii. Observing that the City performs its maintenance responsibilities;
 - iv. Acquiring adequate shared equipment and consumables as required; and
 - v. Disposing of unsafe or inadequate equipment;
- B. Social Coordinator who is responsible for:
- i. Coordinating the year-end banquet, including:
 - a. Arranging facilities for banquet;
 - b. Creating, coordinating distribution or sales of tickets; and
 - c. Arranging for set-up and take-down of facilities;
- C. Tournament Coordinator who is responsible for:
- i. Arranging for participation by TAMFL members in competitive or recreational tournaments;
 - ii. Assembling a roster of players;
 - iii. Communicating with tournament convenors;

- iv. Custodianship and intact return of league property used during tournaments; and
 - v. Reporting on the participation of TAMFL Members at tournaments.
- D. Secretary who is responsible for the taking of minutes of meetings and having those minutes printed;
 - E. Webmaster who is responsible for updating the League website with current information;
 - F. Statistician who
 - i. Shall officially score the League finals, and
 - ii. may officially score or coordinate the scoring of
 - a. League semi-finals,
 - b. League preliminary playoff rounds, and
 - c. League regular season results;

Procedures

- 9. Annual General Meeting (“AGM”). The AGM
 - A. is an opportunity for league members to vote on executive elections and to table issues to the incoming executive;
 - B. shall be held once between November 1st and January 30th following each season;
 - C. notice shall be issued via electronic mail at least two weeks prior to the meeting;
 - D. shall be follow an agenda consisting of issues tabled by written motion submitted to the Secretary no later than one week before the meeting;
 - E. no more than three issues shall be handled at the AGM;
- 10. Signing of all cheques requires two (2) signatures. Those members of the Executive who have signing authority are the Chair, 1st Vice Chair, and the Treasurer.
- 11. Eligibility for membership in the league is open to:
 - A. Active Members from the previous year in Good Standing;
 - B. Residents of Trend-Arlington who are 18 years of age or older, or sons of such Members older than 16;
 - C. Residents of the former City of Nepean who are 18 years of age or older or sons of such Members older than 16;
 - D. Residents of other areas of the City of Ottawa who express a desire to play in the TAMFL. and who are 18 years of age or older or sons of such Members older than 16;
 - E. Any other individual who expresses a desire to play in the TAMFL.
- 12. Registration
 - A. Registration shall be held on one or more occasions; with preference to returning Members; and

- B. Registration fee schedule will be established by the league Executive after taking into account all ongoing expenses.

13. Team Captains

- A. Team Captains shall be selected by the members of the Executive on the basis of:
 - reliability
 - dependability
 - interest in the game of softball
 - interest of the league
 - interest in sportsmanship
- B. Existing team Captains shall have the right of first refusal when Captains are being selected for each season.

14. Annual Player Assignment

- A. Shall be undertaken to accommodate player pairing requests for purposes of fellowship;
- B. Shall seek to balance skills on teams to promote competition and participation; and
- C. Shall seek to equip each team with adequate pitching, catching and umpire volunteers;

15. Dismissal

- A. Dismissal of an Executive Member shall be by a two-thirds (2/3) majority of the combined Executive and Team Captains. Should a team Captain be a member of the Executive he is entitled to only one vote, not two.
- B. Dismissal of a team Captain shall be by a majority of the Executive.

16. Discontinuance

- A. Should there, at any time in the future, be a discontinuance of Recreational softball from the TAMFL. this constitution shall be null and void causing disbandment of the league and all equivalent diamond allocations thereto.
- B. Discontinuance of the recreational aspect of the TAMFL. shall be determined by the result of the following question being given to the league members.

Are you in favour of the TAMFL. continuing as a recreational league?

Yes []	No []
NAME (please print)	SIGNATURE
	Signed this _____ day of _____ 2003.

C.

The question, as worded in B above, shall be caused to be issued by:

1. 10% of Active League Members submitting a request, in writing, with their signatures.
2. One half (1/2) of the team Captains submitting a written request with their signatures.
3. A majority of the Executive as a result of an Executive meeting. All duly elected members of the Executive must be in attendance at the meeting.

17. Elections

- A. Elections shall be held once a year during _____ to enable the incoming Executive to learn the nature and duties of their positions from the outgoing Executive.
- B. Only those Members of the TAMFL. who are:
 0. Fully paid up; or
 1. Actively involved in the league (i.e. having not been Suspended or Banned from the League) are eligible to seek office or have the right to vote during the election of officers.

18. League rules shall be amended by:

- A. the majority of the Executive;
- B. the majority of team Captains with eighty percent (80%) of the Executive; OR
- C. by a majority of the members of the TAMFL. at the Annual Meeting for the Election of Officers Meeting.

19. This Constitution shall be amended by a combination of any two (2) of the following methods:

0. A majority of the Executive (all members of the Executive must be in attendance);
1. A majority of the members in attendance at the election of officers meeting;
2. A majority of the team Captains with the agreement of at least eighty percent (80%) of the Executive.

SIGNED THIS _____ DAY OF _____ 2009

Chair: Wynn Fenwick _____

Terms of Reference

“Shall” defines an imperative, unconditional activity

“May” defines an optional activity

“Executive” or “Executive Member” shall mean a member of the Trend Arlington Men’s Fastball League Executive committee.

“Member” defines a person who is a current or immediate past-year player, team captain or member of the TAMFL Executive.

“Active” defines a member who has registered, paid-in-full, and stands in good stead with the TAMFL Executive.

“Good Standing” is defined as a person who is not currently under suspension or barred by the TAMFL Executive.