



**ONTARIO MASTERS
SOFTBALL CRICKET CLUBS**

Founded in 2000

OMSCC Clubs Constitution and By-Laws

1 NAME

The name of the organization is the Ontario Masters Softball Cricket Clubs Inc. herein referred to as OMSCC. The OMSCC is a non-profit organization operating under the laws of the provinces of Ontario and Canada.

2 OBJECTIVES

The objectives of the Ontario Masters Softball Clubs Inc. also referred to as “the League” are to promote the advancement of the game of softball cricket and sports goodwill in the Province of Ontario by:

- 2.1 Providing a forum for meaningful dialogue among the softball cricket teams in Ontario and other cricket organizations.
- 2.2 Providing opportunities for adults aged forty and over to participate in outdoor activities.
- 2.3 Providing advice and guidance on cricket issues to the Toronto Parks and Recreation Department, and Public and Catholic School Boards. Make recommendations on such matters as the location and preparation of playing fields, issuance of permits, and the provision of related facilities.
- 2.4 Establishing a relationship with Toronto Parks and Recreation Department and the Public and Catholic School Boards to ensure adherence/compliance with by-laws on the use of the playing fields and related facilities.
- 2.5 Initiating, promoting, and encouraging activities that will improve the standard of softball cricket in Ontario.
- 2.6 Engaging sponsors and cricket enthusiasts to promote the objectives of the League.
- 2.7 Arranging and regulating softball cricket competitions in the Province of Ontario.
- 2.8 Promoting cultural, coaching, and physical activities will benefit the community.

3 INTERPRETATION

- 3.1 "League" means Ontario Masters Softball Cricket Clubs Inc. (OMSCC).
- 3.2 "Member" means a member of a team of the League.

- 3.3 "Team" means a softball cricket team that satisfies the criteria set out under Section 4 and is accepted for membership by the League.
- 3.4 The ruling of the majority of the Executive Board present at an executive meeting shall be final regarding the interpretation of the Constitution and By-Laws of the League.
- 3.5 Each member team in **good standing** will be allowed only one (1) vote. "Good Standing," means full payment of annual and any outstanding fees and is not subject to any disciplinary proceedings.

4 MEMBERSHIP

- 4.1 A team may apply for membership with the League and will be required to complete an application showing their interest and commitment by e-mail to the League's Secretary.
- 4.2 The membership request must be accompanied by a deposit of one hundred dollars (\$100).
- This amount may not be refunded should the application be denied due to shortcomings on the applicant's side e.g., failure to provide full commitment or funds by a set date.
- The deposit will be applied to its general membership fees if the membership is accepted.
- 4.3 The membership request will be reviewed by an Executive quorum and tabled at the Annual General Meeting (AGM) for consideration. Two representatives from each "new team" will be invited to attend the AGM where they may provide additional information as requested but are not entitled to voting rights.
- 4.4 Applications to join the League will be considered on a "first-come, first-serve" basis. Applications should be submitted by February 1st.

5 CATEGORY OF MEMBERSHIP

- 5.1 **Active membership**

5.1.1 **Full-time membership:**

Consists of Teams that have been registered in the League for more than one year. These Teams are entitled to vote at all League meetings.

5.1.2 **Temporary Membership**

Consists of teams that have joined the League for the first time. They are placed on one-year probation and are not eligible to vote at any League meeting during the probation period.

5.2 **Inactive Membership**

Consists of teams that were not active for two or more consecutive years. These teams shall have to apply for new membership and pay all outstanding fees.

5.3 **Termination of Player and Team Membership**

5.3.1 A player's membership is terminated when the member dies, the member resigns, and the member is expelled for disciplinary, criminal, or safety reasons.

5.3.2 The player is no longer a registered member.

5.3.3 The team fails to maintain the qualifications required for membership.

5.3.4 The team or member is no longer in good standing.

5.4 **Honorary Membership**

Consists of past members elected by the Executive Board in recognition of past contributions and services to the League and softball cricket.

6 **OFFICERS**

6.1 **The Executive Board**

6.1.1 The minimum number of members of the Executive Board shall be seven and the maximum shall be nine.

6.1.2 Executive Board Members can hold a maximum of two offices in the same year. One position shall be temporary.

6.1.3 Only one vote per **individual** (not roles) is permitted for voting purposes.

6.2 **The Executive Board shall consist of:**

- 1) President
- 2) Vice President
- 3) Secretary
- 4) Treasurer
- 5) League Administrator (Website)
- 6) Umpire Coordinator
- 7) Over 50 Coordinator
- 8) Assistant Secretary/Treasurer

6.3 The Executive Board shall have the power to manage the activities and affairs of the League.

Interpretation of the OMSCClubs By-laws of the Constitution, and the OMSCClubs Rules and Playing Conditions shall be at the sole discretion of the Executive Board.

6.4 To achieve the objectives of the League, promote the values of the organization, and sustain its smooth operations, the Executive Board shall have the authority to:

6.4.1 By majority vote of the members at the AGM, or special meetings shall have the power to make, amend or repeal by-laws of the League.

6.4.2 Make, amend, or remove rules in the League's Rules and Playing Conditions document, as they may see fit provided there is majority support from the Executive Board present at any Executive meeting.

6.4.3 Use funds appropriately to manage the affairs of the League.

Either in conjunction with the Disciplinary Committee or as an independent body, shall have the power to take the necessary disciplinary action against any registered member of the League, including Executive Board members whose behavior or action violates the Constitution Bylaws, and the Rules and Playing Conditions during any League event.

6.5 Elections for Executive positions shall only take place at the League's AGM.

Temporary appointments may be made by the President and the majority of the Executives until the next AGM and shall be deemed as one year served once the appointee completes the year.

- 6.6 Executive positions will be for two years for a maximum of two consecutive terms in the same position.
- Under unusual extenuating circumstances these term limits can be extended or reduced by a majority vote at the AGM
- 6.7 The President, Treasurer, Umpire Coordinator, and over 50 Coordinator positions shall be up for election in an even-numbered year. The Vice-President, Secretary, League Administrator (Website), and Assistant Secretary/Treasurer positions shall be in the odd-numbered year.
- 6.8 Any Executive may tender his/her resignation to the President in writing during his/her tenure.
Any outgoing Executive shall hand over to the President or any other Executive all documents, materials, records, or monies that are the property of the League or Member Team.
- 6.9 The Executive Board by majority vote may appoint an appropriate person(s) of outstanding background to represent the League.
- 6.10 Any executive member who was elected at the AGM and serve for one or more years within the last five years shall be allowed to be nominated for the President or Vice-President position.
- All-other members in good standing may be nominated for all other Executive positions.
- 6.11 There shall be a maximum of two registered members in good standing, from the same team, elected or appointed to an Executive position of the OMSCC.
Exception:
Only one is allowed to vote at an executive meeting when there are two members of the same team.
- 6.12 An elected official from another cricket organization in Ontario may be nominated for an Executive position in the League.
Nominations for the President and Vice President positions are not allowed.
The official must be a member of a team currently registered with the league and in good standing.
- 6.13 Two members from the same 'family' shall **not** be nominated for an Executive position in the same year.
Note: For the above purpose family means, a spouse or sibling.

DUTIES OF OFFICERS

7 President shall:

- 7.1 President shall act as chairperson for all meetings of the League.
- 7.2 Represent the League at all public functions and performs all other duties as determined by the Executive Board.
- 7.3 Have final authority over the League's website including the acceptance and posting of advertisements.
- 7.4 Assist in the preparation of the League's Match Play Schedule.
- 7.5 Delegate the above duties to other Executives as required.

8 Vice President shall:

- 8.1 In the absence of the President, the Vice President shall perform any of his/her duties.
- 8.2 Chair the Disciplinary Committee.
- 8.3 Obtain field permits, League insurance, and balls.
- 8.4 Plan and organize the Annual Awards Ceremony.
- 8.5 All other duties as assigned by the President.

9 Secretary shall:

- 9.1 Keep records of the minutes of all league meetings in hard and soft files, and distribute them to members on time.
- 9.2 Keep a record of all team Representatives.
- 9.3 Be responsible for all League correspondence.
- 9.4 Assume the duties of the President or Vice President in their absence.
- 9.5 Arrange venue(s) for all league meetings and inform the appropriate member in a timely manner.
- 9.6 Perform such other pertinent duties the President or Executive Board may determine from time to time.

10 Treasurer shall:

- 10.1 Keep accurate and detailed records of the League's finances. Record all financial transactions of the League.
- 10.2 Present a current financial statement at every scheduled Board meeting and a financial report for the AGM.

An interim financial statement is to be provided to the general membership in July of each year.
- 10.3 Responsible for all accounting aspects, banking, receivables/payables, etc.
- 10.4 Adhere to established banking and accounting protocol concerning League's funds.
- 10.5 In conjunction with the Executive Board, provide an annual budget at the AGM for approval by the membership.
- 10.6 Perform such other pertinent duties as the President or Executive Board may determine necessary from time to time.

11 League Administrator (Website) shall:

- 11.1 Receive and validate all registration requests.
- 11.2 Maintain team contact list and provide access to the Secretary.
- 11.3 Assist Member(s) with creating and maintaining individual profiles.
- 11.4 Lock all scorecards by the deadline date.
Unlock any late scorecard-and charge team(s) a \$10 administrative fee.
- 11.5 Review scorecards to verify accuracy and ensure that Team match cards have been uploaded.
- 11.6 Follow up with the team(s) to resolve discrepancies and when not in compliance, a report shall be submitted to the Executives for further actions as necessary.
- 11.7 Compile a list of awards to be distributed at the League's annual presentation event.
- 11.8 Keep an updated list of the League's membership, (full name, postal code, and phone number) to be submitted to Toronto Parks and Recreation upon request.

- 11.9 Perform other pertinent duties as the President or Executive Committee may determine from time to time.
- 11.10 Create the current series, and upload all divisions' match schedules, to the League's website.
- 11.11 Manage, maintain, and update the infrastructure of the CricClubs Site software.
- 11.12 Develop templates for content input, ensuring content integrity.
- 11.13 Liaison with the web software provider to install updates, open tickets, and ensure that all issues are resolved promptly.
- 11.14 Maintain domain, URLs, and software licenses, including timely payment for these services.
- 11.15 Provide guidance and support to users on all technical aspects of the website.
- 11.16 Recommend user revocation to the board and implement as directed.
- 11.17 Perform back-end site support while not compromising user access.
- 11.18 The integrity of the League is heavily weighted on the accuracy of the players' statistics. Any breach will be submitted to the Executive Board and the Disciplinary Committee for review.

12 Over 50 Coordinator shall:

- 12.1 Shall represent the teams of the over-50 Division at the Executive Board meetings.
- 12.2 Address issues about the over-50 teams.
- 12.3 Coordinate and chair a meeting with all the over 50 teams before February of the following year and ensure the meeting minutes are recorded and forwarded to the Board within two weeks thereafter.
- 12.4 Perform outreach functions and promote the League to other groups including sponsors.
- 12.5 Plan special games/events for the League.

- 12.6 Perform all the duties of the Statistician in his/her absence, or as requested by the Statistician and/or the President.
- 12.7 Create the over50 match schedule.

13 Umpire Co-coordinator shall:

- 13.1 Plan and coordinate the development of League Umpires.
- 13.2 Arrange regular meetings with umpires.
Review the League's by-laws and playing conditions.
- 13.3 Be a member and act as Secretary of the Disciplinary Committee in the absence of the Assistant Secretary.
- 13.4 All other duties as assigned by the President.

14 Assistant Secretary /Treasurer shall:

- 14.1 Perform all duties of the Secretary and the Treasurer in his/her absence or as requested by the Secretary and Treasurer.
- 14.2 Be a member and act as Secretary of the Disciplinary Committee.
- 14.3 All other duties as assigned by the President.

15 SIGNING OFFICERS

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The League's cheque-signing officers shall be the Treasurer, President, Vice-President, and Secretary.

All cheques shall bear any two of the above-authorized signatures.

16 DISCIPLINARY COMMITTEE

The Committee shall be responsible for the adjudication of disciplinary action or charges brought against any team registered in the League, its members, or affiliates.

- 16.1 The Disciplinary Committee shall consist of five members as follows: Vice-President (Chairman), Umpire Coordinator (Secretary), and three other registered players in "good standing".

- 16.2 Six (6) player members shall be elected at the AGM. Any three (3) player members shall serve on the DC for a specific hearing.
- 16.3 These six (6) members will not be part of the Executive Board and their positions will be for a maximum term of two years. Three (3) Player Members will serve terms ending in odd-numbered years and the other three (3) will serve terms ending in even-numbered years.
- 16.4 If adjudication is warranted, the Committee shall summon a formal meeting of its members and invite the parties to the dispute for a formal hearing.
- 16.5 The decision of the Committee subject to an appeal is final and shall be binding on all parties.
Refer to item #21 for an appeal process.
- 16.6 In an emergency, where the disciplinary committee cannot be summoned, any Executive(s) present can intervene on behalf of the Disciplinary Committee.
- 16.7 A summary of any disciplinary hearing is sent to all teams within two weeks after the final decision is rendered.
- 16.8 An elected official from another cricket organization in Ontario is allowed to be a member of the Disciplinary Committee.
The official must be a member of a team currently registered with the league and in good standing.

17 REPLACEMENT OF AN EXECUTIVE OFFICER

Any Executive Member whom absences himself/herself from two (2) consecutive Executive and/or League meetings is expected to inform the other executives. In addition, any Executive Member, whose performance or conduct is deemed unsatisfactory will be removed from office by a 2/3 vote of the Executive Board.

If required, the remaining members of the Executive Board will appoint a member of the League to fill the vacant position until the next AGM.

Additionally, any Executive Member may be removed from office by a 2/3 vote of the Member Teams.

18 FEES

All Member Teams shall pay an annual membership fee as determined by the Executive Board and ratified by the membership at the AGM.

- 18.1 All Teams must be in **good standing** before the start of the AGM, all fees must be fully paid based on the previous year (annual membership, care fund, presentation dance tickets, penalty, and any other fees as determined by the Executive) to be **eligible to vote at the AGM**.
- 18.2 Teams shall pay a Commitment fee, as determined by the Executives by February 1st, of the current year.
- 18.3 All remaining fees including the presentation tickets, Care Fund, and other fees as determined by the Executives shall be paid in full, before the start of the AGM.
- 18.4 Member teams must submit a completed Official Team Contact Form before May 1st to the League's Secretary and the League Administrator (Website)
- 18.5 All Member Teams shall purchase a minimum number of League presentation dance tickets, as determined by the Executives before the AGM, and support all League-sponsored events.
- 18.6 All team members are required to read and sign an insurance waiver form and abide by the rules and regulations on the use of cricket grounds and public facilities as required by Parks and Recreation.

19 MEETINGS

Quorum:

This is the minimum number of members who must be present at a meeting for business to be conducted.

19.1 Executive Meeting

The Executive Board shall meet monthly during the regular season and/or as required to conduct/manage the affairs of the League.

Notice of meetings shall be sent out at least seven (7) days and/or relayed verbally before each meeting. The notice should show the date, time, and venue of the meeting with an agenda. Shorter notice may be given for special meetings.

Quorum: At least 2/3 of the Executive Board (rounded up) shall be present at the meeting.

Minutes - the minutes of the Executive Board Meetings shall be forwarded to its members before the next meeting.

19.2 **League Meetings**

19.2.1 The League and the general members shall meet at least two (2) times per year, at the AGM and Captains' meeting.

19.2.2 These meetings will consist of the Executive Board and two representatives from each member team.

19.2.3 Only one vote per eligible **team** is allowed.

19.2.4 The minutes of these meetings shall be distributed by e-mail to all the member teams of the League within two weeks after said meeting.

19.2.5 The AGM of the League shall be held in March/April of each year. Notification by e-mail of the AGM shall be given at least 15 days before the meeting.

19.2.6 Special Meetings - may be called at the request of two-thirds (2/3) of the Member Teams and/or the Executives Board (Rounded up).

19.2.7 Quorum: 50% of the eligible teams shall be present.

19.2.8 Adjournment of Meeting - if a quorum is not present after half an hour of the scheduled time for a League meeting, the meeting shall be adjourned and rescheduled.

20 **Committees**

The Executive Board of the League may appoint sub-committees, comprising members of the League or special advisors as it sees fit.

All sub-committees must be chaired by a member of the Executive Board and submit a written report.

21 APPEALS

- 21.1 All appeals should be submitted in writing to the Secretary of the League.
These appeals are to be submitted no later than: -

- a) 72 hours for regular games.
- b) 24 hours for playoff games.
- c) 4 hours for games scheduled for the next day after a decision is received.

- 21.2 A fee of one hundred dollars (\$100) is to be submitted with the appeal which will be refunded if the appeal is successful.
However, if the appeal is *unsuccessful*, the funds will be retained by the League.

All appeals will be referred to the remaining members of the Executive Board (Secretary, Treasurer, over 50 Coordinator, and League Administrator (Website) for final decision.

22 AMENDMENTS

- 22.1 An article of this Constitution may be altered, amended, or suspended by the consent of two-thirds (2/3) vote of the voting Members in good standing present at any AGM or Special Meeting called for that purpose.
- 22.2 Such amendments must be proposed by a member in "good standing" or by the Executive Board as a whole. Copies must be sent or mailed to the Secretary of the League no later than thirty days (30) before the AGM or a special meeting called for that purpose.
- 22.3 Notification of all proposed amendments to the Constitution and By-laws shall be sent by the Secretary of the League via email to the eligible teams, at least twenty-one (21) days before the date of the meeting.
- 22.4 **Good Standing**
This means a member or a team who is financially up to date (has paid its annual membership fees and all past arrears) and is not currently serving any form of suspension or disciplinary action.

23 VOTING PROCEDURES

- 23.1 The President/Chairperson of any Committee shall waive his/her right to vote but shall exercise this right only in the event of a tied vote.
- 23.2 Executive Board shall have the right to vote at the Executive/Disciplinary Committee meetings. Each executive member will only have one vote.
- 23.3 Executive Board will not be allowed to represent their respective teams or vote on their behalf.
- 23.4 Only one (1) vote per member team will be allowed at the AGM and Captains' meeting.
- 23.5 Seeking nomination by proxy is not allowed.

24 RESIGNATION OF MEMBER TEAMS

Any member team may resign from the League at any time. Notice of resignation shall be in writing to the Secretary of the League. All dues paid to the League shall remain the property of the League.

25 REFUSAL TO PARTICIPATE

Any Member team refusing to participate in League games or abide by the rules and regulations of the League and unilaterally withdraws from the League shall forfeit all fees paid to the League.

Any Member team that forfeits three (3) consecutive games will be considered to have withdrawn unilaterally from the League.

26 GROUND USAGE

No member team in good standing shall be barred or prevented from using a cricket ground to which the team has been assigned unless there is good reason(s), e.g., the team has been suspended by the League, bad conduct, non-payment of membership fees, violation of the League's Parks and School Board rules and regulations, non-maintenance and abuse of cricket pitch and facilities.

“Be guided by the Constitution at all times.”

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Website: <https://www.cricclubs.com/OMSClubs>

Date

April 2022 AGM

Amendments

6.10; 6.11; 6.13;

14-Assistant Secretary/Treasurer

Constitution and Playing Conditions separated into two documents

January 2023

Index page added

March 2023 AGM

6.2;6.12;16.5;16.7;16.8