



# Clarkson Lorne Park T-Ball Association Constitution & By-Laws

Last updated: March 29<sup>th</sup>, 2021

## Constitution

### Article I – Name

- A) This organization should be known as the Clarkson Lorne Park T-Ball (Rookie Ball) Association (CLPTBA)
- B) The league lettering and “rep” uniforms should be a combination of select colours

### Article II – Aims and Objectives

- A) To foster, promote and teach T-Ball/Rookie Ball, organized within the area of operation for persons from the ages of 4-12 and to provide equal opportunity to all individuals to participate in regular league games irrespective of their ability or talent to play
- B) To foster and promote T-Ball/Rookie Ball for those individuals demonstrating a caliber of playing skills, suitable to represent the Association in play with other Associations (Rep)
- C) To develop community spirit and encourage sportsmanship and good fellowship amongst all participants to the betterment of their physical, mental, and social wellbeing
- D) To encourage each member joining, and becoming a member, of CLPTBA willingly to devote time and talent in promoting a “high standard” in sportsmanship wherever representatives of the CLPTBA should play

### Article III – Voting Members/General Meetings

- A) All members must be responsible, and trustworthy citizens of the CLPTBA community and abide by the Code of Conduct
- B) Voting members shall be:
  - i. Parent and/or guardian of registered players (maximum 1 vote per family)
  - ii. Head coach or assistant coach
  - iii. Executive committee member
  - iv. Team sponsor
  - v. Other representative in the CLPTBA not described above
- C) Voting members must be 18 years of age or older
- D) Membership is valid for one year from January 1<sup>st</sup> to December 31<sup>st</sup>
- E) All positions are voluntary

### Article IV – Area of Operation

- A) The area of operation of the league shall be the territorial boundaries as established by the CLPTBA and the City of Mississauga (Boundaries are: south to Lakeshore, north to Dundas, east to Hurontario, and west to Winston Churchill)

### Article V – Management

- A) The management and administration of the affairs of the CLPTBA shall be the responsibility of the Executive Committee as elected or appointed with authority to take action within the scope of the constitution of the CLPTBA
- B) The Executive Committee shall hold meetings at least once annually or as often as necessary
- C) Four Executive Committee members constitute a quorum at the Executive Committee meetings
- D) Executive Committee members shall disclose any conflict of interest as stated in the Conflict of Interest by-laws



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## Article VI – Composition of Executive Committee

- A) The Executive Committee should be composed of:
  - a. President / Convener
  - b. Secretary
  - c. Registrar / Tournament Facilitator
  - d. Treasurer
  - e. Sponsorship and Volunteer Recruitment
  - f. Information Technology
  - g. Player Recruitment and Development / Softball Ontario Liaison
- B) These positions should be elected annually
- C) Elections shall be held in the month of November each year as per the Election Procedures by-laws

## Article VII – Duties of Executive Committee Members

- A) CLPTBA Executive Committee may administer the affairs of the Association in all things in regards to any kind of contract which CLPTBA may lawfully enter into
- B) The Executive Committee shall have the authority to pass regulations for the purpose of administering the affairs of CLPTBA
- C) The President/Convener shall preside at all meetings and call an Executive Committee meeting at the request of any Executive Committee member when s/he deems necessary; the President/Convener while chairing meetings shall not cast a vote at any Executive Committee meetings except in the event of a tie
- D) The Registrar shall be responsible for registering all children in the CLPTBA, collecting all monies for registration, and work in collaboration with the Secretary to maintain a team list for all teams including addresses, phones numbers and date of birth. They shall also collaborate with the President/Convener and Treasurer to discuss league needs for purchase of equipment and uniforms. As Tournament Facilitator, they shall be responsible for tournament scheduling, recruiting volunteers for year-end tournament, organizing year end activities, etc.
- E) The Secretary shall be responsible for keeping minutes of the Executive Committee meeting and assist Registrar in communication with parents and coaches for registration of children
- F) The Treasurer shall be responsible for the funds of CLPTBA and shall deposit funds at a chartered bank in the name of CLPTBA; the Treasurer shall be responsible to issue funds for all league expenses; cash disbursements shall be covered by proper receipts and properly recorded; payments made by cheque shall be cosigned by two Executive members to be appointed by Executive Committee (presently President/Convener and Treasurer)
- G) The Sponsorship and Volunteer Recruitment member shall be responsible for recruiting team sponsors for the current season, recruit student volunteers for community service hours and to recruit volunteers to act as coaches for each team (at least two coaches per team)
- H) The Softball Ontario Liaison / Player Recruitment and Development member shall be responsible for working with Softball Ontario to develop baseball skills and collaborate with player, parent, coach conduct policies; to increase knowledge and awareness in baseball and bring information to CLPTBA; by participating in Softball Ontario programs education opportunities are available to our members. The member is also responsible for recruiting players and being knowledgeable in skills and drills to develop baseball knowledge and performance in players within CLPTBA.
- I) The Information Technology member is responsible for collaborating with the Secretary and Registrar to maintain and update website of [www.clarksonball.com](http://www.clarksonball.com)



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## Article VIII – Annual Meetings

- A) A quorum for the Annual General Meeting shall consist of 3% of eligible voting members and decisions shall be made based on 50% plus one of the attending eligible members.
- B) The AGM shall be held following conclusion of the season by December and a general meeting may occur prior to the commencement of the CLPTBA season

## Article IX – Year End

- A) The year end of the CLPTBA shall terminate on the 31<sup>st</sup> day of December each year
- B) At the AGM the Treasurer will review and make available the financial statement for CLPTBA to the Executive Committee

## Article X – Constitution and By-Law Amendments

- A) No amendment or alteration shall be made to any part of the Constitution and/or By-Laws except at the AGM
- B) Motion to amend may be made by any voting member at least 10 days prior to the AGM
- C) The amendment must receive a minimum of 2/3 of the vote to be accepted by members present (no proxy), each individual vote must be counted.
- D) Any changes to the Constitution and/or By-Laws will result in a revised copy to be sent to all members and to the City of Mississauga as per Registered Group status requirements.



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## By-Laws

### Article I – Election Procedures

- A) Elections for the Executive Committee (EC) shall be held annually during the AGM.
- B) Any person can declare an expression of interest for a position by submitting their intent in writing to the league at least 10 days prior to the AGM
- C) Voting members must be present at the AGM to participate
- D) If there are more than 2 candidates for a position and none receive 51% or more of the votes, there will be a second ballot, excluding the name of the person who received the fewest votes. For the second ballot, the person receiving the majority of votes, regardless of margin, wins.
- E) If there are 2 candidates and each receive an equal amount of votes, they may choose to jointly hold the position or if there are vacant positions without nominees, one candidate may choose a vacant position
- F) If there is no expression of interest submitted, a position may be appointed by President/Convener in discussion with the newly elected EC
- G) The term of the EC shall be from the date of the meeting at which they are elected or appointed until the next AGM

### Article II – Code of Conduct

Codes of Conduct for Players/Parents/Coaches/Administrators are adapted from Softball Ontario's "Respect My Game" program.

#### As a Player

I will:

- Play by the rules.
- Never argue with the officials. Comply with umpires' decisions with dignity.
- Treat all players as you would like to be treated.
- Co-operate with my coach, team-mates, opponents, and umpires; without them we don't have a game.
- Be a positive role model for t-ball and rookie ball at all times.
- Accept responsibility for my actions.
- Participate within the competition conditions and rules, and in the spirit of fair play.
- Refrain from offensive or abusive language or gestures.
- Refrain from making derogatory or demeaning remarks about any athlete, coach, umpire or participant.
- Not tolerate, participate or respond to acts of abuse, disrespect or aggression.

I will not:

- By my actions support the abuse of any other player, coach, umpire, official or spectator.

#### As a Parent/Guardian

I will:

- Be on my best behaviour and use appropriate language when communicating with players, coaches and/or game officials.
- Respect the officials' decisions and teach young people to do the same.
- Encourage players to always play according to the rules.
- Support all efforts to remove verbal and physical abuse from play.
- Condemn the use of violence in any form, whether it is by spectators, coaches, officials or players.
- Respect the rights of every participant in the league regardless of their gender, ability, cultural background or religion.



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I will not:

- Publicly question the officials' judgment and/or honesty.
- Use violence, harassment or abuse.

## As a Coach

I will:

- Teach my players that rules of the game are mutual agreements that no one should evade or break.
- Develop team respect for the ability of opponents as well as for the judgment of umpires and opposing coaches.
- Display control, respect, dignity and professionalism to all involved with the game including opponents, coaches, officials, umpires, scorekeepers, and spectators and encourage team players to do the same.
- Be a positive role model for my athletes.
- Always respect game officials' decisions.
- Respect the confidentiality and privacy of all information as it pertains to individuals.

I will not:

- Engage in, or tolerate, offensive, insulting or abusive language or behaviour to any other participant in the league.
- Disclose confidential/private information even when no longer a coach

## As a League Official / Executive Committee Member

I will:

- Ensure that parents, coaches, spectators and participants understand their authority and their responsibility for fair play in the league.
- Be fair, considerate and honest in all dealings with others.
- Contribute to a safe and healthy environment that is free from discrimination, harassment and violence.
- Demonstrate a high degree of individual responsibility when dealing with persons under 18 years of age.
- Resolve conflicts fairly and promptly through consistent, established procedures.
- Maintain fairness and strict impartiality and demonstrate respect, transparency, and accountability.
- Treat all individuals with dignity and respect while recognizing differences of opinion and experience.
- Disclose any real or potential conflict of interest at first opportunity.
- Respect the confidentiality and privacy of all information as it pertains to individuals.

I will not:

- Discriminate against any other participant in the league.
- Use economic methods to wrongfully exclude someone.
- Disclose confidential/private information even when no longer a League Official / Executive Committee Member

## Article III – Conflict of Interest

- A) Executive Committee (EC) members shall make decisions fairly, impartially and promptly, considering all available information, legislation, policies and procedures.
- B) If an EC member has, or suspects they have, a conflict of interest (a professional or personal interest that competes with the best interests of CLTPBA), direct or indirect, in any matter and is present at an Executive meeting or AGM, the EC member shall:
  - disclose the conflict of interest
  - not take part in the discussion or vote
  - not influence the vote of others
  - leave the meeting when the matter is under consideration



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- C) Conflict of Interest statements shall be recorded in meeting minutes
- D) If an EC member is not in attendance at the meeting where a conflict of interest arises, they shall disclose the conflict of interest at the first meeting attended by said member.

### **Article IV – Complaint / Conflict Resolution**

- A) The complaint with the details must be in writing (paper or e-mail) and sent to any member of the Executive Committee (EC). Complainants are requested to provide a clear description and nature of the complaint, including evidence as applicable. Complainants will be notified that the complaint has been received and when it will be addressed.
- B) The EC member, if able, will try to resolve the matter immediately and notify the President/Convener of the complaint and action that resolved the complaint.
- C) If the complaint cannot be resolved immediately, the EC will address the complaint at the next scheduled meeting. If additional time is required to make a decision, i.e. additional information is required, complainants will be notified.
- D) Complainants will receive in writing (paper or e-mail), a response to their complaint that outlines the EC's decision within 10 days of the meeting.