

Constitution and By-laws Parliament Hill Softball League

May 7, 2009
(Version 1.5)

CONSTITUTION

Article I: Name of the Organization

- i) The name of this organization is the *Parliament Hill Softball League*.

Article II: Purpose and Goals

- i) The purpose of the organization is to serve as an adult recreational softball league.
- ii) The goal is to provide employees of the House of Commons and the Senate with the opportunity to enjoy the sport of recreational softball.

Article III: Membership

- i) Any employee of the House of Commons or the Senate is eligible to participate, although membership is not exclusive and welcomes the participation of former employees, as well as the friends and family of parliamentary employees.
- ii) Current employees will always be given first priority to participate in League activities.
- iii) All participants in League activities do so at their own risk and must sign a waiver form prior to any active participation.

Article IV: Governance

- i) The League is governed by the team captains.
- ii) League business shall be conducted in accordance with *Robert's Rules of Order*.
- iii) The League Rules and By-laws shall not conflict with the Constitution.

Article V: The League Commissioner

- i) The team captains shall elect a Commissioner to oversee the overall function of the League for a period of one (1) year.
- ii) The Commissioner shall not concurrently serve as a team captain.
- iii) The Commissioner is authorized by the team captains to eject any participant or team from League activities for acts that would jeopardize the safety of fellow participants or for repeated poor behaviour.
- iv) The Commissioner shall negotiate playing field arrangements with the *City of Ottawa* on behalf of the League.
- v) The Commissioner shall make a reasonable effort to recover League equipment and property from teams that fail during the season.

- vi) In the event of an election call that impacts the league schedule and/or tournament, it will be at the discretion of the Commissioner to make all reasonable attempts to conduct business as usual on an *ad hoc* basis with the remaining teams and team members.

Article VI: Meetings and Voting

- i) The Commissioner shall convene a minimum of two (2) meetings of the team captains prior to the commencement of the season.
- ii) The Commissioner shall convene a brief meeting of team captains prior to the league tournament to review the rules, schedule and umpire presence. It is not a meeting intended to make any modifications to the league rules, constitution and by-laws.
- iii) Each team must have a captain, assistant captain or team representative attend a minimum of one (1) meeting of the team captains.
- iv) The Commissioner shall provide at least ten (10) days advance notice prior to the first meeting of the season.
- v) The Commissioner shall chair all meetings.
- vi) The Commissioner shall not vote.
- vii) When a vote is required, each team representative or representatives is eligible to cast one vote per team and must be present to vote.
- viii) No proxy votes on behalf of other team captains are permitted.
- ix) No votes on League business shall take place at the first meeting of the season.
- x) The Commissioner shall provide the team captains with an agenda seven (7) days in advance of the second and subsequent meetings containing a list of items that require a vote.
- xi) No votes shall take place without a quorum of the team captains present.
- xii) Quorum shall be determined by the total number of teams captains from the previous season that are in current good standing with the League

Article VII: Trustees

- i) The team captains shall elect the League Commissioner as one of four trustees with signing authority for the League's bank account for a period of one year.
- ii) The team captains shall elect a further three (3) trustees to serve as signing officers for the League's bank account for a period of one year.
- iii) A minimum of two signatures shall be required for each cheque issued by the League.
- iv) At least one (1) trustee must be a parliamentary employee.
- v) No more than two (2) trustees shall belong to the same team.

Article VIII: Finances

- i) The team captains shall set League fees per team each year based on the advice of the League Commissioner.
 - ii) The League Commissioner shall provide the team captains with an annual written financial report of the previous season.
 - iii) The League shall operate no more than one bank account.
 - iv) The League Commissioner shall accept only one cheque or one money order per team, and cash money is not acceptable.
 - v) Any charitable donation issued by the League must be to a registered charity.
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- vi) The team captains shall determine the amount of each charitable donation at the commencement of the season.

Article IX: Liability

- i) All participants in League activities do so at their own risk and must sign a waiver form prior to any active participation in League activities.
- ii) The Parliament Hill Softball League, The Commissioner, the Trustees and the team captains are not responsible for any personal injury, loss or damage that may arise in the course of league activities.
- iii) Teams shall agree to play for a fee towards the cost of league insurance and provide or obtain any documentation required to ensure compliance to the terms of such insurance.

Article X: Amendments and Ratification

- i) Amendments to the constitution shall require a vote of at least two thirds of the team captains.
- ii) Amendments to the by-laws shall require a simple majority of the team captains.

Article XI: League Rules

- i) The team captains shall amend and ratify the League Rules from time to time as required.
- ii) All rule changes must be approved by a two-thirds majority of the team captains present at the second or subsequent meetings.

Article XII: Dissolution of the League

- i) In the event of the dissolution of the League, any remaining funds after financial obligations have been settled shall be equally disbursed to the four (4) designated charities outlined in the by-laws.

BY-LAWS

By-Law 1: Teams and Players

- i) The PHSL is a mixed league. Each team may field up to ten players, at positions of their choice. The fielding requirements are comprised of a minimum of three (3) female players and a maximum of seven (7) male players, while the number of female players may exceed three, the number of male players may not exceed seven.
 - ii) Each team shall submit the names and telephone numbers of a captain and an assistant captain or designate prior to the start of the season. In the absence of the captain, the responsibilities of the captain are vested in the assistant captain or designate. Each team shall identify its captain or acting-captain to the opposing team's captain or acting-captain, before the game begins.
 - iii) All players are required to sign the 'Player Waiver and Team Roster' prior to commencement of play. The initial waiver is due four weeks following the start of the season. Roster changes can be submitted with no less than 4 regular season games left on the season schedule. Updated rosters must be submitted to the League Commissioner. Any roster submitted after this date will
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- not be accepted. The League Commissioner will communicate the specific dates at the start of each season.
- iv) Spares are required to sign a waiver prior to commencement of play. A spare may be automatically added to the 'Player Waiver and Team Roster'. If a player does not wish to be on the team's official roster, spares shall sign the 'Spare Player Waiver' form in lieu of the 'Player Waiver and Team Roster'. A copy of the 'Spare Player Waiver' shall be submitted to the League Commissioner.
 - v) A player from one league team is permitted to spare for another team during regular season games without signing a "Spare Player Waiver" form. For the purposes of playoffs, players can only be on one "Player Waiver and Team Roster" and can not spare for another team. They can only play for the team whose roster they have signed.

By-Law 2: Fees and Registration

- i) Teams must pay the registration fees and submit a complete list of players no later than four weeks following the commencement of play for the season. Either can be delivered be mailed or hand delivered to the League Commissioner or any of its Trustees. The League Commissioner will communicate this date at the start of each season.
- ii) Following the due date for fees, any team in default will be contacted and removed from further play until the fees are paid in full. Failing to do so will eliminate the team from playing the remainder of the season. Upon payment in full of registration fees, the team may resume play as of the date of payment. If the team is reinstated, missed games will be deemed wins by default in favour of the opposing team.
- iii) Failed teams from previous years wishing to re-enter the league must pay the league fees for the season in full before the first official game.
- iv) League fees are as follows:
 - a. One thousand and fifty (\$1,050.00) dollars for returning teams.
 - b. One thousand one hundred (\$1,100.00) dollars for new teams.
 - c. Should a team submit cheque from a sponsor for any amount towards league fees, before or after the due date, any amount prepaid by the team equal to the sponsor's contribution will be refunded to the team's captain.
- v) If at any point a team is unable to complete the season or is expelled from the playing, either regular season or playoffs, league fees or any portion thereof will not be refunded.

By-Law 3: Games and Scoring

- i) A victory by default shall be registered as a 7 to 0 score in favour of the opposing team unless the event which causes the default occurs during the game and the opposing team has lead in which case the score at the time of the default shall stand as the final score.
 - ii) If both teams have made all attempts to reschedule a game but all attempts have failed, a tie by default shall be registered and a score of 7 to 7 shall stand as the final score.
 - iii) If a team captain (or designate) is unable to field a team for any reason, they are required to inform the captain (or designate) of the opposing team no later than 3 p.m. for early games and 5 p.m. for late games on game day. If a team captain or designate fails to give proper notification **and** does not show up for the scheduled game, the incident shall be reported to the League Commissioner and the team will be penalized by automatically losing by default. Should the same team during the same season have a second identical occurrence, this shall also be reported to
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the League Commissioner and the team will be notified of their exclusion from the season's playoff tournament.

By-Law 4: Tournament

- i) The dates for the end of season league tournament will be confirmed by the Captains and League Commissioner at the beginning of each season.
 - ii) The League Commissioner shall provide copies of all signed team rosters prior to league playoffs for verification purposes. The rosters to be distributed will be the last ones submitted to the Commissioner.
 - iii) At any point during a game, the captain, alternate or designate can request presentation of a valid piece of identification from any player they feel may not be an official team player. Captains must submit their request to the game umpire. The umpire will request a piece of proper photo identification and validate the player's name against the submitted roster.
 - iv) At the end of the season, each team will be assigned a ranking for playoffs based on the season's play. Home field advantage for ***all playoff games*** shall be given to team with the highest final league ranking.
 - v) Unlike the regular season, a team must field ten (10) players at all times or will lose the game by default.
 - vi) The League Commissioner and trustees will make charitable donations to the following charities on behalf of the winners and runners-up of the year end tournament:
 - a. One hundred (\$100.00) dollars to the *Canadian Heart and Stroke Foundation* on behalf of the winners of the *Roy Overfors Memorial Cup*;
 - b. One hundred (\$100.00) dollars to the *Children's Hospital of Eastern Ontario* on behalf of the winners of the *Bob Allen and Jean-Paul Lorrain Memorial Cup*;
 - c. Seventy-five (\$75.00) dollars to the *Snowsuit Fund* on behalf of the runners-up of the *Roy Overfors Memorial Cup*;
 - d. Seventy-five (\$75.00) dollars to the *Boys and Girls Club of Ottawa-Carleton* on behalf of the runners-up of the *Bob Allen and Jean-Paul Lorrain Memorial Cup*.
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