

SOUTH OTTAWA LITTLE LEAGUE BASEBALL INC.  
Constitution

Article I  
The League

The League is a chartered Little League Canada organization founded on the principle of youth development through sports. Hereinafter the words "the League" shall refer to the League named in the Amendments Section of this Constitution.

League Boundaries

The League boundaries will be set at the discretion of Little League Canada and will be strictly adhered to when players are registered. No player from outside these boundaries may be registered without the approval of Little League Canada or its district representative. Current boundary details are available on the league website or from Little League Canada.

Article II        Objective of the League

Section 1

The objective of the League shall be to promote in our youth the ideals of good sportsmanship, honesty, and respect for authority.

Section 2

To achieve this objective, the Local League will provide a supervised program under the Rules and Regulations of Little League Baseball, Inc. All Officers and Members of the League shall bear in mind that the attainment of exceptional athletic skill and winning is of secondary importance to the creation of good citizens through the ideals set out in the Little League Pledge. The League is a non-profit organization that operates under the appropriate laws of the Province of Ontario. The League shall not advocate or involve itself in any political agenda and may not use, or allow to be used, its name in any political activity.

Article III        Membership in the League

Section 1

Eligibility. Any person sincerely interested in active participation to further the objective of this Local League may become a Regular Member.

Section 2

Classes. There shall be the following classes of Members:

- (a) A Player Member shall be defined as any player candidate meeting the requirements of Little League Regulation IV and who is properly registered in the League. Player Members shall have no rights, duties, or obligations in the management or in the property of the Local League, and therefore do not have the right to vote in any General, Annual, or Special Membership Meetings of the League.

(b) A Regular Member shall be defined as any parent or guardian of any Player Member in good standing in the League. Only Regular Members in good standing are eligible to vote at any General Membership Meetings. All Officers, Board Members, Committee Members, Managers, Coaches, Volunteer Umpires, and other elected or appointed officials must be active Regular Members in good standing. NOTE: Regular Members of the League automatically include all current Managers, Coaches, Volunteer Umpires, Board Members, Officers of the Board, and any other person who is recognized by the Board as a volunteer in the Local League, including those volunteers with the following titles: Team Parent, Field Maintenance, etc.

(c) Honourary Members (Optional): Any person may be elected as an Honourary Member by the unanimous vote of all Directors present at any duly constituted meeting of the Board of Directors, but shall have no rights, duties, or obligations in the management or in the property of the Local League.

(d) Sustaining Members (Optional): Any person not a Regular Member who makes financial or other contribution to the Local League may, by a majority vote of the Board of Directors at any duly constituted meeting of the Board of Directors, become a Sustaining Member, but such person shall have no rights, duties, or obligations in the management or in the property of the Local League.

Unless otherwise stated, the word "Member" used hereinafter refers to a Regular Member.

### Section 3

#### Other Affiliations

(a) Members, whether Regular or Player, shall not be required to be affiliated with another organization or group to qualify as a Member of the Local League.

### Section 4

Suspension or termination. Membership may be suspended or terminated by resignation or action of the Board of Directors as follows:

(a) The Board of Directors, by a two-thirds vote of those present and voting at any duly constituted Board meeting (quorum is required), shall have the authority to discipline, suspend, or terminate the membership of any Member of any class, including managers and coaches, when the conduct of such person is considered detrimental to the best interests of the Local League and/or Little League Baseball, Incorporated (see "Code of Conduct Policy"), or if, in the opinion of the Board, he/she is not meeting the obligations of a Member of the Board. The Member involved shall be notified of such meeting, informed of the general nature of the charges, and given an opportunity to appear at the meeting to answer such charges;

(b) The Board of Directors, shall, in the case of a Player Member, give notice to the Manager / Coach of the team for which the player is a Player Member. Said Manager / Coach shall appear, in the capacity of an adviser, with the player before the Board of Directors, or a duly appointed committee of the Board of Directors, to be comprised of a minimum of three (3)

Board Members, one of whom must be a Division Convenor, and the Umpire-in-Chief, or, in his/her absence, another adult appointed by the President. The President will act as Committee Chair, or, in his/her absence, the Vice-President will act as Chair;

(c) The player's parent(s) or legal guardian(s) may also be present. The Board of Directors shall have full power to suspend or revoke such player's right to future participation by a two-thirds vote of those present and voting at any duly constituted meeting (quorum is required);

(d) The Board of Directors will attempt to resolve the issue within forty-eight (48) hours after being notified;

(e) Upon membership termination or suspension, the Member can no longer hold any elected or appointed position(s) within the League.

#### Article IV Fees for Player members

##### Section 1

Fees. Fees for Player Membership in the League will be set by the Board of Directors prior to the start of the House League season. Fees for the House League season may not be used to pay any portion of the post House League season (commonly referred to as Summer Ball) except for the Little League District Tournaments.

No player may be refused membership in the League if one of the following two conditions is met and provided that current membership is in good standing: a) League fees as set by the Board have been paid; b) A parent or guardian of a player member who requires assistance is willing to volunteer in lieu of fees as established by the Board of Directors before the season starts.

#### Article V General Membership Meetings

##### Section 1

Definition. A General Membership Meeting is any meeting of the membership of the league (including Special General Membership Meetings, Section 6). A minimum of one per year (Annual General Meeting, see Section 5) is required.

##### Section 2

Notice of Meeting. Notice of each General Membership Meeting shall be delivered personally, electronically, or by mail to each member at the last recorded address at least seven (7) days in advance of the meeting, setting forth the place, time, and purpose of the meeting. In lieu of the above methods, notice may be given in such form as may be authorised by the Members, from time to time, at a regularly convened General Membership Meeting. No error or admission in giving notice of any Annual, Special, or General Membership Meeting or any adjourned meeting, whether Annual, Special, or General, of the members of the Corporation shall invalidate such a meeting or make void any proceedings.

##### Section 3

Voting. Only Regular Members in good standing shall be entitled to make motions and vote at General Membership Meetings. However, the Board of Directors may invite, admit and

recognize guests for presentations or comments during General Membership Meetings. (Those eligible to take part in General Membership Meetings are described in Article III, Section 2b).

#### Section 4

Absentee Ballot. For the expressed purpose of accommodating a Regular Member in good standing as defined in Article III (b) who cannot be in attendance at the Annual General Meeting or any Special or General Membership Meeting at which new Board Members will be elected, an absentee ballot may be requested and obtained from the Secretary of the League. The absentee ballot shall be properly completed, signed, and returned in a sealed envelope to the Secretary prior to the date of the election. The Secretary shall present all sealed absentee ballots to the President on the date of the meeting, prior to the voting portion of the election process.

#### Section 5

Annual General Meeting of the Members. The Annual General Meeting of the Members of the Local League shall be held after Labour Day and before Christmas each year for the purpose of electing new Board Members as necessary, electing the Board of Directors as necessary, receiving reports, reviewing the Constitution, and for the transaction of such business as may properly come before the meeting.

1. the Membership shall receive at the Annual General Meeting of the Members of the Local League a report, verified by the President and Treasurer, or by a majority of the Directors, showing:
  - a. the condition of the Local League, to be presented by the President or his/her designate;
  - b. a general summary of funds received and expended by the Local League for the previous year, the amount of funds currently in possession of the Local League, and the name of the financial institution in which such funds are maintained;
  - c. the whole amount of real and personal property owned by the Local League, where located, and where and how invested;
  - d. for the year immediately preceding, the amount and nature of the property acquired, with the date of the report and the manner of the acquisition, the amount applied, appropriated or expended, and the purpose, objects or persons to or for which such applications, appropriations or expenditures have been made;
  - e. the names of the persons who have been admitted to regular membership in the Local League during such year. This report shall be filed with the records of the Local League and entered in the minutes of the proceedings of the Annual

General Meeting. A copy of such report shall be forwarded to Little League International.

2. Election of Directors shall be by majority vote of all voting Members present. The Board of Directors shall assume the performance of its duties immediately following the election of Officers. The Board's term of office shall continue until its successors are elected and qualified under this section.
3. the Officers of the Board of Directors shall include, at a minimum, the President, one or more Vice-Presidents, Treasurer, Secretary, one or more Player Agents, and a Safety Officer.
4. the President has the authority to order any individual who, in his/her opinion has been repeatedly disrupting the conduct of the meeting, be removed, and to suspend the Annual General Meeting until such time that the individual leaves.
5. the President will chair the entire meeting even if not re-elected to office.

#### Section 6

Special General Membership Meetings. Special General Membership meetings may be called by the Board of Directors or by the Secretary and President at their discretion. A quorum for such meetings will be the members present. Upon the written request of 15 Regular Members in good standing, the President or Secretary shall call a Special General Membership meeting to consider the subject specified in the request. No business other than that specified in the notice of the meeting shall be transacted at any Special General Membership meeting. Such Special General Membership meeting shall be scheduled to take place within fourteen (14) days after the request is received by the President or Secretary.

#### Section 7

Rules of Order for General Membership Meetings. Robert's Rules of Order shall govern the proceedings of all General Membership meetings, except where same conflicts with this Constitution of the Local League.

#### Article VI Board of Directors

##### Section 1

Authority. The management of the property and affairs of the Local League shall be vested in the Board of Directors. The Board will carry out its duties and responsibilities within the framework of this Constitution and the Rules and Regulations of Little League Baseball, Incorporated.

##### Section 2

Elections and Nominations.

Nominating Committee

The board of directors will appoint a nominating committee consisting of a minimum of two (2) officers, directors or members in good standing none of whom may be standing for election in the current year. The committee shall oversee the nomination and election process, and will put together a slate of candidates for board positions.

#### Procedures for Nominations

- a) In consultation with the board of directors, the nominating committee will establish the officer and director positions open for election subject to article VI section 2 and based on the needs of the league.
- b) The nominating committee will communicate a call for nominations to the general membership no later than 90 days prior to the annual general meeting.
- c) A slate of nominees will be communicated to the membership no later than 60 days prior to the annual general meeting.
- d) Additional nominations may be submitted in writing to the nominating committee up to 30 days prior the annual meeting. These nominations must be sponsored by two (2) members in good standing with written approval from the nominee.
- e) The nominating committee will present a final list of nominees for each position no later than 14 days prior to the annual meeting.
- f) Nominations from the floor at the annual meeting will only be accepted for positions where no candidates are nominated

#### Section 3

##### Composition of Board.

At the Annual General Meeting, the Members shall ratify the recommendation of the nominating committee and the board of directors as to the number of directors to be elected for the ensuing year and shall elect such number of Directors. The number of Officers and director elected shall not be less than six (6) and not more than fifteen (15). Only regular members in good standing for two years may be put forward for nomination as President. In addition to the Officers directors elected at the Annual General Meeting and will have full voting privileges as members of the Board.

Commencing in 2008, elections for the President, Treasurer, Director of Coaching, and Registrar shall be held in years ending in an odd number, and elections for the Vice-President, Player Agent, Safety Officer, and Secretary shall be held in years ending in an even number.

The number of Directors may be increased at any General Membership Meeting or Special Meeting of the Members. If the number is increased, the additional Directors may be elected at the meeting at which the increase is voted, or at any subsequent General Membership Meeting. All elections of additional Directors shall be by majority vote of all Regular Members present or represented by a properly executed and signed absentee ballot filed with the Secretary prior to the election meeting. Any member elected or appointed, who misses three

or more Board meetings, may be removed from the Board at the discretion of the Board of Directors by a majority vote of those present and voting at any duly constituted meeting.

#### Section 4

Vacancies. If any vacancy occurs in the Board of Directors, by death, resignation, or otherwise, it may be filled by a majority vote of the remaining Directors at any regular and duly constituted Board meeting, or at any Special Board meeting called for that purpose. A resigning President may chair the meeting to replace him/her but may not vote, and the resignation takes effect as soon as the vote is counted and a winner is announced. These replacements will continue until the resignee's original term would be up, if they had served a full term.

#### Section 5

Board Meetings, Notice, and Quorum. Regular meetings of the Board of Directors shall be determined by the Board. Robert's Rules of Order shall govern the proceedings of all Board meetings, except where same conflicts with this Constitution of the Local League.

- (a) The President may, whenever s/he deems it advisable, or the Secretary shall, at the request in writing of five (5) Directors, issue a call for a Special Board Meeting. Such notice shall include the purpose of the meeting and no matters not so stated may be acted upon at the meeting.
- (b) Notice of each Board meeting shall be given by the Secretary personally, electronically, or by mail to each Director at least five (5) days before the time appointed for the meeting to the last recorded address of each Director.
- (c) Five (5) members of the Board of Directors shall constitute quorum for the transaction of business, one of whom must be the President. If quorum is not present, no business shall be conducted.
- (d) At any meeting of the Board of Directors, each Director / Officer shall be entitled to one (1) vote and the Chairman of the meeting shall not have a vote except: (i) if there is a tie vote in which case he/she shall have a casting vote for the purposes of breaking the tie; and (ii) if the motion, after the vote of the other Directors / Officers is passed by one vote, then he/she will have a casting vote thereby giving the Chairman the opportunity to tie the vote and consequently defeat the motion.
- (e) A retiring Director / Officer shall remain in office until the dissolution or adjournment of the meeting at which his retirement is accepted.
- (f) Only members of the Board of Directors may make motions and vote at meetings of the Board of Directors. However, the Board of Directors may invite, admit and recognize guests for presentations or comments during Board meetings.

### Article VII Committees

#### Section 1

The Board of Directors shall have the power to appoint such committees as it shall determine appropriate and to delegate such powers to them as the Board shall deem advisable and which

it may properly delegate, but the ultimate authority shall always reside with the Board of Directors.

## Section 2

### Executive Committee.

The Board of Directors may appoint an Executive Committee which shall consist of not less than three (3) nor more than five (5) Directors, one of whom shall be the President of the Local League. The Executive Committee shall advise with and assist the Officers of the Local League in all matters concerning its interests and the management of its affairs, and shall have such other powers as may be delegated to it by the Board, but in no event will the Executive Committee have authority over the Board of Directors.

## Section 3

### Protest Committee.

The Protest Committee is composed of the President, Player Agent, League Umpire in Chief, and one or more other Officers or Directors (usually the Division Convenor) who are not Managers or Umpires to be appointed by the President. This committee shall hear and resolve any such protest in regular and playoff season, as above, including playing rule (rule 4.19(f))

Because of his/her duties on the Protest Committee, and because of the obvious conflict of interest, the President does not manage, coach, or umpire in any division of the League. His/her responsibilities on the Protest Committee cannot be waived in order to manage or coach. Vice-President(s) can manage, coach, or umpire in any division provided they do not serve on the Protest Committee for such divisions. Player Agent(s) cannot manage, coach, or umpire in the division in which they have responsibilities. The League cannot circumvent this regulation by applying alternative titles such as "Commissioner" "League Representative", etc.

## Section 4

### Disciplinary Committee.

The Disciplinary Committee will be comprised of a minimum of three (3) Directors or Regular Members. The President will act as Committee Chair, or, in his/her absence, the Vice-President will act as Chair

The Committee shall:

- (a) Establish a Code of Conduct for Members of the Local League to be approved by the Board of Directors.
- (b) Review and investigate all complaints regarding the conduct of Members of the Local League
- (c) Recommend to the Board of Directors the appropriate disciplinary action to be taken, if any. The decision of the Board of Directors will be final and binding.
- (d) Maintain detailed documentation on all disciplinary hearings, rulings, and recommendations.

## Section 5

### Competitive Coach Selection Committee.

The board of directors shall appoint a Competitive Coach Selection Committee. The committee shall be composed of the President, Vice-President(s), Secretary, and Director of Coaching and at the discretion of the board, up to two additional board members or regular members. This Committee should be formalized at the first meeting following the Annual General Meeting. A member of the Board who is applying for a competitive league coaching position cannot serve as a member of this Committee. S/he should not have any role in the decision making at the level in which they are coaching.

The Committee shall:

- (a) Seek competitive coaches each year.
- (b) Interview, if necessary, all screened potential coaches and assistant coaches.
- (c) The following should be taken into consideration: Experience, Baseball knowledge, Commitment, Interpersonal skills, Coaching philosophy, Security check, Coaching Certification
- (d) Ensure a measurable process is followed in the selection of competitive teams.
- (e) Monitor the performance of all competitive coaches and assistant coaches.
- (f) Perform such other duties as may be assigned by the Board of Directors.

## Article VIII Officers, Duties and Powers of the Board

### Section 1

Duties and Powers. The Board of Directors may adopt such rules and regulations for the management of the Local League as it may deem proper, provided such rules and regulations do not conflict with this Constitution.

The Board shall have the power by a two-thirds vote of those present and voting at any regular Board or Special Board Meeting to discipline, suspend or remove any Director or Officer or Committee Member of the Local League in accordance with the procedure set forth in Article III, Section 4 (a).

### Section 2

Officers. The Officers of the Board of Directors shall include the President, one or more Vice-Presidents, the Treasurer, the Secretary, the Player Agent, and the Safety Officer. The immediate Past President may serve as an ex-officio officer. Any two offices may be held by the same person. All Officers of the Board of Directors will serve for two years. Only Regular Members in good standing for two consecutive calendar years may be put forward for nomination as President.

Directors. In addition to the Officers, the Membership may elect directors to the board. Directors will be elected annually at the Annual General Meeting and will have full voting

privileges as a member of the Board. The number of directors will be recommended by the nominating director in consultation with the board, and ratified by the Members at the Annual General Meeting.

### Section 3

Appointments. The Board of Directors may appoint such other officers or agents as it may deem necessary or desirable, and may prescribe the powers and duties of each. Appointees (i.e. Webmaster, Convenors, Equipment Managers, Umpire in Chief, Special Events Coordinator) to the Board of Directors must have their appointments confirmed by the President annually. The Board of Directors may appoint such agents and engage such employees as it deems necessary from time to time and such persons shall have such authority and shall perform such duties as are prescribed by the Board of Directors at the time of their appointment. Appointed positions are non-voting.

### Section 4

President (Officer). The President shall:

- (a) Hold a two-year term from date of election and shall be elected in years ending in an odd number;
- (b) Conduct the affairs of the Local League and execute the policies established by the Board of Directors;
- (c) Chair the AGM or any Special and General Membership meetings;
- (d) Chair Disciplinary Hearings as per Article VII (Section 4);
- (e) Be responsible for the conduct of the Local League in strict conformity to the policies, principles, Rules and Regulations of Little League Baseball, Incorporated, as agreed to under the conditions of charter issued to the Local League by that organization, and to this Constitution.
- (f) Investigate any complaints, irregularities, or conditions that may be contrary to the ideals, rules, and philosophy undertaken by the Constitution and Little League Baseball, Incorporated, and report back to the Board of Directors in a timely fashion the results and findings of these investigations;
- (g) Serve as ex-officio member on all Committees;
- (h) Attend District meetings, voice the concerns of the League and report to the Board of Directors at the next scheduled Board meeting any decisions made;
- (i) Maintain signing authority on Local League accounts;
- (j) Chair the Protest Committee as required;
- (k) With the assistance of the Player Agent, examine the application and supporting proof-of-age documents of every player candidate and certify as to residence and age eligibility before the player may be accepted for try-outs and selection.
- (l) Not umpire, coach, or convene any division of the League.

### Section 5

Vice-President (Officer). The Vice-President shall:

- (a) Hold a two-year term from date of election and shall be elected in years ending in an even number;
- (b) Perform the duties of the President in the absence or disability of the President, provided he or she is authorized by the President or Board so to act. When so acting, the Vice-President shall have all the powers of that office;
- (c) Perform such duties as from time to time may be assigned by the Board of Directors or by the President;
- (d) The Vice-President may manage, coach, or umpire in any division, provide he/she does not serve on the Protest Committee.

#### Section 6

Secretary (Officer). The Secretary shall:

- (a) Hold a two-year term from date of election and shall be elected in years ending in an even number;
- (b) Be responsible for recording the activities of the Local League and maintaining appropriate files, mailing lists, and necessary records;
- (c) Be responsible for ensuring Annual General Meeting (AGM) notices are published in the local newspapers in accordance with the guidelines outlined herein;
- (d) Be responsible for ensuring the status of the Local League – Ontario Corporation Number 708904 is kept up-to-date and in good standing with the Companies Branch, Ministry of Consumer and Commercial Relations. Annual fees or charges will be paid by the Local League as a regular annual operating expense of the Local League;
- (e) Maintain a list of all Regular, Sustaining, and Honourary Members, Directors, and Committee Members and give notice of all meetings of the Local League, the Board of Directors, and Committees;
- (f) Maintain an action list from all League meetings;
- (g) Prepare and distribute minutes of meetings of the Members and the Board of Directors, including a record of all motions, and cause them to be recorded in a book kept for that purpose;
- (h) Notify Members, Directors, Officers and Committee Members of their election or appointment.

#### Section 7

Treasurer (Officer). The Treasurer shall:

- (a) Hold a two-year term from date of election and shall be elected in years ending in an odd number;
- (b) Perform such duties as are herein set forth and such other duties as are customarily incidental to the Office of the Treasurer or may be assigned by the Board of Directors;
- (c) Receive all monies and securities, and deposit same in a depository approved by the Board of Directors;

- (d) Keep records for the receipt and disbursement of all monies and securities of the Local League, approve all payments from allotted funds, and draw cheques therefore in agreement with policies established in advance of such actions by the Board of Directors. All disbursements by cheque must have dual signatures;
- (e) Prepare an annual budget, under the direction of the President, for submission to the Board of Directors at the Annual Meeting;
- (f) Prepare an annual financial report, under the direction of the President, for submission to the Membership and Board of Directors at the Annual Meeting, and to Little League Headquarters;
- (g) Maintain co-signing authority on Local League accounts.

#### Section 8

Player Agent (Officer). The Player Agent shall:

- (a) Hold a two-year term from date of election and shall be elected in years ending in an even number;
- (b) Record all player transactions and maintain an accurate and up-to-date record thereof;
- (c) Receive and review applications for player candidates and assist the President in verifying residence and age eligibility;
- (d) The player agent is responsible for conducting the spring player evaluations, the player draft, coordinating tryouts, and all other player transactions or selection meetings;
- (e) Prepare the Player Agent's list;
- (f) Prepare for the President's signature and submission to Little League Headquarters, team rosters, including players claimed, and the tournament team eligibility affidavit;
- (g) Notify Little League Headquarters of any subsequent player replacements or trades;
- (h) Participate in Protest Committee hearings as required;
- (i) Player Agent may not manage, coach, or umpire in the Division in which they have responsibilities.

#### Section 9

Safety Officer (Officer). The Safety Officer shall:

- (a) Hold a two-year term from date of election and shall be elected in years ending in an even number;
- (b) Be responsible for coordinating all safety activities including supervision of ASAP (A Safety Awareness Program);
- (c) Ensure safety in player training;
- (d) Ensure safe playing conditions;
- (e) Coordinate reporting and prevention of injuries;
- (f) Solicit suggestions for making conditions safer;
- (g) Be responsible for obtaining police checks for all volunteers of the Local League;
- (h) Develop and implement a plan for increasing safety of activities, equipment, and facilities through education, compliance, and reporting.

Note: In order to implement a safety plan using education, compliance, and reporting, the following suggestions may be utilized by the Safety Officer:

- (1) Education – should facilitate meetings and distribute information among participants including players, managers, coaches, umpires, league officials, parents, guardians, and other volunteers;
- (2) Compliance – should promote safety compliance leadership by increasing awareness of the safety opportunities that arise from these responsibilities;
- (3) Reporting – define a process to ensure that incidents are recorded, information is sent to league / district and national offices, and follow-up information on medical and other data is forwarded as available.

#### Section 10

Registrar. The Registrar shall:

- (a) Hold a two-year term from date of election and shall be elected in years ending in an odd number;
- (b) Prepare and send registration mail-outs to previous year's Members;
- (c) Oversee publication of registration notices in community newspapers;
- (d) Prepare and maintain a record of all player information;
- (e) Collect registration fees and forward regularly to Treasurer;
- (f) Organize and manage registration sessions.

#### Section 11

Director of Coaching Development. The Director of Coaching Development shall:

- (a) Hold a two-year term from date of election and shall be elected in years ending in an odd number;
- (b) Represent coaches/managers in league;
- (c) Present a coach/manager training budget to the board;
- (d) Gain the support and funds necessary to implement a league-wide training program;
- (e) Order and distribute training materials to players, coaches and managers;
- (f) Coordinate mini-clinics as necessary;
- (g) Serve as the contact person for Little League and its manager-coach education program for the league.

#### Section 12

Webmaster. The Webmaster shall:

- (a) Be appointed annually by the President;
- (b) Be responsible for updating and maintaining the League's website;
- (c) Be responsible for obtaining Little League International Headquarters yearly approval for the Local League website;
- (d) Post League news and information.

#### Section 13

Special Events Coordinator. The Special Events Coordinator shall:

- (a) Be appointed annually by the President;
- (b) Arrange photographer and schedule for photo day;

- (c) Lead the organization of the Spring Tournament;
- (d) Lead the organization of Opening Day Ceremonies;
- (e) Lead the organization of Closing Ceremonies.

#### Section 14

Convenor. The Convenor shall:

- (a) Be appointed annually by the President;
- (b) Be responsible for the organization and conduct of the House League season for specific age groups;
- (c) Support and organize all functions of their division;
- (d) Recruit coaches for each team in their division, and submit to the Board of Directors for approval;
- (e) Assist the Player Agent at player drafts;
- (f) Assist at registrations;
- (g) Develop the House League schedule for their division, including any exhibition games;
- (h) Ensure that all Little League rules and house rules are strictly followed in their division;
- (i) Provide liaison between League officials, parents, and coaches when required;
- (j) Ensure newsletters, information, and evaluation forms are communicated / sent to coaches and players;
- (k) Be responsible for ordering equipment that may be required by their coaches, with Board approval;
- (l) Monitor on-field coach performance and provide feedback to Board of Directors where applicable;
- (m) Present trophies at final playoff games;
- (n) Organize summer league tryouts for their division;
- (o) Participate in Protest Committee hearings as required;
- (p) The BlastBall convenor will be responsible for assigning players to teams.

#### Section 15

Umpire-in-Chief. The Umpire-in-Chief shall:

- (a) Be appointed annually by the President;
- (b) Recruit, interview, and recommend to the President for appointment a staff of umpires;
- (c) When appointed, the umpire staff shall be under the personal direction and responsibility of the Local League President, assisted by the Umpire-in-Chief;
- (d) Prepare and maintain a list of active umpires;
- (e) Schedule umpires for all house league, summer league, and tournament games;
- (f) Arrange for training and testing of umpires;
- (g) Monitor on-field umpire performance and provide feedback to Board of Directors;
- (h) Participate in Protest Committee hearings as required;
- (i) Liaise with coaches and parents on umpiring issues;
- (j) Develop and implement a mentoring program.

Article IX      Managers and Coaches

### Section 1

Applications. All applications for coaching positions or coaching position recommendations from Convenors shall be screened by the President for membership in good standing, prior to the Board approving the Coaches list.

### Section 2

House League Coaches. Coaches shall:

- (a) Be responsible for the actions of their teams on the field.
- (b) Continuously improve their baseball skills by attending baseball clinics offered by the Local League.

### Section 3

Competitive Team Managers and Coaches. Coaches shall:

- (a) Be responsible for the actions of their teams on the field.
- (b) Continuously improve their coaching skills by attending baseball clinics such as NCCP Technical and Theory based courses to become fully certified.
- (c) Provide an annual report on their accomplishments and any areas for improvement, at the end of the competitive/summer season and prior to the Annual General Meeting for the groups they manage/coach, for submission to the President.

## Article X Affiliation

### Section 1

Charter. The Local League shall annually apply for a charter from Little League Baseball, Incorporated, and shall do all things necessary to obtain and maintain such charter. The Local League shall devote its entire energies to the activities authorized by such charter and it shall not be affiliated with any other program or organization or operate any other program.

### Section 2

Rules and Regulations. The Official Playing Rules and Regulations as published by Little League Baseball, Incorporated, Williamsport, Pennsylvania, shall be binding on this Local League.

### Section 3

Local League Rules, Ground Rules, and/or Bylaws. The local rules, ground rules, and/or bylaws of the Local League shall be adopted by the Board of Directors at a meeting to be held not less than one month prior to the first scheduled game of the season, but shall in no way conflict with the Rules, Regulations and Policies of Little League Baseball, Incorporated. The local rules, ground rules, and/or bylaws of the Local League shall expire at the end of each fiscal year, and are not considered part of this Constitution (See Article XI, Section 7 for fiscal year of this League).

## Article XI Financial and Accounting

### Section 1

Authority. The Board of Directors shall decide all matters pertaining to the finances of the Local League and it shall place all income in a common League treasury, directing the expenditure of same in such a manner as will give no individual or team an advantage over those in competition with such individual or team.

### Section 2

Contributions. The Board of Directors shall not permit the contribution of funds or property to an individual team but shall solicit same for the common treasury of the Local League, thereby to discourage favouritism among teams and to endeavour to equalize the benefits of the Local League.

### Section 3

Solicitations. The Board of Directors shall not permit the solicitation of funds in the name of Little League Baseball, Incorporated or in the name of the Local League unless all the funds so raised are placed in the Local League treasury.

### Section 4

Disbursement of Funds. The Board of Directors shall not permit the disbursement of Local League funds for other than the conduct of Little League activities in accordance with the rules, regulations, and policies of Little League Baseball, Incorporated. All cheques shall be signed by the Local League Treasurer and such other Officer or Officers or person or persons as the Board of Directors shall determine. All purchases must be preceded by a purchase order. All payments must be preceded by an invoice. All accounting records shall be kept by the Treasurer and must be produced for immediate inspection upon request by the Auditor or a Board Member.

### Section 5

Compensation. No Director, Officer, or Member of the Local League shall receive, directly or indirectly, any salary or compensation from the Local League for services rendered as Director, Officer or Member. As required, the Local League may elect to pay for umpires on a per game basis to be reviewed annually.

### Section 6

Deposits. All monies received shall be deposited to the credit of the Local League at the TD Canada Trust Bank located at 1785 Kilborn Avenue, Ottawa, Ontario.

### Section 7

Fiscal Year. The League Fiscal Year is October 1st to September 30th.

## Section 8

Dissolution of the League. Should the League be dissolved for any reason, the assets and funds belonging to the League will be transferred to Little League Canada for distribution.

## Article XII Amendments

This Constitution may be amended, repealed or altered in whole or in part by a two-thirds vote of those present and voting at any duly organized meeting of the Members provided notice of the proposed changes is included in the notice of such meeting. A draft of all proposed amendments shall be submitted to Little League Baseball Incorporated for approval before implementation.

1. 1956 – 1976 Rideau Park Little League
2. 1977 – 1994 Alta Vista Little League
3. As of November 1994, the League shall operate under the name: South Ottawa Little League.
4. South Ottawa Little League and Hunt Club Riverside Little League amalgamated in 1999. The League will retain the name South Ottawa Little League.
5. South Ottawa Little League and Canterbury Little League amalgamated in 2004. The League will retain the name South Ottawa Little League.

This Constitution was amended and approved by the South Ottawa Little League Membership at its Annual General Meeting held on November 2, 2009.

This Constitution was amended and approved by the South Ottawa Little League Membership at its Annual General Meeting held on November 3, 2011.

President's Name (Print)

President's Signature

Date

Little League ID No. 557 06 07  
Incorporated March 25, 1987 - Ontario Corporation Number #708904  
2008 - Business Number 83978 6290

Make one copy for the District Administrator and copies for the Local League. Send original to Regional Headquarters. This Local League's Constitution on file at Regional Headquarters (most recently-approved copy) is the official Constitution of this Local League.

Little League Baseball, Incorporated does not limit participation in its activities on the basis of disability, race, creed, colour, national origin, gender, sexual preference, or religious preference