



A By-Law relating generally to the conduct of the affairs of

Ontario Roundarm Softball Cricket Association (ORSCA)

*Rev.1: 2018*

# ORSCA CONSTITUTION & BY-LAWS



This document contains the Articles and By-Laws of Ontario RoundArm Softball Cricket Association (ORSCA). It describes the Categories of Membership and the Conditions required for Membership. The Responsibilities and Expectations of the Members; the Executive Board and the various Sub-Committees are also laid out along with the procedure for Amendments.

# ORSCA CONSTITUTION AND BY-LAWS

## SECTION 1 - GENERAL

### 1.01 DEFINITIONS:

- (a) "Annual General Meeting (AGM)" means the meeting of the members, who are entitled to vote, on an annual basis to review financial statements and elect Executive Board members among other matters.
- (b) "Executive board" means a group of ORSCA members either elected or appointed by the voting members, at the annual general meeting or a special meeting, to manage the activities and affairs of ORSCA. Note: The ruling of the majority of the Executive Board present at an executive meeting shall be final regarding interpretation of the articles and by-laws of this Constitution, the Rules & Playing Conditions and Players' Code of Conduct of ORSCA.
- (c) "Funds" mean the money obtained by the league from registration fees; transfer fees; advertisement; sponsorship etc. that is used to manage the affairs of the league.
- (d) "Good standing" means a member or a member team/club 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.
- (e) "League" means a group of cricket teams or clubs that compete against each other in round-arm, underhand, softball cricket matches. "The League" and "ORSCA" would be used interchangeably.
- (f) "Member team/Club" means a team or Club that is registered with ORSCA and is in good standing as per (d) and, are willing to obey the By-Laws, Rules and Players Code of conduct of ORSCA.
- (g) "Ordinary Resolution" means a motion adopted/passed by a majority of the voting members at a regular meeting or at the AGM.
- (h) "Player" means an individual who is registered to a member team and is willing to obey the By-Laws, Rules and Players Code of conduct of ORSCA. New players are placed on mandatory one-year probation.
- (i) "Proxy" means the authority to represent someone else, especially in voting.
- (j) "Quorum" means the minimum number of members who must be present at a meeting for business to be conducted.
- (k) "Representative" (Senior or Junior) means a member of ORSCA who assumes all responsibilities for the member team whom he/she is associated with. A Representative must be a player in good standing (as defined in d). Ideally, a Rep should be computer literate.
- (l) "RoundArm bowling" means the underhand release of a softball from either the back of the hand or over the fingers without the palm of the hand facing the batsman at the time of release. The wrist of the bowling hand is below the waist and usually bends inwards to the body. This is the equivalent of "wrist spin" bowling in hardball cricket.

## ORSCA CONSTITUTION AND BY-LAWS

- (m) "Softball Cricket" means a bat-and-ball game played between two teams where the ball is delivered by an underhand action as per (l).
- (n) "Special Resolution" means a motion passed by 2/3<sup>rd</sup> of the voting members at a special meeting or at the AGM.
- (o) "Team/Club Registration" means a member team/club is in good standing, as per (d), has accepted to adhere to the by-laws, obey the Rules of ORSCA and educates their members on the playing condition and code of conduct. The Executive Board has 30 days, from collection of dues, to confirm a team/club registration.
- (p) "Waiver" means the act of waiving a right or claim.

### 1.02 NAME AND ADDRESS:

The name of the organization is Ontario RoundArm Softball Cricket Association herein referred to as **ORSCA**. ORSCA is a not-for-profit organization operating under the provincial laws of Ontario and the federal laws of Canada. The address shall be the current president's address.

### 1.03 OBJECTIVES:

Our **Vision** is to make RoundArm bowling the fair choice for underhand softball cricket in Ontario. Our collective **Mission** is to promote the concept of underhand RoundArm bowling, encourage sportsmanship and foster transparency. To achieve our stated mission, ORSCA has the following core objectives:

- (a) To introduce and continue the concept of exclusive RoundArm bowling in the game of underhand softball cricket; it is inherent that members would have the opportunity to participate in outdoor activities.
- (b) To provide opportunities and encourage members to develop or advance their leadership skills by volunteering in roles such as Captaincy, Representatives or serving on the Executive Board;
- (c) To provide a forum for families to meet and socialize; to encourage families to engage in meaningful activities, community building and foster support for each other; and to assist our youths to understand the game of softball cricket as well as develop their skills through active participation or administrative duties;
- (d) To establish a relationship with the broader community including the Parks and Recreation Department of the various municipalities; the business fraternity and the various school boards;

### 1.04 FOUNDING AND GUIDING PRINCIPLES:

At ORSCA, our basic operating principles are:

- (a) A league that fosters sportsmanship, fair-play and safety for all players, their family members and friends, and the general public.

## ORSCA CONSTITUTION AND BY-LAWS

- (b) An inclusive league that promotes mutual respect and provides equal opportunities for all regardless of any visible or non-visible differences such as, age, gender, religion, race, culture etc.
- (c) An Executive Board that is elected by the voting members, is fully transparent and is supportive of all members.  
All decisions made by the Board or Committees are based on the facts presented, after due diligence and without prejudice or favoritism.

### SECTION 2 - MEMBERSHIP

#### 2.01 CONDITIONS FOR MEMBERSHIP:

“New teams/clubs” may seek Temporary membership in ORSCA by contacting any of the Executive Board members prior to the AGM via email. Application is based on a “first-come, first-served” basis barring previous disciplinary encumbrances. The request for membership will be reviewed by the Executive Board. The Executive Board will either approve Temporary Membership or reject the application, by resolution, at an Executive Board meeting or at the Annual General Meeting.

The requirements for “new team/club” seeking Temporary Membership are:

- (a) Have no prior disciplinary matter with ORSCA.
- (b) Have accepted to adhere to the by-laws, abide by the Rules of ORSCA and are willing to educate their members on the required code of conduct.
- (c) Have paid all required fees.
- (d) Have a team comprising no less than 15 players.
- (e) Have a structure to identify their Captain, Vice Captain, Senior Rep and Junior Rep.
- (f) Provide a Photo ID for all male players over 18 years.
- (g) Have each of their players sign ORSCA Waiver.

The Executive Board, via ordinary or special resolution, may waive any of these conditions under valid extenuating circumstances.

#### 2.02 CATEGORY OF MEMBERSHIP:

There are two categories of membership in ORSCA:

- (a) Fulltime membership-these are teams that have been registered in the league for more than one year; have satisfied their one-year probationary period without any disciplinary proceedings and are in “good standing” as per 1.01(d). These teams are entitled to vote at all meetings.
- (b) Temporary Membership-these are teams that have been registered in the league for the first time. They are placed on one-year probation. The Executive Board will review the status of these teams at the end of the season and decide whether to confer or reject

## ORSCA CONSTITUTION AND BY-LAWS

Fulltime Membership to that team. Temporary members are not allowed to vote at the AGM, Reps/Captains' Conference or any Regular or Special Meeting during the first year.

### 2.03 QUALIFICATIONS; REQUIREMENTS & RIGHTS OF TEAM REPRESENTATIVES:

- (a) Qualifications: To qualify for holding the position of Senior Rep or Junior Rep in a team, that individual must meet the following criteria:
- (i) Currently registered as an ORSCA member.
  - (ii) Registered or Played in ORSCA for a minimum of one year within the last three years. This is not applicable for new teams joining ORSCA.
  - (iii) Committed no transgression or was not found guilty of any wrongdoing within the last two years including but not limited to serving a suspension, placed on probation or was fined for cheating etc.
- NOTE:** An individual who has played in ORSCA previously and is now recommended for the position of Senior or Junior Rep for a team with Temporary Membership status will be vetted, by the Executive Board, for any transgressions within the last two years. A new player in ORSCA who is registered with a team having Fulltime Membership status, is disqualified from being a Representative. However, these criteria are not applicable for a new player (has never played in the league before) in ORSCA, identified as a Senior or Junior Rep of a team with Temporary Membership status.
- (iv) Must be computer literate.
- (b) Requirements: all Senior Reps or Junior Reps serving as proxies are responsible for:
- (i) Attending AGMs, Reps Conference, Regular Meetings or Special Meetings.
  - (ii) Informing the Executive Board on any changes that may have occurred within his team, such as, change of ground location, team Captain etc.
  - (iii) Updating his team mates on any changes that may have occurred in ORSCA, any news on upcoming events or playoff scheduling etc. Generally, any information passed on to the Reps from the Secretary or any other Board member.
  - (iv) Educating his team mates on the Rules and Playing Conditions of ORSCA, the expectations of players registered in ORSCA, the consequences of misconduct and criteria for obtaining the various Awards.
  - (v) Maintaining contact and communication with the Executive Board as required.
  - (vi) Acting in a manner that is deemed responsible and professional at all times.
- (c) Rights of Senior Reps; Junior Reps or their proxies:
- (i) Are entitled to vote at AGMs, Reps/Captains' Conference, Regular Meetings or Special Meetings, provided they are representing a Fulltime member team.
  - (ii) Are entitled to make suggestions for amendments to the articles or by-laws or changes to the playing Rules.

### 2.04 MEMBERSHIP DUES, TERMINATION AND DISCIPLINE:

#### (a) Membership Dues

All member teams are required to pay an annual membership fee as determined by the Executive Board and endorsed by a majority of the membership at the Annual General Meeting. Fulltime member teams are required to pay a minimum of fifty percent of the dues

## ORSCA CONSTITUTION AND BY-LAWS

to be eligible to vote at the annual general meeting. All teams must pay all outstanding fees/dues in full by March 31<sup>st</sup> of the current calendar year. Failure to pay the full fees by the stated time may result in termination.

### (b) Termination of membership

A membership in ORSCA is terminated when:

- (i) The member dies
- (ii) The member resigns
- (iii) The member is expelled for disciplinary, criminal or safety reasons.
- (iv) The individual is no longer a registered member (has not registered with a team).
- (v) The team fails to maintain the qualifications required for membership.
- (vi) The team is no longer in good standing.

### (c) Discipline of members

The Executive Board shall have the authority to suspend or expel any team or team member from ORSCA for any of the following:

- (i) Violating the by-laws of the constitution, the Playing Rules or the Players' Code of Conduct.
- (ii) Conducts himself in a manner that is detrimental to ORSCA or fails to further the objectives of ORSCA.
- (iii) Has become a threat to the safety of fellow members through mental instability or criminal involvement.

## 2.05 NOTICE OF MEETING OF MEMBERS:

- (a) The Secretary of the League or the President, if the Secretary is unavailable, is required to notify the Senior Reps or Junior Reps about a meeting. Special Meetings may be called by 2/3<sup>rd</sup> of the Senior Reps. The following steps must be followed:
- (b) The notice of the meeting must state the date, time and location of the meeting. An agenda may be attached.
- (c) For regular meetings, such as the AGM, the notice must be sent 21 days prior. For special meetings, the notice may be shorter.
- (d) Electronic notification is the choice of communication. Ideally, this should be via emails or website announcements.

## 2.06 MEMBERS' MEETING:

Ideally, the League would meet two (2) times per year i.e. the AGM and the Captains/Reps' Conference. The AGM will consist of the Executive Board Members and the Senior Rep and/or Junior Rep from each Fulltime member team or their proxies. Senior Reps from Temporary teams may be invited at the discretion of the Executive Board. The Captains/Reps' Conference will comprise the Executive Board along with the Senior Reps or Junior Reps or Captains or their proxies from all teams, that is, teams with Fulltime and Temporary membership status are invited.

The AGM is usually called by the President or Vice President sometime between mid February and before the end of March. The Captains/Reps' Conference is usually called by the President or Vice President before the end of April.

## **ORSCA CONSTITUTION AND BY-LAWS**

(a) Persons Entitled to be Present:

Generally, only persons entitled to vote and the Executive Board shall be present at the meetings. In ORSCA, only the Senior Representatives from Fulltime Member teams can vote. A Junior Representative from a Fulltime member team can vote as a proxy, should the Senior Rep be unavailable. Senior Reps or Junior Reps from Temporary teams may be invited to the AGM but are not allowed to vote. Senior Rep or Junior Rep or their proxy, from teams with Temporary Membership status, is admitted at the Reps' Conference or meetings thereafter on the invitation of the Chair of the meeting. However, they are not allowed to vote.

(b) Chair of the meeting:

In ORSCA, the Chair of all meetings shall be the President. In the absence of the President, then the Chair shall be the Vice President. If either is absent, then the Chair shall be the Secretary or may be selected from any other Executive Board Member.

(c) Quorum:

The AGM shall be called, regardless of the number of members present, within half hour of the scheduled start time. That is, there is no quorum for the AGM. The quorum at a members meeting (other than the AGM) shall be 50% of the members entitled to vote, i.e. the Senior Reps or their proxies from teams with Fulltime membership status. Once a quorum is present at the opening of a meeting, the members present may proceed with the business of the meeting. The meeting will continue even if a quorum is not present throughout the meeting. If a quorum is not present, after half an hour of the scheduled start time for a meeting (other than the AGM), the meeting shall be adjourned and rescheduled to a later date.

(d) Voting procedure:

- (i) The voting process shall be conducted by the Chair (President or Vice President) or his delegate of the meeting. The Chairman can vote only in the event of a tie. Executive board members are not allowed to vote, unless they are the senior Rep for a team and, the Junior Rep is not available.
- (ii) All proposals shall be resolved by majority of the votes cast on the subject.
- (iii) Voting shall be done either by a show of hand or casting of ballots.
- (iv) Only one vote per member team is permitted at the AGM and Reps Conference.
- (v) Absentee voting is not allowed.
- (vi) Seeking nomination by proxy is not allowed.

(e) Adjournment of Meeting

The meeting is adjourned once all matters have been resolved or if there is no quorum, within 30 minutes of the scheduled start. The adjournment, regarding no quorum, is not applicable for AGMs.

(f) Minutes:

The Secretary shall be responsible for taking minutes at all meetings, reviewing the content for accuracy, drafting an email with the details and then transmitting same to the Senior Reps within 30 days after the meeting. Inclusion of all resolutions adopted is mandatory. Email is the preferred choice of communication. The Senior Rep shall then update his team mates accordingly.

# ORSCA CONSTITUTION AND BY-LAWS

## SECTION 3 - EXECUTIVE BOARD

### 3.01 THE MAKE-UP OF THE EXECUTIVE BOARD SHALL CONSIST OF THE FOLLOWING OFFICES:

- (a) President
- (b) Vice President
- (c) Secretary
- (d) Treasurer
- (e) Statistician
- (f) Public Relations Officer (PRO)
- (g) Schedule Coordinator

The Executive Board shall have the full power to manage the activities and affairs of ORSCA. Interpretation of the articles and By-Laws of the Constitution, the players' Code of Conduct, the Playing Conditions and the Playing Rules shall be at the sole discretion of the Executive Board.

The Executive Board, in order to achieve the objectives of ORSCA; promote the values of the organization and sustaining the smooth operation of the league shall have the authority to:

- (a) With support from a majority of the members entitled to vote at a regular meeting, AGM or special meeting, shall have the power to make, amend or repeal by-laws of ORSCA.
- (b) Make, amend or remove rules in ORSCA'S Rules and playing condition document or the Players' Code of Conduct document as they may see fit, provided there is 50% support from the Executive Board members present at that meeting.
- (c) Appropriately use the funds of ORSCA to manage the affairs of the league and ensuring the smooth operation of the organization.
- (d) 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 ORSCA including Executive Board members, Senior Representatives, Junior Representative or Captains whose behavior or action has violated the Constitution, the By-laws, the Playing Rules or the Players' Code of Conduct during any League event.
- (e) Appoint Assistants for the Executive Positions named above as the league expands and the workload becomes more demanding. Appointees selected to serve as Assistants must satisfy the qualifications described in 3.03(a).

### 3.02 NUMBER OF EXECUTIVE BOARD MEMBERS:

The minimum number of Executive Board members shall be four (4) and the maximum number of Board members shall be ten (10). Executive Board members can hold a maximum of two (2) Offices in the same year. For voting purposes, only ONE vote per individual (not roles) is permitted.

### 3.03 QUALIFICATIONS REQUIRED FOR NOMINATION AS EXECUTIVE BOARD MEMBER:



## ORSCA CONSTITUTION AND BY-LAWS

- (a) In order to qualify for nomination to hold any office on the Executive board, the candidate must have the following qualifications:
  - (i) Must be over 18 years old.
  - (ii) Has served or is serving in the capacity of a Senior Reps, Junior Reps or Captain on a team with Fulltime Membership status.
  - (iii) Has not been subjected to any disciplinary matter of misconduct, serving a suspension or has been on probation within the last two (2) years.
  - (iv) Has signed ORSCA waiver.
  - (v) Is computer literate.
  - (vi) Is registered as a Fulltime player in ORSCA.
  - (vii) Is not an elected official serving on the Executive board of another cricket organization within Ontario.
  - (viii) Has provided a recent photo ID to the Statistician.

In addition to the qualifications described in 3.03(a) above, eligibility for nomination as the candidate for President of ORSCA requires the following three (3) criteria:

- (i) Has served in the capacity of an Executive Board Member or is currently serving as an Executive Board Member (current year does not count as a year served) for a minimum of two (2) years in the last five (5) years.
- (ii) Has been registered in ORSCA for four (4) years.
- (iii) Has not been found guilty or penalized for behavioral misconduct, such as serving a suspension, a ban or was placed on probation for poor behavior or otherwise within the last three (3) years.

In addition to the qualifications described in 3.03(a), eligibility for nomination as the candidate for Vice President of ORSCA requires the following three (3) criteria:

- (a) Has served in the capacity of an Executive Board Member or is currently serving as an Executive Board Member (current year does not count as a year served) for a minimum of one (1) year in the last five (5) years.
- (b) Has been registered in ORSCA for three (3) years.
- (c) Has not been found guilty or penalized for behavioral misconduct, such as serving a suspension or ban or was placed on probation for poor behavior or otherwise within the last three (3) years.

### 3.04 ELECTION OF EXECUTIVE BOARD MEMBERS:

Election of Executive Board members shall be at the AGM. The members entitled to vote (Senior Reps from Fulltime Member teams) are responsible for nominating and electing the Executive Board at the AGM. Voting shall be as per 2.06(d). Any team representative elected to the Executive Board shall relinquish the position of representative.

Temporary appointments may be made by the President supported by a majority of the Executive Board until the next AGM. Temporary appointments will be deemed as one year served, once the appointee completes the year.

## ORSCA CONSTITUTION AND BY-LAWS

### 3.05 TERM OF OFFICE FOR EXECUTIVE BOARD MEMBERS:

Executive positions and members of the Disciplinary Committee shall be for a two-year period. The President, Secretary, PRO and Schedule Coordinator positions shall be up for election in odd-numbered years while the Vice President, Treasurer and Statistician offices shall be up for elections in even-numbered years. Should any of these positions be elected into another role, and the individual relinquishes the prior role, then the now vacant former position will be subjected to the electoral process and the odd/even-number election rule still holds true.

The members for the Disciplinary Committee are elected every two years.

An Executive Board Member may tender his/her resignation, in writing, to the President at any time during his/her tenure. Any outgoing Executive will hand over, to the President or another Executive, all documents, materials, records or monies that are the property of the League or Member Team.

### 3.06 MEETING OF THE EXECUTIVE BOARD MEMBERS:

- (a) Calling of meeting: a regular meeting of the Executive Board shall be called by the President or a Special Meeting may be called by a majority of the Executive Board members. A minimum of 7 days notice must be provided for Regular Meetings while a minimum of 3 days is required for Special Meetings.
- (b) Quorum for Executive Board Meetings: a minimum of 50% of the Board members shall form a quorum otherwise the meeting is called off/cancelled, and no business conducted.
- (c) Voting: For a resolution to be adopted, a minimum of 50% of the Executive Board quorum (as per 'b' above) must vote in favor for the resolution.

### 3.07 REMOVAL AND REPLACEMENT OF AN EXECUTIVE BOARD MEMBER:

An Executive Board member found guilty of misconduct or unsatisfactory performance may be removed from office if:

- (a) During a regular Executive Board meeting, a majority of the Executive Board quorum (as per 3.06b) voted in favor of removing that Board Member or,
- (b) A special meeting was called by a minimum of any two (2) Executive Board members, was attended by a minimum of 50% of the Senior Reps from teams with Fulltime Membership status, and 2/3<sup>rd</sup> of the quorum voted in favor of removal.

### 3.08 DUTIES OF EXECUTIVE BOARD MEMBERS:

#### *President shall:*

- (a) Preside at all meetings.
- (b) Be responsible for calling AGMs, Reps' Conference, Regular meetings or Special meetings.
- (c) Serve as the Chair at AGMs, Reps Conference and Special meetings.
- (d) Represent the League at all public functions and performs all other functions as determined by the Executives.

## ORSCA CONSTITUTION AND BY-LAWS

- (e) Have final authority of the League's website including the acceptance and posting of advertisements.
- (f) Delegate the above duties as required to other Executive Board member.

### ***Vice-President shall:***

- (a) Perform all the duties of President in the absence of the President or as requested by the President.
- (b) Chair the Disciplinary Committee.
- (c) Obtain field permits for playoff games where neutral venue is required (as determined by the Executive Board), League insurance (if required) and organizing utilities that may be required for Grand Finals or other League events.
- (d) Plan and organize the Annual Awards Ceremony.
- (e) Organize umpires for playoff games or as requested.
- (f) Perform other duties as the President or Executive Board may deem necessary from time to time.

### ***Secretary shall:***

- (a) Keep records of the minutes of all meetings in a professional and organized manner. Hard or soft copy files of the Minutes must be distributed to all required personnel in a timely manner.
- (b) Keep a record of the contact information for all team Reps.
- (c) Be responsible for all League correspondence.
- (d) Arrange venue(s) for all league meetings and inform the appropriate members in a timely manner.
- (e) Assume duties of the President or Vice President in their absence.
- (f) Perform such other pertinent duties as the President or Executive Board may deem necessary from time to time.

### ***Treasurer shall:***

- (a) Keep accurate and detailed records of the League's finances.
- (b) Provide a financial update to the Executives at every Board meeting. Prepare and present a financial report for the members at the AGM. An interim financial statement (mid-season financial report) may be provided to the general membership in July of each year.
- (c) Be responsible for all accounting aspects of the league.
- (d) Adhere to established banking and accounting protocols with regards to the League's funds.
- (e) In conjunction with the Executive Board, provide a budget annually at the AGM for approval by the membership.
- (f) Perform such other pertinent duties as the President or Executive Board may deem necessary from time to time.

### ***Statistician shall:***

- (a) Be responsible for compilation and confirmation of all teams' registration forms and members.

## ORSCA CONSTITUTION AND BY-LAWS

- (b) Update the website with the record of the Senior Rep, Junior Rep, Captain and Vice-Captain of all teams.
- (c) Confirm registration pertaining to team membership, players' transfer and play-off eligibility.
- (d) Compile and maintain all statistics of all Member Teams on the appropriate section of the web site.
- (e) Update the website with information regarding Upcoming Events; ADS; News and Scorecards within an acceptable time frame.
- (f) Ensure that a photo ID (if applicable) for the player was provided before registering that player.
- (g) Ensure that the player has signed ORSCA Waiver before registering that player.
- (h) Ensure that the transfer fee was paid to the treasurer before executing a transfer.
- (i) Ensure that the "over limit fee" (if applicable) was paid to the treasurer before adding players to a team list.
- (j) Perform other duties as the President or Executive Board may deem necessary from time to time.

### ***Public Relations Officer (PRO) shall:***

- (a) Handle all matters pertaining to external communication, such as, communicating with other cricket leagues regarding special events.
- (b) Communicate with members of the Public who may be interested in obtaining information about ORSCA.
- (c) Work with the Vice President in planning and organizing the Annual Awards Ceremony.
- (d) Seek sponsorship from the business community to assist the league offset the cost for special events. This may involve seeking ADS for the website.
- (e) Promote the objectives of ORSCA by reaching out to the public, the business community or the governing municipal authorities.
- (f) Perform other duties as the President or Executive Board may deem necessary from time to time.

### ***Schedule Coordinator shall:***

- (a) Prepare the annual schedule for the various formats of the competition in a timely manner and upload on ORSCA website.
- (b) Confirm ground usage for the member teams.
- (c) Resolve any conflicts that may arise regarding scheduling of matches.
- (d) Prepare play-off schedules and upload on the website.
- (e) Perform other duties as the President or Executive Board may deem necessary from time to time.

### **3.09 SUB-COMMITTEES:**

The Executive Board may appoint sub-committees from time to time to assist in furthering the objectives of the league. These sub-committees must be chaired by a member of the Executive Board and comprised of ORSCA registered members only. The Chair of the sub-committee is tasked with the responsibility of updating the Executive Board on the progress of the task assigned to the Committee.

## ORSCA CONSTITUTION AND BY-LAWS

### 3.10 INDEMNIFICATION OF EXECUTIVE BOARD MEMBERS:

Executive Board members and members of the Disciplinary Committee are indemnified and held harmless against all costs, charges and expenses that may arise from executing his/her duties provided, that individual exercised due diligence, acted in good faith and in the best interest of ORSCA.

No member of the Executive Board or the Disciplinary Committee, in acting on behalf of ORSCA and, in fulfilling his/her duties shall incur any liability for their action.

## SECTION 4 - SIGNING OFFICERS:

### 4.01 VALIDITY OF CHEQUES:

- (a) The League's cheques signing Officers shall be the Treasurer, President, Vice-President and Secretary.
- (b) All cheques must bear a minimum of two signatures from the authorized members named in (a) above for it to be valid.

## SECTION 5 - DISCIPLINARY COMMITTEE:

### 5.01 COMPOSITION OF THE DISCIPLINARY COMMITTEE & REQUIREMENTS FOR MEMBERSHIP:

- (a) The Disciplinary Committee shall consist of:
  - (i) Three members who are registered to ORSCA teams with Fulltime Membership status.
  - (ii) Three alternate members who are registered to ORSCA teams with Fulltime Membership status.
  - (iii) A Chairman. The Chairman of the Disciplinary Committee shall be the Vice President of the league.
- (b) Requirements for membership to the Disciplinary Committee:
  - (i) No more than one member from the same team shall serve on the Disciplinary Committee in any given year.
  - (ii) A Disciplinary Committee member must not have any misconduct charges or served a suspension or was placed on probation within the last three (3) years.
  - (iii) An elected official from another cricket organization is not allowed to serve on the disciplinary committee in ORSCA.

### 5.02 ELECTION OF MEMBERS AND RESPONSIBILITY:

The Disciplinary Committee is comprised of three (3) members, three (3) alternates and a Chairman (the Vice President). These members are elected for a two-year term by the voting members at the AGM. The Committee functions as an independent body from the Executive Board. The Vice President serves as the liaison between the Executive Board and

## ORSCA CONSTITUTION AND BY-LAWS

the Disciplinary Committee. The Committee adjudicates on all disciplinary matters pertaining to a team or individual registered in ORSCA.

### 5.03 HANDLING OF COMPLAINTS:

- (a) Any member of the Executive Board or the Disciplinary Committee who is directly involved in the incident (such as being a blood relative, belonging to the same team or being the victim) will be automatically disqualified from participation in the disciplinary process.
- (b) A team lodging a complaint shall have their Captain or Senior Rep inform the Chairman of the Committee, in writing and with the necessary evidence, within three (3) days of the alleged infringement except during the play-off competitions where such action or charges must be presented to the Chairman, in writing, within twenty-four (24) hours after the completion of the game in question.
- (c) If adjudication is warranted, the Chairman of the Committee shall summon a formal meeting with the members of the Disciplinary Committee and invite the parties to the dispute for a formal hearing.
- (d) The Chairman of the Committee must submit the proposed recommendations and verdict to the Executive Board for level 2 review before notifying the parties involved. The final decision of the Committee shall be binding on all parties. See Section 6 - Appeals.
- (e) In emergency situations, where the disciplinary committee cannot be summoned, any Executive(s) present can intervene on behalf of the Disciplinary Committee.

### SECTION 6 – APPEALS

6.01 All appeals must be submitted in writing to the Chairman of the Disciplinary Committee no later than three days upon receipt of said decision along with fifty dollars (\$50). These funds will be returned if the appeal was successful. However, if the appeal was unsuccessful, the funds will be retained by ORSCA. The Chairman then refers the appeal to the Executive Board for review, investigation and conclusion. The decision by the Executive Board is final and the matter is considered closed.

If the appeal relates to a play-off game, then the appeal must be submitted in writing to the Executive Board no later than twenty-four (24) hours upon receipt of said decision.

### SECTION 7 – AMENDMENTS OF BY-LAWS

7.01 The proposal to amend or repeal a by-law may be submitted by either the Senior or Junior Rep of a Fulltime member team or by the Executive Board. Notification of the proposal must be submitted to either party, thirty (30) days prior to the AGM or the special meeting called for that purpose.

7.02 A By-law can be amended or repealed only if 50% of the Senior Reps or their proxies (from Fulltime Member Teams) present at the AGM or special meeting voted in favor for the amendment or revocation.

## ORSCA CONSTITUTION AND BY-LAWS

### SECTION 8 – FINANCIAL YEAR AND USE OF FUNDS

- 8.01** The financial year in ORSCA shall terminate on the 31<sup>st</sup> day of December in each year.
- 8.02** The Executive Board of ORSCA shall have the authority to use the funds of the league to manage the affairs of ORSCA including but not limited to purchasing trophies, conducting the Awards ceremony, maintenance of the website and any other business appropriate to the operation of ORSCA.

### SECTION 9 – LEGAL COMPLIANCE

- 9.01** ORSCA will operate as a not-for-profit organization under the laws of Ontario.
- 9.02** All ORSCA members are required to comply with the By-Laws and Rules of the league, follow good etiquette and uphold the tradition of ethical behavior.
- 9.03** All ORSCA members are required to abide by the Laws of Canada; obey the Laws of Ontario and follow the By-Laws of the various municipalities or any other legal body having jurisdiction over the venue for the matches.
- 9.04** This Constitution and By-Laws shall supersede all previous versions and shall be effective from June 1<sup>st</sup>, 2018.