



**DUNDAS GIRLS SOFTBALL LEAGUE**  
(A Division of the Dundas Girls Athletic Association)  
**CONSTITUTION AND GOVERNING DOCUMENT**  
Effective as of: **October 1, 2025**

## **Article 1 – Definitions**

For clarity in this Constitution:

- “League” means the Dundas Girls Softball League (DGSL), a division of the Dundas Girls Athletic Association (DGAA).
- “Executive” means the elected officers of the DGSL.
- “Director” means a volunteer appointed or elected to oversee a specific operational area of the League, as outlined in Appendix A.
- “Board” means the Executive and appointed Directors responsible for governance and operations of the League.
- “Member” means players, parents/guardians, coaches, volunteers, and officials as defined in Membership.
- “Meeting” means any properly convened gathering of Members, the Executive, the Board, or Committees.

## **Article 2 – Name**

The name of the organization shall be the “Dundas Girls Softball League” (DGSL), a division of the “Dundas Girls Athletic Association (DGAA).”

## **Article 3 – Purpose and Objectives**

The purpose of the DGSL is to:

- Encourage ongoing participation of children and youth at all skill levels.
- Promote good sportsmanship and fair play among all members and teams.
- Develop softball skills in a safe, inclusive, recreational environment.
- Provide opportunities for children and youth to build confidence, teamwork, and community connections.
- Operate as a volunteer-driven, not-for-profit organization.

## **Article 4 – Non-Profit Status**

The DGSL shall operate on a not-for-profit basis. Any funds raised or received will be used solely to promote the objects of the League.

## **Article 5 – Head Office**

The head office of the DGSL shall be located in the Town of Dundas, within the City of Hamilton, Ontario, or such other place as determined by the Executive.

## Article 6 – Membership

Membership in the DGSL is open to all children ages 4 to 19, living in the City of Hamilton, Town of Dundas, or nearby areas without an equivalent league.

### Categories of Membership:

- Registered Members: players ages 4–19 who have paid the registration fee.
- Associate Members: parents/guardians of registered players, and approved volunteers (coaches, umpires, executives, committee members).

### Voting Rights:

- Each parent/guardian of a registered player has one vote (maximum two per player).
- Registered players aged 18 or older have one vote.
- Approved volunteers serving in the DGSL may also hold voting rights.

### Termination of Membership:

Membership ends if fees are unpaid, the member resigns, or conduct is deemed harmful to the League by a two-thirds vote of the Executive, after fair notice and opportunity to respond.

## Article 7 – Code of Conduct

The DGSL promotes respect, fairness, and safety. Poor sportsmanship, harassment, abusive language, use of drugs or alcohol at games or practices, and any other unsafe or disrespectful behaviour will not be tolerated.

Parents, players, and volunteers are expected to:

- Encourage and support all players and teams.
- Respect coaches, umpires, and officials.
- Demonstrate positive role modeling.

### Disciplinary Action:

Inappropriate behaviour may result in warnings, suspension, or removal from the League, as determined by the Executive or Discipline Committee.

## Article 8 – Executive

The Executive shall manage the affairs of the DGSL and is accountable to the membership for its decisions. The Executive shall include the following elected Officers: President, Vice President – House League, Vice President – Rep & Select, Secretary, and Treasurer. Executive members are elected at the Annual General Meeting (AGM) for three-year terms unless otherwise determined by the membership. An Executive member may hold more than one position but shall have only one vote.

Vacancies may be filled by appointment of the Executive for the remainder of the term.

An Executive member may be removed by a two-thirds vote of the Executive, or through the Major Decisions process outlined in this Constitution, following fair notice and an opportunity to respond.

**Directors:**

Directors may be appointed or removed by resolution of the Executive to support specific operational functions of the League. Director roles and responsibilities are outlined in Appendix A and may be updated as needed.

Directors are members of the Board and may participate in discussions and vote at Board meetings. Directors support the operational delivery of the League and contribute to Board discussions but do not share the same fiduciary accountability as the Executive.

**Authority of the Executive:**

The Executive shall have final authority over the governance and affairs of the League. The Executive will work collaboratively with Directors and the Board; however, where consensus cannot be reached, the Executive retains the authority to make final decisions in the best interest of the League.

The Executive may act independently for routine operational and time-sensitive matters but shall not make Major Decisions without following the process outlined in this Constitution. Where the Executive makes a decision that differs from a Board recommendation, the rationale shall be documented and shared with the Board.

**Article 9 – Committees**

The Executive may establish standing and ad hoc committees as needed to support the operations of the League. Committees shall be chaired by a Director or Executive member and may include volunteers from the membership.

Committee mandates, membership, and responsibilities shall be documented in Appendix A – Committees and Director Roles, which may be amended by resolution of the Executive without requiring constitutional amendment. Committees operate under the authority of the Executive and may not make binding decisions unless such authority is expressly delegated.

**Article 10 – Program Operations**

The DGSL operates House League and may operate Rep & Select programs to provide a complete player development pathway from recreational to competitive softball. The Executive shall ensure that policies are in place to govern the fair and safe administration of all programs, including scheduling, player evaluation, and coach selection.

**Article 11 – Rep and Select Programs**

The DGSL may operate Rep and Select programs in addition to House League play to provide opportunities for advanced skill development, competitive play, and representation of the League at inter-league and tournament events.

The Executive shall maintain policies governing Rep & Select operations, including player evaluation, coach selection, team formation, scheduling, and tournament participation, ensuring fairness, transparency, and alignment with DGSL’s mission and values.

Oversight shall be assigned to the Vice President – Rep & Select and supporting Directors, who may convene a Rep & Select Committee to manage day-to-day operations.

## **Article 12 – Meetings**

### **Annual General Meeting (AGM):**

- Held each October, open to all members, with at least two weeks’ notice via social media or email.
- Business includes reports, financial statements, elections, and amendments.
- Quorum shall consist of those members present, provided that a majority of the Executive is in attendance.

### **Board Meetings:**

- Held monthly or as needed, throughout the year.
- Open to members upon request and with minimum 1 weeks’ notice.
- Includes Executive and Directors.
- Quorum is a simple majority of Board members.

### **Executive Meetings:**

- Held monthly or as needed.
- Quorum is a majority of Executive members.

### **Voting:**

- Each eligible member has one vote at General Meetings.
- At Board meetings, each Executive member and Director has one vote.
- A simple majority decides, with the President holding a tie-breaking vote.

## **Article 13 – Major Decisions**

The following matters are considered Major Decisions:

- Unbudgeted expenditures above a threshold set by the Executive
- Changes to governance structure, policies, or program format
- Removal of Executive members or Directors
- Any matter deemed significant by the Executive

### **For Major Decisions:**

- The Board shall review and vote, providing a formal recommendation
- The Executive shall consider the Board’s recommendation before making a final decision

## Article 14 – Financial Matters

### Banking:

- The DGSL shall maintain a bank account requiring signatures of any two of the President, Treasurer, or Secretary.

### Financial Year:

- The financial year shall end September 30th.

### Borrowing:

- The DGSL may borrow funds only if approved by two-thirds of the Executive.

### Reimbursements:

- Volunteers may be reimbursed for approved expenses with receipts.

### Registration Fees:

- Set annually by the Executive. May be waived in exceptional cases. No refunds after first regular season game.

## Article 15 – Liability and Insurance

Members, volunteers, Executive members, and Directors shall not be personally liable for the debts of the League. The DGSL shall maintain appropriate insurance. The DGSL shall indemnify its Executive members and Directors against liabilities incurred in good faith in the performance of their duties.

### Conflict of Interest:

Executive members and Directors shall disclose any real or perceived conflict of interest and abstain from related discussions and decisions.

## Article 16 – Amendments

Amendments to this Constitution may be proposed in writing to the Secretary before the AGM. They must be approved by a two-thirds majority of voting members present at the AGM.

## Article 17 – Dissolution

If the DGSL dissolves, any remaining assets, after payment of debts, shall be transferred to another local not-for-profit youth sports organization in the Dundas/Hamilton area. Assets shall not be distributed to individual members.

## Article 18 – General

The DGSL shall supply approved equipment, and players may use their own if it meets league and Softball Ontario/CSA standards. Teams entered in external organizations (e.g., FMSA) must follow the rules of that organization where applicable.

## Appendix A – Committees and Director Roles

This appendix contains the current list of Elected Officer and Director positions and Standing Committees for the DGSL. It may be amended by resolution of the Executive.

### Elected Officer Roles:

#### President

Provides overall leadership and direction. Chairs Executive meetings, enforces bylaws, and represents the league publicly. Liaison with regional/national softball governing bodies.

#### Vice President of House League

Supports President, steps in when absent. Oversees house league operations and assist with sub-committee management. Focus on broad participation and fun.

#### Vice President of Rep & Select

Supports President, steps in when absent. Oversees Rep/Select league operations and assist with sub-committee management. Focus on competitive advancement and high-level player development.

#### Secretary

Records meeting minutes and correspondence. Maintains official records, bylaws, and policies. Ensures proper communication with members.

#### Treasurer

Collaborates with Executive Committee to develop Annual Budgets. Manages finances, budgets, and banking. Prepares financial reports. Oversees fundraising deposits, registration fees, and expense approvals.

### Director Roles:

#### Registrar

Oversees player registrations, forms, insurance, and waivers.

#### Player/Coach Development Director

Organizes coaching clinics, specialty training sessions, and development programs.

#### Umpire-in-Chief (UIC)

Recruits, trains, and assigns umpires, and liaises with umpire associations.

#### Equipment Director

Manages equipment inventory, uniform distribution, and purchases.

#### Facilities Director

Oversees field permits, maintenance, and scheduling logistics.

### **Communications/Marketing Director**

Oversees website, social media, newsletters, and public relations.

### **House League Division Convenor**

Supports VP of House League. Oversees with playoff scheduling and operations. Oversees division playoff scheduling as per FMSA

### **Rep & Select Program Director**

Supports VP of Rep & Select. Oversees tryouts, tournament planning, and competitive operations.

### **Fundraising Director**

Leads sponsorship acquisition, grant writing, and concession operations.

### **Social Director**

Coordinates league events, ceremonies, and volunteer recruitment.

## **Standing Committees:**

### **Executive Committee – Chair: President**

Membership: All elected Officers and key Directors.

Responsibilities: Oversees governance, strategic decisions, and major decisions.

### **Fundraising Committee – Chair: Fundraising Director**

Membership: VP House League; VP Rep & Select; Membership Volunteers.

Budget(s): Fundraising & Donations; Grants; Concession.

Responsibilities: Organize sponsorships, fundraising events, and grant applications/reporting to ensure financial stability.

### **Coaching & Player Development Committee – Chair: Player/Coach Development Director**

Membership: Membership Volunteers.

Budget(s): Player Development

Responsibilities: Plans clinics, workshops, and skill development programs. Oversees player & coach evaluations and team selection.

### **Fields & Scheduling Committee – Chair: Facilities Director**

Membership: VP House League; VP Rep & Select; Umpire-in-Chief

Budget(s): Diamonds

Responsibilities: Creates game/practice schedules. Coordinates field setup, permits, and rain-out rescheduling.

### **Equipment & Uniform Committee – Chair: Equipment Director**

Membership: Membership Volunteers.

Budget(s): Equipment; Uniforms

Responsibilities: Keeps inventory, organizes uniform & equipment distribution/returns. Purchases balls, bats, catchers' gear, etc. for the upcoming season

#### **Volunteers & Events Committee – Chair: Social Director**

Membership: VP House League; VP Rep & Select; Membership Volunteers.  
Budget(s): Events  
Responsibilities: Plans & Organizes league wide events (opening/closing day ceremonies, Cactus Festival Participation, Picture Day). Recruits' membership volunteers.

#### **Communications & Media Committee – Chair: Communications & Marketing Director**

Membership: VP House League; VP Rep & Select; Secretary; Membership Volunteers.  
Budget(s): Advertising & Administration  
Responsibilities: Supports website updates, newsletters, & social media. Manage photography, league announcements, and promotional campaigns.

#### **House League Committee – Chair: House League Division Convenor**

Membership: VP House League; Membership Volunteers.  
Budget(s): Playoffs  
Responsibilities: Ensures FMSA registration sheets submitted. Plans playoff schedule according to FMSA guidelines. Ensures playoff registrations and fees are paid for House League.

#### **Rep & Select Committee – Chair: Rep & Select Director**

Membership: VP Rep & Select; Membership Volunteers.  
Budget(s): Rep League & Tournament Fees  
Responsibilities: Plans & Coordinates tournament entries. Plans & executes tryouts.

#### **AD HOC Committees:**

##### **Discipline & Fair Play Committee – Chair: President**

Membership: VP House League; VP Rep & Select; Membership Volunteers.  
Responsibilities: Reviews incidents (sportsmanship, ejections, parent/coach misconduct) and recommends sanctions when required. Adheres to FMSA, DGAA, & City of Hamilton policies

##### **Umpire & Rules Committee – Chair: Umpire-in-Chief**

Membership: Membership Volunteers.  
Responsibilities: Supports UIC with umpire training, evaluations, and rule updates. Handles rules interpretation for disputes.