



BA Soccer League

CONSTITUTION

2018

Updated January 2019 and April 2022

BA Soccer League Constitution

Article 1 - Name, status and affiliation

- 1.1 **Name:** The official name of the organization is the **BA Soccer League** (BASL, BA or the League) from this point on. Its headquarters are in Ottawa, Ontario.
- 1.2 **Status:** The BASL is an adult recreational, non-profit, volunteer-run football organization that hosts both an indoor and an outdoor league each year according to a) this constitution, b) a series of related by-laws, and c) the general rules of FIFA and Soccer Ontario; exceptions to these organizations' rules appear in the BASL's by-laws.
- 1.3 **Affiliation:** The BASL is also a non-voting affiliate member of the Ottawa-Gloucester Soccer Club's Senior Division, through which it registers its players with Ontario Soccer, as well as reserves and pays both its indoor and outdoor fields.

Article 2 - Mission and values

- 2.1 **Soccer mission:** The BASL provides adults 23 and older with the opportunity to play indoor and outdoor soccer in a safe, pleasant and respectful environment, on quality pitches and under stable, transparent, consultative management.
- 2.2 **Code of conduct:** The BASL does not tolerate abuse, discrimination, harassment and violence of any kind on the field, at its meetings or gatherings and in its overall operations. All members must conduct themselves in keeping with these principles, failing which suspensions and even expulsion can result.
- 2.3 **Ethics and community involvement**
 - a. The BASL does not buy equipment and uniforms manufactured with forced labour or child labour.
 - b. The BASL manages all its activities in the spirit of fairness, transparency and integrity.
 - c. As a matter of principle, if anyone from the BA has a conflict of interest in a particular case under debate or discussion (discipline, election, finance, sponsorships, amendments to by-laws or the constitution, etc.), that person must abstain from the communications, discussions and final vote on the matter.
 - d. The BASL contributes to the local community through special initiatives like donations to youth soccer in Ottawa, across Canada and even abroad.

Article 3 - Structure and committees

- 3.1 **General Assembly (GA) or Membership:** The GA serves as the BASL's main deliberative and governing body, meaning that all BASL committees and officers (see below) report to it. The GA also votes on major content amendments to the BASL's *Constitution* and *By-laws*, and it exercises its oversight at semi-annual general meetings (SAGMs) and special general meetings (SGMs).

Composition: The GA includes every BA player in the current season and in the immediately previous season, which guarantees representation to who don't always play both seasons in the year. Excluded from the GA and therefore not allowed to vote at SAGMs and SGMs are non-players who happen to be elected or appointed to serve on a League committee or body.

3.2 Executive Committee (EC): The EC manages the BASL's day-to-day business, finances and overall direction. In that capacity, it can

- create special committees and recruit individuals to help with duties or with special projects, including appointing new EC members if the need arises
- amend by-laws or enact new ones, provided it submits these changes for approval by the GA at the next SAGM (see Article 4.5)
- invite members of the BASL to its meetings as non-voting observers or consultants.

Composition: The EC generally has eight members either elected at an SAGM or recruited after an SAGM by the EC if positions become or remain vacant. Position titles and responsibilities vary as the EC finds useful, but should include :

- a president
- a vice-president
- a treasurer
- directors with specific portfolios determined according to needs and members' skill set.

The EC can also ask the **past president to sit as a non-voting member** to ease the transition in that position and to provide historical context as guidance.

Terms of office: EC members serve two-year, renewable terms. As of 2017, the terms end on alternating years, with those of president, treasurer and one director ending after the first year (2018), and those of the vice-president and two directors ending the year after (2019), etc.

3.3 Management Board (MB): The MB has three main roles:

- 1) help balance teams after the first few games of the season,
- 2) help the EC address major administrative and rule issues during the season, and
- 3) help the vice-president decide on internal sanctions against a player, if needed.

Composition: The MB has the following regular members:

- the Executive Committee
- the team managers of the current season
- some or all Rostering Committee (RC) members, especially for the rebalancing exercise.

Terms of office: a) EC members sit on the MB for as long as their term on the EC allows; b) team managers and RC members sit for the season in question.

3.4 Rostering Committee (RC): The Rostering Committee is assembled **ad hoc** by the president before every season and works in stages with different members; its role is to

- in stage 1, compile a draft version of possible rosters for the season, based on the League's player-ratings data base
- in stage 2, refine the draft rosters, which then go to the managers and serve to start the season

- in stage 3, help the Management Board rebalance teams after about five games
- in stage 4, help the League decide on player replacements once the season has started.

Article 4 - Meetings

4.1 Executive Committee meetings

Frequency: The EC meets at the request of the BASL president or of two other members of the EC. Ideally, meetings should take place at least twice during each season (outdoor and indoor), including once before each semi-annual general meeting to organize that activity properly and tend to succession planning.

Notice: Members should receive at least one week's notice for EC meetings.

Quorum: Quorum for EC meetings requires the presence of half the members plus one.

Voting: The EC must do its utmost to reach decisions by consensus rather than by a formal vote. When voting is required, each EC member casts one vote, except the president, who votes only in case of a tie.

4.2 Management Board meetings

Frequency: MB meetings take place at the call of the EC when the need arises, most often to rebalance teams four or five games into the season and to discuss and approve special interim amendments before they're brought before the GA for full adoption. The vice-president can also ask that the entire MB convene to help determine sanctions in serious discipline cases.

Notice: MB meetings generally require seven days' notice. However, for discipline issues, the notice can be shorter provided quorum is achieved.

Quorum: Quorum for MB meetings is half of the sitting members.

Voting: All members present cast one vote except the chair, who votes only to break a tie. Motions require a simple majority to pass.

4.3 Semi-annual general meetings (SAGMs): SAGMs gather the General Assembly (players from the current season and the immediately previous season).

Frequency: An SAGM takes place once during the outdoor season (before the end of September) and once during the indoor season (between mid-March and early May).

Notice: The Executive must give a minimum of 14 days' notice to each player **by email or TeamSnap** for the summer SAGM and the winter SAGM. Other methods of notification can be used, but only as a complement to email and TeamSnap, not as a replacement.

Quorum: Quorum for SAGMs requires the presence of at least 15 members of the GA, including members of the EC.

Agenda: SAGM agendas are set by the EC but are generally as follows:

- Review and approval of previous minutes
- Financial report on both the current and previous seasons
- Budget and fees for the upcoming season
- Committee and portfolio (director) reports
- Elections (if needed)
- Special motions and amendments
- Other business

Voting: All members present cast one vote except the chair, who votes only to break a tie. Motions require a simple majority to pass (exception: see 5.4 below).

4.4 Special general meetings (SGMs)

Frequency: SGMs take place randomly at the request either of the EC or of at least 10 registered players of the League (see 3.1 above) and should deal only with topics of special urgency.

Notice: Generally, SGMs require at least seven calendar days' notice to take place, unless quorum can be reached on shorter notice.

Quorum: Quorum for SGMs is 15 members of the BASL's General Assembly (see Article 3.1 above), including members of the EC.

Agenda: SGMs must deal with no more than one or two specific topics considered urgent by those having called the meeting, except if two thirds of those present agree to add another item.

Voting: All members present cast one vote except the chair, who votes only to break a tie. Motions require a simple majority to pass.

Article 5 - Amendments to the *BASL Constitution* and *BASL By-laws*

5.1 General amendments: General, non-urgent amendments must be approved either at an SAGM/SGM or by the online approval process adopted at the SAGM of March 12, 2020, where the EC posts the changes on the League's website and notifies the Membership that they have 14 calendar days to react to the amendments, failing which these are considered approved and adopted.

5.2 Style and grammar edits: The EC can edit the *Constitution* and *By-laws* for style, grammar, clarity and inconsistencies without MB or GA approval, provided the edits don't alter content and meaning.

5.3 Emergency amendments and additions (standing orders): In exceptional circumstances, the EC can craft and apply new constitutional clauses or a new bylaw or amend an existing by-law immediately if the fair or proper operation of the League so requires. However, the new by-law or amendment must get official approval by the process described in 5.1 above.

5.4 Submission deadline for amendments by the GA: Amendments brought forward by the Membership (GA) must generally reach the EC on the League's official motion form **seven calendar days**

before the SAGM or, if applicable, an SGM; however, if two thirds of those present agree, an amendment presented the day of the SAGM or SGM can be considered and voted on, with a two-thirds majority required for adoption (see 5.6 below). Alternatively, a member can submit an amendment to the EC for approval through the online process described in 5.1 above.

5.5 Format: Proposed amendments must be presented in a format that everyone can read (paper copies, on-screen projection, whiteboard, flip chart, highlighting online, etc.).

5.6 Votes needed for adoption at an SAGM/SGM: To pass, amendments presented a week or more before the SAGM or SGM must be approved by a simple majority of the voting members present. However, amendments proposed the day of an SAGM or an SGM require a two-thirds majority vote to both be heard and be adopted. **Amendments proposed at other times go through the online approval process described in 5.1 above.**

Article 6 – Individual duties and responsibilities in the BASL

These duties represent a guideline or a framework, and the EC can reassign them based on need or member preferences. The reorganization of duties and portfolios on the EC does not need approval at an SAGM.

6.1 President

- Convenes and chairs EC and MB meetings, as well as SAGMs, SGMs
- Oversees the team-rostering and team-rebalancing process
- Leads the EC's efforts in running the BASL effectively day to day
- Keeps the Membership regularly informed of BASL activities, initiatives and decisions
- Ensures that committees and portfolio directors on the EC perform their tasks properly
- Represents the BASL in writing or at meetings with other soccer bodies or with outside parties
- Helps duty holders perform their tasks effectively when needed

6.2 Vice-president

- Replaces the president until the next SAGM if the president can no longer exercise his role
- Performs some of the president's duties ad hoc when needed or delegated
- Oversees and manages disciplinary issues
 - Convenes and chairs discipline hearings
 - Stays abreast of Ontario Soccer discipline rules and keeps the League informed accordingly
 - Checks game sheets and updates the record of cautions and dismissals after every game
 - Advises players of their caution status, suspensions and, when applicable, appeal results
 - Recruits ad hoc officers for disciplinary hearings or sanctions, Ontario Soccer's or the BA's
- Co-chairs EC, MB, SAGMs and SGMs, together with the director of secretariat and admin services

6.3 Treasurer

- Manages the League's day-to-day financial transactions (deposits, payments, transfers, etc.)
- Pays invoices and collects fees promptly
- Produces financial statements for SAGMS and independent reviews
- Oversees registrations and payments with the director of IT and Media

6.4 Executive Committee directors

- Provide insights and views to help guide EC and MB decisions and operations, most notably through the SLACK platform
- Carry out the duties in each of their portfolios (see the May 2022 org chart)
- Act as spokespersons for League values, decisions and positions
- Perform other duties requested by the EC or the president

6.5 Spares coordinator and assistant spares coordinator

- Assigns spares to shorthanded teams week to week, including last-minute additions at the field
- Informs spares and team managers of the assignment process before each season
- Uses TeamSnap every week to survey spares' availability
- Proposes medium-term, long-term and permanent player replacements

6.6 Team managers

- Direct their team's operation and communications week to week (see **Appendix B** for exact duties)
- Attend Management Board meetings or delegate someone from their team to do so
- Help rebalance teams each season
- Vote on player reassignments at the request of the EC during the season
- Perform the other duties listed in the attached description

Article 7 – Elections and eligibility

Elections take place only at SAGMs and, if a position is contested, either by secret ballot or by a show of hands with the candidates asked to withdraw from the room; in these cases, at least two members not involved in the election count the votes, and they announce only the winner, not the vote count itself.

Any past or present members of the BA's General Assembly can run for a position, provided they aren't under suspension at the time. Nominations require a seconder, and candidates can nominate themselves. Either the chair of the SAGM or a specially appointed elections chair can run the election part of the meeting.

Article 8 - Dissolution of the BASL

If the BASL is dissolved, for whatever reason, its remaining funds and assets must first go to paying all debts and outstanding invoices. What do to with whatever is left must be decided at an SGM by a majority vote of those present.