

**WINDSOR AND ESSEX COUNTY
SENIOR SPORTS ORGANIZATION
(W E C S S O)**

CONSTITUTION

AND

BYLAWS

WINDSOR AND ESSEX COUNTY SENIOR SPORTS ORGANIZATION (W E C S S O)

CONSTITUTION

WECCSO is a non-profit organization whose stated purpose is to develop and organize sports and recreational activities for people who are fifty-five years of age and older, and who reside in Essex County.

(Amended at annual meeting – October 2015)

WECCSO welcomes both males and females, and does not discriminate as to racial, religious, or ethnic backgrounds or preferences.

WECCSO is governed and directed by a Board of Directors which is made up of members who are elected by the entire membership

WECCSO is chartered under the Province of Ontario.

The WECCSO Charter, along with the Constitution and Bylaws, are kept with the League Secretary.

BYLAWS

ARTICLE 1 – MEMBERSHIP

1 A. Membership in WECCSO shall be open and automatic to all those residing in Essex County who participate in any phase of the various programs that WECCSO sponsors or supports.

(Amended at annual meeting – November 2001)

1 B. Each member shall be given a membership card signed by the designated officer of the WECCSO Board of Directors

(Amended at annual meeting – November 1998)

1 C. Membership of any individual may be revoked by action of the Board of Directors for just cause.

(Amended at annual meeting – November 2002)

1 D. Any member, being an active member for a minimum of 15 years and having retired from playing ball will be honoured with a life membership with full voting privileges. The member's fees of \$20 will be waived but still required to cover costs of banquets.

(Added as an article at annual meeting – October 2016)

ARTICLE 2 – DUES AND FUND RAISING

2 A. Dues or monetary requirements can only be assessed by a majority vote at an Annual Meeting.

(Amended at annual meeting – November 2002)

2 B. Funds needed to conduct the functions of the Organization shall be raised through various activities, chief of which is Charity Bingo. All members are expected to assist in carrying out these activities whenever possible.

ARTICLE 3 – BOARD OF DIRECTORS

3 A. There shall be a Board of Directors which shall govern the organization, shall receive all monies and shall disperse funds.

3 B. The Board of Directors shall be made up of **12** members elected from and by the general membership at annual meetings. It will also include any active Past Presidents who will have voting rights.

(Amended at annual meeting – October 2018)

Six directors shall be elected annually for 2-year terms; which means that there will be a carryover of 6 directors each year for purposes of continuity on the board. In the event of vacancies on the Board before any term of office is up, replacements shall be filled according to the votes at the previous general election.

(Amended at annual meeting – October 2018)

To be eligible for election to the Board of Directors, candidates must be in good standing and in attendance at the annual meeting, or have submitted a signed letter of intent.

(Amended at annual meeting – November 1998)

3 C. Once any member of the Board of Directors ceases to hold a position, all instruments, papers and other such material associated with that position, shall immediately be handed over to the person succeeding to that position.

(Amended at annual meeting – November 2002)

- 3 D. Officers of the Board of Directors shall be elected annually from and by the **12** members of the Board and the Past President(s), and shall consist of:
(Amended at annual meeting – October 2018)

President:

1. Oversee the general management and supervision of the affairs and operations of WECSSO.
2. Schedule and oversee all meetings of the membership of WECSSO and of the Board of Directors.
3. Sign with the secretary or other officer appointed by the Board all bylaws and membership cards.
4. Designate, with input from the Executive Board, the duties & responsibilities of the Board Members; and shall carry out the motions passed by the Board.

Vice-President:

1. Assume the duties of the the President when the President is otherwise unavailable.
2. Progress to the President's Chair if, for any reason, it is vacated during the term of office.
3. Take part in the Remembrance Program with the reading of past members names.
4. Perform such duties as may, from time to time, be determined by the Board.

Secretary:

1. Distribute to the executive the agenda, as prepared by the President, for each meeting.
2. Record and distribute to the executive the minutes of the meetings of the Board in the books kept for that purpose.
3. Record and distribute to the executive the minutes of the Annual General Meeting of the membership.
4. Present minutes from previous meetings at all meetings and annual meetings.
5. Be the keeper of all records, reports, correspondence and all other documents belonging to WECSSO.
6. Keep a record of a List of Members, (both active and past). Annually, receive from the Registrar a list of all active members with emails and phone numbers. The new members are to be assigned a membership number.
7. Perform such duties as may, from time to time, be determined by the Board.

Treasurer:

1. Receive all monies, (registration fees, etc.) and other available effects, of the organization and shall deposit same to the credit of WECSSO in an appropriate financial institution as designated by the board.
2. Keep accurate accounts of all receipts and disbursements in proper books of account.
3. Disperse funds of WECSSO under the direction of the Board.
4. Keep all books/files regarding financial transactions of the Board.
5. Present and have a Treasurer's Report available at Board and Annual Meetings.
6. Present a Year End Financial Report of the General Account and Bingo Account to the Board of Directors.

7. Complete a monthly Bingo Report to be submitted to the Gaming Centre and complete a Year End Financial Statement of the Bingo Account to be submitted to the City.
8. Work closely with the Registrar ensuring all registrants have paid or will pay registration fees.
9. Closely monitor cash account balances, including preparing a monthly “bank vs book” reconciliation & ensuring minimum balances.
10. Work with appropriate financial institution personnel to quickly resolve issues.

The Board may consist of other officers as needed, and whose duties shall be handed down by the Board as required.

The following Positions of Responsibility (with duties) are to be carried out by the Directors of the Board or other members of WECSSO to run the Slo-Pitch League. **These responsibilities and duties may be amended by the Board of Directors at any time.**

(Positions below amended at Board of Directors Meeting – February 19, 2024)

A. Commissioner

1. Handle the day-to-day operations of the summer Slo-Pitch League.
2. Organize, with the WECSSO President, Opening Day.
3. Follow the policies and the rules adopted by the Board and ensure that these rules and policies are followed by the participants.
4. Attend meetings (at his/her discretion) called by the conveners for their respective divisions.
5. Assist the convener in resolving disputes that arise during the season. If a solution cannot be attained, the dispute will be forwarded to the Board for resolution .
6. Cancel games due to inclement weather conditions. Will contact the conveners, the UIC and webmaster.
7. Work with the Equipment Manager to arrange for winter storage of the equipment trailer.
8. Provide keys to the President, Equipment Manager, First Aid Coordinator and the 3 Conveners.
9. Be the contact person for NSA matters.
10. Receive any Injury Reports from the First Aid Coordinator and submit a copy to the Secretary (for record keeping) and the President.

B. Bingo Coordinator

1. Seek out and train volunteers to work the bingos.
2. Ensure that volunteers have completed the online training program as set out by O.C.G.A before working their first bingo.
3. Assign bingo dates to the volunteers and call/email a few days before to remind them of their date to work.
4. Obtain Petty Cash from the Treasurer to pay out Honorariums to volunteers. Keep a record of payouts and submit it to the Treasurer when requesting more Petty Cash.
5. Handle any issues that arise as it applies to bingos.
6. Purchase bingo shirts for the workers.

C. Marketing Chairman

1. Set up a committee to look at ways to promote (bring in new members) the WECSSO Organization.
2. Work with the Newsletter team to publish 2 issues per year.

D. Registrar

1. Accept all Summer Slo-pitch registration forms and organize them into proper divisions in a computer program. Provide a copy to President, Commissioner, Conveners and Treasurer.
2. Accept all Winter Indoor Slo-Pitch registration forms; organize in a computer program and provide copies to Indoor Chairman, President and Treasurer.
3. Create individual team lists (on request) for a Division with pertinent information.
4. Form a list of all members **without an email** and provide the list to Newsletter Chairman to allow for distribution of hard copies.
5. Provide a list of members with medical issues and other pertinent information to the 1st Aid Coordinator.
6. Provide a list of members with emails to the Webmaster for the purpose of mass emails.
7. Provide annually, a list of members, with emails and phone numbers, to the League Secretary for Record Keeping. In that list, new members are to be assigned a membership number.

E. Umpire-in-Chief

1. Organize and supervise a system for the umpiring of all games.
2. Set up umpire clinics when needed.
3. Serve as Chairman of the Rules Committee.
4. Monitor the validity and practicality of the rules, and recommend changes as required at the meeting of the Rules Committee.
5. Conduct (mandatory to call) a meeting of the umpires before the start of the playoffs to help eliminate controversy during the playoffs.

F. Slo-Pitch Convener

1. Prepare for the draft of players, with input from the Registrar, typically held in early April.
2. Meet with the managers of the division and conduct the draft in a manner to produce balanced teams and thereby enhance the experience for the players.
Note: A suggestion – A player new to the league and a player added after the spring draft could be assigned temporarily, and then assigned for the balance of the season at the supplementary draft.
3. Approve bats to be used by the players in the division according to criteria set out by the Board.
4. Communicate regularly with the managers of the division, and act as a liaison between them and the Commissioner/Board.
5. Provide regular, up-dated standings for publication on the website.
6. Meet with the managers prior to the playoffs to review the rules of play and to address any concerns.
5. Meet with the managers after completion of the round-robin portion of the playoffs to verify the teams moving on to the next round.
6. Meet with and assist each manager in the rating of players for next season.
7. Work with the Social Director to disperse information and collect monies for the Appreciation Day and Annual Banquet.
8. Assist where possible when various activities of the league take place.

G. Slo-Pitch Scheduler

1. Receive from the Commissioner or Registrar the number of teams in each division.
2. Determine, using those numbers, the possible scenarios of a schedule.

3. Determine, from the Commissioner, the important dates (Opening Day, Appreciation Days, Day of Remembrance, Golf Tournament, Annual General Meeting, Annual Banquet) to incorporate them into the schedule.
4. Determine, from the Conveners, the contact information for their managers (name, phone number, email address) for inclusion on the schedule.
5. Establish, using the current format: Red (Mon & Wed), Blue (Tues & Thurs), Green (Mon & Wed) as balanced a schedule as possible, so that each team plays an equal number of home and away games during the regular season; and games for all divisions are spread across all four diamonds.
6. Establish a playoff schedule for each division, using the format submitted by the Convener.
7. Provide the Board with a tentative copy of the schedule for their perusal with the expectation of correcting any errors before a final schedule is distributed.
8. Make any revisions (when requested by the Commissioner) to the schedule that may become necessary during the season due to changing conditions (examples: addition or loss of a diamond, restructuring of a division, error by the scheduler...).

H. Website Administrator/Webmaster

The Website is a major communication tool for WECSSO. As such, it should be relevant and current to benefit the membership.

1. Create content for the website,
2. Organize the content on the website,
3. Update information on a regular basis - to include Write ups with pictures, News Articles, Events, and Calendar dates.
4. Work with the Executive, Convenors, and Membership in creating relevant information for the website.
5. Keep current with website trends.
6. Manage the League Facebook page.

I. Social Director

1. Reserve locations for social activities after dates are confirmed.
2. Set up a method of confirming the attendance at the activities.
3. Schedule people to work the necessary jobs at the activities.
4. Make sure all necessary material is available at the activities.
5. Make arrangement for items to be handed out at the activities.
6. Make arrangements to provide print-out tickets for the annual banquet and other social events (as required) for distribution and sale.
7. Schedule and hire performers, if wanted, at the activities.

J. Director (Non-portfolio)

1. Take part in all discussions & decisions of the board with a vote on any motion brought forth.
2. Help on any committee of the board wherever he/she can.
3. Assist where possible when various activities of the league take place.

K. Equipment Manager

1. Purchase of new equipment as needed.
2. Check condition of all league equipment over the course of the season, and especially at the end of the season and discard any damaged or unsafe equipment.
3. Arrange for the winter storage (with the help of volunteers) all of the equipment, and secure

the trailer for the winter.

L. Uniform Manager

1. Identify those who need uniforms for each team.
2. Tabulate the number of uniforms that are needed with sizes and colours and place order.
3. Keep inventory of uniforms on hand.
4. Distribute uniforms to team managers to hand out.

M. First-Aid Coordinator

1. Ensure equipment is operating properly.
2. Ensure first-aid material is available at all games.
3. Set up training for defibrillator operators and organize a list of those qualified.
4. Be present at games **or** schedule (if possible) a qualified replacement if absent.
5. Complete an Injury Report for any major injury and submit it to the Commissioner.

N. Awards/Prize Committee

I) Team Awards:

1. Make suggestions and confirm with the Executive, the award to be presented.
2. Determine the number of awards needed from the winning team managers/Convener.
3. Purchase awards with the intent of having them ready for the Annual Banquet.

II) NSA Prizes:

1. Obtain from the Commissioner the Prize Credit Total to spend.
2. Order prizes (at committee's discretion) and receive from NSA.
3. Provide prizes to be used as door prizes at various WECSSO events.
4. Store and keep an inventory of unused prizes.
5. Work with the Commissioner and the entire Executive to solicit door prizes for the Year End Banquet.

O. Indoor Ball Coordinator

1. Prepare registration form and send out a mass email to invite members to register.
2. Negotiate with management in regards to rental costs and serve as a liaison between management and players.
3. Set fees with approval of the Board of Directors.
4. Obtain cheques from treasurer for rental payments.
5. Purchase balls for indoor usage.
6. Make up a schedule.
7. Appoint a Co-Convener to help with the day to day operations of Indoor Ball and to assist with the formation of teams.
8. Propose rules along with the managers.
9. Collect monies from casual players.
10. Enforce WECSSO Slo-Pitch policies.

P. Remembrance Chairman

- Held the 3rd Saturday of August at the foot of Dieppe Park in front of the Udine Fountain.
1. Acquire a permit, **as soon as possible**, from the Department of Parks and Recreation for the location, day and time.
 2. Keep an account of all the members of WECSSO who have died in the current year.

3. Present the name(s) of the deceased members to the Executive Board in order to determine if they are eligible for a brick.
4. Get in touch with the members' family, **as soon as possible**, and explain the Remembrance Day celebration: the location, the date, the brick, and a short explanation of the event.
5. Order the engraving of the bricks, **two months prior to the event**. (Reference: Moose Lodge)
6. Schedule all the people that are going to take part in the event: Piper, Singer & Poem Reciter, Escorter, Reader of previous deceased members, (usually Vice-President), Religious Speaker the PA System.
7. Get in touch with each family, **just prior to the event**; to alert them of the scheduled event. Also gather all the pertinent information of each deceased person that is being celebrated. This is shared with the assembled group as the family unveils the dedicated brick.
8. Update the program/agenda of the event and have copies available on the day of the event.
9. Contact the Treasurer to have monetary gifts prepared for the participants.

NO MEMBER OF THE WINDSOR ESSEX COUNTY SENIOR SPORTS ORGANIZATION SHALL, IN ANY WAY, SHOW A PERSONAL PROFIT OR GAIN FROM HIS OR HER SEAT ON THE EXECUTIVE BOARD

ARTICLE 4 – MEETINGS

4 A. **Board of Directors Meetings**

Meetings of the Board of Directors shall be called by the President as he or she deems needed.

To pass any motions by the Board, there must be a quorum of seven (7) Board Members, including the chairperson who will vote only to break any ties.

(Amended at annual meeting October 2018)

The Chairperson of any committees set up by the Board may sit on the Board, if so deemed by the Board. Such members shall be ex-officio on the Board.

4 B. **Annual General Meeting of the Membership**

There shall be an annual meeting of the entire membership on first Wednesday in October of the year. This meeting shall be chaired by the President or by a designated stand-in should the President be unavailable. The meeting shall commence at 1:00 pm.

(Amended at annual meeting – October 2019)

The Chairperson shall vote only in the case of a tie vote.

Each card holding member has the right to one vote at this meeting.

Card holding members may vote by mail or email if unable to attend. All votes by mail/email must go to the Secretary of the WECSSO and be post marked 7 days prior to the Annual General Meeting.

(Amended at annual meeting – November 2002)

A notice of the meeting, stating the business to be discussed, the location, the date and the time, shall be sent out to the members seven days in advance of the meeting

(Amended at annual meeting – November 2002)

4 C. Special Meetings

Special meetings of the membership may be called, when deemed necessary by the Board of Directors, at any time during the year.

Notices of such meetings, including the business to be discussed, the location, the date and the time, shall be made to the membership by telephone or email at least two weeks prior to the meeting. Other items of business, requested by any member, may be added to the agenda if submitted to the Board of Directors forty-eight (48) hours prior to the meeting. Date.

(Amended at annual meeting – November 2002)

All meetings **shall** be held in a suitable location, as decided by the Board of Directors.

ARTICLE 5 – FISCAL YEAR

October 31st is the end of the fiscal year for WECSSO.

ARTICLE 6 – SUBMISSION OF CONTRACTS OR TRANSACTIONS TO MEMBERS FOR APPROVAL

The Board of Directors, in its discretion, may submit any contract, act or transaction for approval or ratification at any annual meeting of the members, or at any special meeting of the members called for the purpose of considering the same and; any such contract, act or transaction that shall be approved or ratified or confirmed by a resolution passed by a majority of the votes cast at any such meeting (unless any different or additional requirement is imposed by the Act or by the Corporation's Letters Patent or Supplementary Letters Patent or any other by-law) shall be as valid and as binding upon the Corporation and upon all members as though it had been approved, ratified or confirmed by every member of the Corporation.

ARTICLE 7 – CHEQUES, DRAFTS, NOTES, ETC.

All cheques, drafts or orders for the payment of money; and all notes and acceptances and bills of exchange shall be signed by such officer or officers or person or persons, whether or not officers of the Corporation, and in such manner as the Board of Directors may from time to time designate by resolution.

ARTICLE 8 – EXECUTION OF INSTRUMENTS

- 8 A. Subject to any special resolution of the Corporation, contracts, documents or instruments in writing requiring the signature of the Corporation may be signed by:
- (a) Any one of the President or a Vice-President, together with any one of the Secretary or the Treasurer;

(b) Any two directors; or

(c) Any one of the aforementioned officers together with any one director;

and all contracts, documents and instruments in writing so signed shall be binding upon the Corporation without any further authorization or formality.

8 B. The Seal of the Corporation may, when required, be affixed to contracts, documents, and instruments in writing, signed as aforesaid, or by any officer or officers, person or persons appointed as aforesaid by resolution of the Board of Directors.

8 C. The term “contracts, documents or instruments in writing” as used in this by-law, shall include deeds, mortgages, hypothecs, charges, conveyances, transfers and assignments of property, real or personal, immovable or movable , agreements, releases, receipts and discharges for the payment of money or other obligations, conveyances, transfers and assignments of shares, share warrants, stocks, bonds, debentures or other securities and all paper writings.

8 D. In particular, without limiting the generality of the foregoing

(a) Any one of the President or Vice-President, together with any one of the Secretary or the Treasurer;

(b) Any two directors; or

(c) Any one of the aforementioned officers, together with any one director;

shall have authority to sell, assign, transfer, exchange, convert or convey any and all shares, stocks, bonds, debentures, rights, warrants or other securities owned by or registered in the name of the Corporation, and to sign and execute (under the seal of the Corporation or otherwise) all assignments, transfers, conveyances, powers of attorney, and other instruments that may be necessary for the purpose of selling assigning, transferring, exchanging, converting or conveying any such shares, stocks, bonds, debentures, rights, warrants or other securities.

ARTICLE 9 – SPONSORSHIP

The WECSO will, if funds are available, fully finance properly organized sports leagues for the membership, as far as facilities, equipment and officials are concerned: and may make contributions to other activities, (i.e. Unorganized leagues), according to each situation.

(this was changed from an addendum to an article at the annual meeting - November 2002)

ARTICLE 10 – DAY OF REMEMBRANCE

The third Saturday in August of any designated year and with approval by the Board of Directors shall be set aside as the WECSSO'S Day of Remembrance. A Remembrance Ceremony shall be organized and held at a location decided by the Board of Directors. Such ceremony shall commence promptly at 10:00 am. (This was changed from an addendum to an article and amended at the annual meeting – October 2008)

ARTICLE 11 – ADDITIONS TO THE CONSTITUTION AND BY-LAWS

This Constitution and By-laws may be added to, altered, or amended at any Annual Meeting. All proposed changes must be in written form to the WECSSO Secretary four weeks before the listed date of the Annual Meeting. The WECSSO will include all proposed changes in the notice of the Annual Meeting. Once the proposed change(s) to the Constitution and By-Laws are published, no amendment(s) will be accepted at the Annual Meeting that would change the original intent of the published proposed changes(s) (This was changed from an addendum to an article at the annual meeting – November 2002)

**THE DOCUMENT WAS AMENDED AT THE ANNUAL MEETING
October 9, 2019**

Brian Adlam – President

Rick Anderson – Vice-President

THE SEAL