

SMSA – CONSTITUTION

ARTICLE 1 - NAME

- 1.1 The name of the organization shall be the Springfield Minor Softball Association, hereinafter and in the Bylaws referred to as the League.

ARTICLE 2 - OBJECTIVES

- 2.1 The objectives of the League are as follows:
 - 2.1.1 To create a structured organization from which members of the Municipality of Springfield would be represented in the area of girls' softball.
 - 2.1.2 To provide an opportunity for girls between the ages of 6 – 18 to participate in softball at their own competitive level.
 - 2.1.3 To promote and encourage the game of Softball.

ARTICLE 3 - OFFICERS

- 3.1 Executive - The officers of the League shall consist of the:
 - 3.1.1 President
 - 3.1.2 1st Vice-President
 - 3.1.3 2nd Vice-President
 - 3.1.4 Secretary
 - 3.1.5 Treasurer
 - 3.1.6 Umpire-In-Chief
 - 3.1.7 Registrar
- 3.2 Elections:
 - 3.2.1 All officers shall be elected annually at the Annual General Meeting.
 - 3.2.2 All officers shall be elected for a term of two (2) years in duration with the exception for President which is a three year term.
 - 3.2.3 All officers may stand for re-election.
 - 3.2.4 The President, 1st Vice-President, 2nd Vice-President Secretary, Treasurer, Registrar and Umpire-in-Chief shall form the executive.

ARTICLE 4 - GOVERNMENT

- 4.1 The operation of the League shall be carried out by the Executive. The Executive shall have the option of requesting assistance in the day to day operation of the League from representatives of teams participating in the League, from any person who agrees to assist, and from the liaison representative of the Municipality of Springfield.
- 4.2 The Executive shall meet as often as required in order to conduct the operations of the League in the most efficient and expeditious manner.
- 4.3 A liaison representative of the RM of Springfield shall be free to attend all Executive meetings, but shall have no vote thereat.

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ARTICLE 4 - GOVERNMENT (continued)

- 4.4 Any person assisting the Executive in the day to day operation of the League may be requested to attend an Executive meeting, but shall have no vote thereat.
- 4.5 Provided there is a quorum present, all matters discussed at an Executive meeting shall be decided by a simple majority of Executive members present. In the case of a tie, the President or his /her representative shall cast the tie-breaking ballot. A quorum for the purpose of an Executive meeting shall consist of those members present, except that a quorum shall not be less than 50% of the Executive plus one.
- 4.6 In the event an Executive office becomes vacant during the year, the remaining members of the Executive shall have the power to fill the vacant office until the next annual meeting.
- 4.7 An annual general meeting shall be held at the call of the President on or before March 31st following the playing year.
- 4.8 Representatives of teams who participated in the League in the season just completed will be notified and invited to attend the general meeting. In addition, a representative of any team contemplating joining the League, or other persons otherwise interested in the League, may attend a general meeting. Notice of the general meetings, and motions to be presented thereat, shall be given at least fourteen (14) days prior to the date of the meetings.
- 4.9 At all general meetings, Community Centre convenors, and one representative, (coach, assistant coach, or manager) as registered on their team's Manitoba Softball Association (MSA) registration form, shall have voting privileges. A member of the Executive who is also a team representative shall have one vote, and shall exercise his/her vote so as to ensure that the best interests of the League as a whole are served. All persons in attendance at a general meeting may participate in discussion on any matter raised at the meeting, but only those indicated above as voting delegates shall be entitled to vote. Where more than one representative from a particular team is in attendance, those eligible to vote shall make themselves known to the chairperson of the meeting. A quorum for the purpose of a general meeting shall consist of the voting delegates in attendance.
- 4.10 The Executive shall be elected at the annual general meeting and shall hold office until the next annual general meeting.
- 4.11 A special general meeting may be called at the request of the Executive or at the request of not less than four representatives of teams (one representative per team). All teams shall be notified of any such special general meetings at least seven (7) days in advance of the date of such meeting, and notice shall state in general terms the purpose of the meeting. A request for such special general meetings shall be made in writing to the President, shall state the purpose for requesting the meeting, and be signed by the representatives making the request. Prior to calling a special general meeting the Executive shall attempt to resolve the issue outlined in the meeting request notice. If the issue is not satisfactorily resolved then the special general meeting will be called forthwith.

ARTICLE 5 - DUTIES OF THE EXECUTIVE OFFICERS

- 5.1 The President:
 - 5.2.1 Presides at all meetings
 - 5.2.2 Performs such duties as usually pertain to the office of President, and generally oversee the business of the League
 - 5.2.3 Shall be an ex-officio member of all committees
 - 5.2.4 Shall vote only in the case of a tie
 - 5.2.5 Shall represent the League at all MSA meetings and at any other meetings at which a representative of the League is required to attend

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ARTICLE 5 - DUTIES OF THE EXECUTIVE OFFICERS (continued)

5.2 The First Vice-President:

- 5.3.1 Shall assist the President as required, and shall assume the duties of the President in his/her absence
- 5.3.2 Shall act as chairperson for Rules Interpretation, Protest and Discipline
- 5.3.3 Act as chairperson of the Awards Committee, and see to the distribution of awards to the league champions.
- 5.3.4 Shall be responsible for determining player eligibility, and has the final authority in all matters relating to the running of the League Division playoff
- 5.3.5 Shall act in the capacity of the Umpire-in-chief should he/she be absent and cannot perform responsibilities.

5.4 The Second Vice-President:

- 5.4.1 Assist the President as required and shall perform the duties of the First Vice- President in his/her absence
- 5.4.2 Act as chairperson of the Scheduling Committee
- 5.4.3 Act as a Learn to Play Coordinator, who will ensure that Learn to Play players in the Springfield area are supported in their development.
- 5.4.4 Shall act as chairperson for all Executive meetings including Annual General Meeting.

5.5 The Secretary:

- 5.5.1 Shall keep an accurate record of the proceedings of all Executive, Annual General, Semi-Annual, and Special General meetings, and perform other duties related to this office

5.6 The Treasurer:

- 5.6.1 Receive all monies owing to the League and deposit same, when received, in a financial institution in the name of the League
- 5.6.2 Pay all proper expenses of the League; such expenses to be paid only by cheque, which must be signed by two (2) of the following persons. The Treasurer, President, 1st Vice President or 2nd Vice President.
- 5.6.3 Keep an accurate record of all receipts and disbursements, and present a statement of same to those in attendance at the general meetings

5.7 The Umpire-in-Chief:

- 5.7.1 Shall interpret the Official Softball Rule Book upon the request of Umpires, Coaches, Assistant Coaches, Team Managers or any interested person connected with the League
- 5.7.2 Is responsible for umpire recruitment, assignments and evaluations.

5.8 The Registrar:

- 5.8.1 Shall supervise the registration of players and keep a complete record of all player registrations
- 5.8.2 Shall provide annual receipts for Child Tax Credit.

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ARTICLE 6 - MEMBERSHIP

- 7.1 Membership in the League shall be open to any team in the RM of Springfield willing to comply with and abide by the Constitution, Bylaws and other special operating rules of the League.
- 7.2 Notwithstanding clause (1), the Executive shall have the authority to reject an application for membership (whether the team be from inside or outside the eligible area) in the League from a team, which in the opinion of the Executive, would not be beneficial and in the best interests of the League, keeping in mind the objectives outlined in Article 2 hereof.
- 7.3 Application for membership in the League shall be made at the annual general meeting.

ARTICLE 7 - REGISTRATION

- 8.1 The annual registration fee for membership in the League (if applicable), for the immediate following year, will be set at an executive meeting as soon as possible after the annual general meeting.
- 8.2 If a team, having applied for membership in the League, having been accepted and paid the registration fee, decides to withdraw and requests a refund of its registration fee, the League shall refund such fee only when the notice of withdrawal is received by the League not less than five working days prior to the commencement of league play. In any other event the registration fees shall be forfeited with the proviso that the Executive may at its discretion take into consideration any extenuating circumstances, and solely at its discretion, if the circumstances warrant, grant a refund.
- 8.3 The Executive shall ensure that all fees required for registration or affiliation with the Manitoba Softball Association are paid on or before the dates set. In addition, the Executive shall ensure that all MSA team registration forms forwarded to the League are submitted to the MSA office by the applicable deadline date, so as to enable such teams to participate in any elimination tournament and provincial playoff that they may qualify for.

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ARTICLE 8 - APPEALS

- 9.1 The President has the power to suspend summarily, any player, coach, assistant coach, manager or League official for any breach of the Constitution or Bylaws, or for any conduct that is detrimental to the game of softball. A one game suspension will take effect immediately. The suspended team or individual shall have the right to appeal to the Executive. The Executive will then direct the President to proceed with or cancel the suspension. The Executive directive will be final. The President must report to the Executive if he/she thinks that one game is not sufficient penalty. If the Executive agrees on a suspension of more than one game, the team or individual shall be advised and may appeal following the procedure outlined below.
- 9.2 Appeal Procedure:
 - 9.2.1 The appeal together with evidence in support thereof, and signed by the team's manager and coach, must be made out in duplicate. One copy is to be mailed or delivered to the League President, the other to the 1st Vice-president. Upon receipt of the appeal, the Vice President must call a meeting of the Executive as soon as possible and make a ruling on the appeal. The ruling must be written in triplicate with one copy going to the coach of the team involved, one copy to the President of the League, and the third retained by the Secretary. No appeal of this ruling will be permitted.