

Oxfordshire Softball Association: Constitution

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Section 1: Format and Objectives

1.1 The Name

The organisation will be called The Oxfordshire Softball Association (OSA).

1.2 The OSA

The OSA shall be run by a Committee. The Committee shall consist of non-elected team captains and annually elected executive members.

The OSA will be affiliated to the national governing bodies: The British Softball Federation (BSF) and Baseball Softball United Kingdom (BSUK).

The OSA will be run as a non-profit making organisation.

All Committee members will be considered to be volunteers and will not be paid for their services.

1.3 The Objectives

The objectives of the OSA shall be:

1. To foster and promote the playing of softball at all levels whether in competitions or otherwise.
2. To provide opportunities in coaching and training for teams, clubs and members.
3. To encourage the development of softball within Oxfordshire and more generally in the United Kingdom.
4. To organise a schedule for an annual League, and administer the League.
5. To publish a set of playing rules for games played under OSA organisation.

1.4 Statement of Liability

It is stated that all officers, representatives and agents of the (OSA) and of any other parties, bodies, persons representing softball officially and with due authorisation, shall not be held liable for any damage, injury, loss or theft to persons or items, whether publicly or privately owned, under any circumstances whatsoever, and that advice is hereby given to all players and officials alike to ensure that they are adequately covered by relevant insurance and that we as an organising body expect that insurance be taken out, and be suitable in nature for the sport and all reasonable consequences.

1.5 Association Dissolution

In the event of the (OSA) being wound-up and dissolved the standing assets of the OSA will be distributed to like minded softball or associated organisations with the following priorities.

1. Other constituted and BSUK affiliated Softball associations/leagues within the Southern Region (as defined by the governing body) BSUK.
2. Other constituted and BSUK affiliated Softball associations/leagues within the UK (as defined by the governing body) BSUK.
3. Other constituted and BSUK affiliated Baseball associations/leagues within the Southern Region (as defined by the governing body) BSUK.

1.6 Alterations to the Constitutions

Alterations to the OSA Constitution may only be at an Annual or Special General Meeting, convened with the required written notice of the proposal. Any alteration or amendment must be proposed by a Full Member of the OSA and seconded by another Full Member. Such alterations shall be passed if supported by not less than two-thirds of those Full Members present at the meeting, assuming that a quorum has been achieved.

Section 2: Membership and the Committee

2.1 Membership in the OSA

Membership shall be open to any person, team or club completing a membership application form and paying the relevant subscription/joining fees as determined for teams/clubs by the Annual General Meeting of the OSA. Individual players will of course be required to join a team/club and pay subscriptions as required to the team/club. The detailed procedure is listed in section 4.

2.2 The Committee

2.2.1 The Committee shall consist of up to one representative from each team (usually captain/coach/vice-captain) and an elected Executive Committee consisting of Chairperson, Secretary and Treasurer.

2.2.2 The executive Officers shall be elected at the Annual General Meeting of the OSA, from, and by, the Members of the OSA.

2.2.3 All executive Officers are elected for a period of one year, but may be re-elected to the same office or another office the following year.

2.2.4 The elected Executive Committee Officers shall be: chairperson, secretary and treasurer.

2.2.5 Each post of the Committee has one vote except in the case of a tie whereby the chairperson can cast an additional vote as a tie breaker (see section 3).

2.2.6 The responsibilities of each Executive Committee officer are, but not limited to:

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2.2.7 To co-opt additional members of the Committee as the Committee feels this is necessary. Co-opted members shall not be entitled to a vote as Committee members.

Examples

2.3 Statement of Accountability

The above stated officers are accountable for their given responsibilities, but the Committee as a whole is responsible to the teams for the smooth running of the Association.

2.4 Expenditure

- All OSA financial transactions must be reported to the Treasurer on a timely basis.
- The Committee must approve any expenditure.
- All OSA cheques must be drawn by two of the named signatories.

2.5 Financial Responsibility

The OSA account signatories are responsible for all financial matters.

Section 3: Meetings

3.1 Meetings

There are three types of meeting: A Committee Meeting, an Annual General Meeting (AGM) and a Special General Meeting (SGM)

1. A Committee Meeting These will be held at least five times a year, and will deal with the general running of the OSA.

At least two thirds of the committee, and representation from half of the teams. One per team representative present, and one for each of the elected Executive Committee positions (Club Representatives have one vote on attendance see Section 4.4e) .

An Annual General Meeting

An AGM will be held annually, around the month of November. Notice of the AGM shall be given a minimum of 21 days prior to the event. The agenda shall be compiled by the Chairperson and contain the following items plus any matters arising. The Secretary shall circulate or give notice of the agenda for the meeting to Members not less than 14 days before the meeting.

1. Voting in the AGM is open to all registered players in the OSA. One vote per player.
2. Decisions made at an AGM or SGM shall be by a simple majority of votes from those Full Members attending the meeting (other than changes to the constitution- see Section 3.5). In the event of equal votes, the Chairperson shall be entitled to an additional casting vote.
3. A quorum for an AGM or SGM shall be 30% of Full Members and 50% of the OSA Executive Committee.

The Agenda of the AGM will be include the following:

- a. Confirm the minutes of the previous Annual General Meeting and any Special General Meetings held since the last Annual General Meeting
- b. Officers Reports
- c. At all General Meetings, the chair will be taken by the Chairperson or, in their absence, by a deputy appointed by the Association or by Full Members attending the meeting.
- d. Chairpersons and other officers reports

- e. Receive the audited accounts for the year from the Treasurer
 - f. Receive the annual report of the Committee from the Secretary
 - g. Approval of the budget for the coming season
 - h. Retiring Chairperson stands down
 - i. Elect the Officers of the Association i.e. Chairperson, Secretary, Treasurer and other Committee Members)
 - j. Nomination of candidates for election of Officers shall be made in writing to the Secretary at least 14 days in advance of the Annual General Meeting date. Nominations can only be made by Full Members and must be seconded by another Full Member.
 - k. Retiring Committee stands down
 - l. Review OSA subscription rates and agree them for the forthcoming year
 - m. Transact such other business received in writing by the Secretary from Members 14 days prior to the meeting and included on the agenda Note: The agenda could provide for "Any Other Business", but Members should be encouraged to refer other items to the Committee and give the required notice for important Annual General Meeting business.
 - n. Constitutional changes, amendments, and additions
1. A Special General Meeting (SGM) An SGM may be called at any time by no less than either three Committee members or teams making a written application to the Committee. These meetings will be convened to cover issues arising which affect the smooth running of the Association and League.

3.2 Meeting Records

All meetings are to be minuted by the secretary and copies issued to all captains and elected officers.

3.3 Vote Entitlement

Each Committee post carries one vote.

The Chairperson has a second casting vote in the event of an equal vote being recorded against a particular motion.

3.4 Required Attendance

At a Committee Meeting two-thirds attendance of the Committee and representation from half of all teams will constitute a quorum.

3.5 Proposing a Motion

Motions can only be proposed when the required quorum is present to validate the meeting. Once a motion has been proposed it must be seconded. The motion is then opened for discussion and amendments to any motion put to the floor. These amendments must be voted upon, only then can a vote be taken to accept the motion. In the event of change, amendment, or addition to the constitution there must be a majority of two thirds in favour. All other votes just require a clear majority.

3.6 Elections

Elections will be held at an AGM, or at an SGM if agreed by the Committee. The Chairperson administers the elections. All candidates must first be proposed and then seconded. If two or

more candidates are proposed then a vote must be taken immediately to determine the post. If a position becomes vacant or is not filled, the Committee may appoint a caretaker to that post. The member appointed holds all the rights of an elected Committee member.

3.7 Disciplinary Hearing

A disciplinary hearing will cover all acts of gross misconduct. The hearing will give notice to all parties concerned and the full Committee. Once the hearing has taken place the matter will be voted on at the next Committee Meeting. Two-thirds attendance of the Committee must be present at the hearing. All conflicts of interest must be declared and an abstention of vote acknowledged. The disciplinary hearing will follow the procedures indicated in section 5.7

Section 4: Registration

4.1 Registration

A club or individual team, and their related players wishing to contest in any division must be registered with the OSA, and ultimately with BSF/BSUK. They may only register once within the OSA league structure. Players may only register with one League team.

4.2 Team Requirements

Teams are required to register with the Association in writing by the deadline set by the Committee (usually two weeks prior to the Captains meeting). Failure to do so may result in the loss of their Association membership. OSA Teams will be assigned to a division (where more than one exists) by the Committee in accordance with experience and ability. The following information and items are required from teams wishing to enter the OSA League:

- a. full team name (all names are subject to Committee approval)
- b. the names of 3 team members, not living at the same address, who can act as team contacts (to include name, address, telephone number and e-mail address)
- c. a non-refundable deposit may be required by the Committee.
- d. all teams will be registered with the BSF/BSUK

Once application for membership has been accepted, each Team will be included within the selected Division's schedule. The above details should be submitted on a COPY of the application form supplied.

4.3 Player Registration

A person wishing to play for a team in the Association must provide the information required by the BSF/BSUK for national competition registration and state the team, which they will represent. A person may only register for one team at any time, but once registered may only change to another team by complying with the rules as issued by the Committee. The above details should be submitted on the relevant BSF/BSUK registration form or on their website. A player is officially registered once the BSF/BSUK Registration Officer or website has received all of the above information/been updated.

4.4 Club Status

Teams wishing to affiliate together into a Club MUST notify the Committee of this intention. Clubs wishing to register must provide the following to the OSA with their application:

- a. A copy of the Club's constitution. complete with full details of the Clubs' committee members

- b. The full names of the teams belonging to the Club
- c. A minimum of 7 male and 7 female players per team
- d. The objectives of the club- long and short term

This information must be submitted to the Committee and subject to approval Club status will be awarded. Attendance at Committee meetings is the same as for Teams not affiliated to a Club i.e. one voting representative per team.

4.5 Club Teams

The Teams within a Club must field Teams and players in accordance with the rules as defined by the Committee.

If any Club is found not to have complied with the above their club status may be revoked, the player concerned may be banned and the game affected may be forfeited, depending on the views of the Committee.

PLEASE NOTE: The OSA reserve the right to refuse entry of any Club, Team or person to the Association and League. Any refusal will be carried out in writing to the persons concerned.

4.6 Fees

Fees and payment schedule will be set according to the budget produced for that season. Non-payment will result in the offenders being suspended from the Association until payment is received. While a Team is suspended all their fixtures during that period will be forfeited.

Section 5: League Structure

5.1 League Structure

The structure of the League will be detailed by the Committee in writing. Changes or additions must be agreed at the AGM or an SGM.

5.2 Field Rules

As far as possible full ISF rules will be adhered to. Exceptions to the ISF rules will be detailed by the Committee prior to the start of the season.

All local rules will be placed on the OSA web pages.

5.3 Off the Field Rules

Access to the OSA constitution will be via the OSA web pages. Once teams are registered with the Association they will be bound over to abide by the constitution.

5.4 Rule Infringements

Failure to abide by these rules WILL incur penalties at the discretion of the Committee.

5.7 Conduct

The conduct of registered players is the responsibility of the team to which they are registered. Acts of violence, indecency, lawlessness or other inappropriate behaviour committed while representing a team or present at a OSA event may be referred to the Committee. The incident may be deferred to a Disciplinary Hearing (see section 3 item 3.7) after which action may be taken against the team or the individual concerned.

5.8 Protests and Disputes

Protests will not be received or considered if they are based solely on a decision involving the accuracy of judgement on the part of an umpire. Examples of protests that will, or will not, be considered are given in the ISF Official Rules of Softball.

Protest procedures are given in the ISF Official Rules of Softball, and the OSA League Rules.

Where a game has been played under protest the elected Committee post holders will forward the dispute to the Committee. The Committee will appoint a Protests and Disputes Committee, which will consist of the Committee present at the next Committee Meeting, with the exception of members from the Teams involved.

The Committee shall:

Hear and adjudicate on all matters brought before it and determine all other matters and disputes which may be referred to it, and impose such penalties as it sees fit.

All protests and disputes referred to this Committee shall be heard at the next Committee Meeting.

The Protest and Disputes Committee is the ultimate appeal body of the Association.

However:

- a. If the Committee feels that the matter under consideration is sufficiently significant, it may refer its findings to the BSF, which, as it sees fit, may then impose further penalties at National or International level.
- b. Significant failures in Association procedures in dealing with an issue, which might themselves constitute an unfair treatment of the team/individual involved, may be referred to the BSF/BSUK Disciplinary Committee for review.

Summary of Meeting Requirements:

1. Committee Meetings

Quorum: At least two thirds of the committee, and representation from half of the teams.

Voting: One per team representative present, and one for each of the following elected posts present: Chairman, Secretary and Treasurer. Simple majority required.

2. AGM/SGM:

Quorum: 30% of OSA members, and 50% of the OSA Committee

Voting: One vote per player present, simply majority required (except alterations to constitution, which require a two thirds majority).

An AGM requires 21 days notice, and Agenda circulated 14 days prior to the meeting

An SGM requires written requests from three Committee members.

Job Descriptions

Job Descriptions of the Executive Committee Positions

The following job descriptions provide a guide to the responsibilities of each of the Executive Committee positions. The elected Executive Committee may re-allocate responsibilities amongst the members of the Executive Committee as they consider most appropriate for any given year.

Chairperson

- * Chair all meetings and Disciplinary Hearings
- * Liaise with the Secretary regarding meeting agendas
- * Co-ordinate Committee members
- * Liaise with Baseball Softball UK (BSUK) and British Softball Federation (BSF)
- * Attend BSUK AGM
- * Casting vote holder (see Section 3 Meetings)
- * Monitor and produce proposals for constitutional changes
- * Provide League/Association information to governing and affiliated bodies
- * Liaison with the local newspapers.
- * Is a OSA account signatory

Vice-Chairperson

- * Provide support to the Chairperson
- * Lead on any initiatives as agreed by the Executive Committee
- * Is a OSA account signatory

Secretary

- * Set and agree a Committee Meeting schedule at the beginning of each season
- * Circulate Committee Meeting agenda and relevant papers prior to the meeting
- * Take minutes of Committee Meetings, and other meetings of sub-committees
- * Circulate draft minutes and summary paragraphs to Committee members (by e-mail) for comment.
- * Circulate final minutes and summary paragraphs to captains (by e-mail) for distribution to the Association members.
- * Compile and distribute (by e-mail) draft newsletter to captains for comment (typically every three weeks).
- * Circulate finalised newsletter to team captains (by e-mail).
- * Act as a central location for distribution of various other information across the Association and Committee.
- * Keeps a record of all
 - * OSA correspondence
 - * OSA staged events (cup, tournaments, socials)
 - * League/Association history and PR materials
- * Is a OSA account signatory

Treasurer

Objective: To manage the financial transactions of the OSA to ensure effective day-to-day operations and continuing development of the Association.

- * Manage the OSA bank account
- * Be a signatory on the account
- * Maintain the list of signatories on the account (register new people if others move away etc.)
- * Keep clear records of bank account transactions
- * Agree expenditure items with the Full Committee (e.g. softball kit, safety items, trophies, etc.).
- * At the beginning of each season, collect annual subscriptions from all teams in the Association and register the OSA with BSUK.
- * Collect match fees from all teams in the Association during the season as agreed by the Full Committee.
- * Present reports on the financial status of the OSA at regular intervals, but formally at least once a year.
- * At the end of the season, produces a report outlining the expected income/expenditure for the upcoming season.
- * Attend OSA Committee Meetings and generally contribute to the operation and development of the OSA.

Players representative

- * Represent the views of players, particularly those groups which are not represented by other Executive Committee members (for example players of Division 2 teams).

Examples of Co-Opted Positions

Umpire-in-Chief

- * Oversee the management and appointment of umpires for each game
- * Act as the final arbiter and reference point on queries relating to rules

Statistics Officer

- * Compile a draft statistics plan including details on collection, collation and delivery. Plan to be agreed by the Committee.
- * Formulate the League / divisional team standings and make these available to the teams and the media, especially through close liaison with the web officer.

Web Officer

- * Maintain the Association's web page ensuring that information on standings and fixtures is up to date through liaison with the Fixtures and Results officer.

Development Officer

- * Work with the BSUK national Development Officer to encourage the growth of the League and Association
- * Provide information on development activities (i.e. coaching etc) to teams requesting it
- * Progress youth and adult training including coaching/batting/fielding/pitching
- * Liaise with nearby existing slow pitch and fast pitch Associations/Teams/Leagues.