

WOODBIDGE SOFTBALL ASSOCIATION CONSTITUTION

2007

1. This organization shall be know as Woodbridge Softball Association (WSA) and will operate under the name of Woodbridge Warriors Softball
2. The objective of the WSA is to promote, organize and govern a softball program for minor age players.
3. Membership in WSA shall include Executive Committee (Officers Elected or Appointed), life members, umpires, coaches and team managers, registered players and their parents or guardians of the current playing season, and as registered in the association files.
4. Voting eligibility shall be as follows:
 - a.) Executive Committee Members shall have the right to vote at all WSA meetings.
 - b.) Members in good standing will have the right to vote on matters of concern at the annual meeting of the WSA or at any special meeting they are invited to by the executive committee.
 - c.) All Executive Committee Members are to attend all Executive Meetings.
 - d.) Any Executive member who has missed 3 meetings without serving notice will be contacted by the President to determine whether they can fulfill their obligations as an Executive member. Upon missing the fourth meeting without serving notice that member will be replaced
5. Constitution changes may only be made at the annual meeting and/or special meeting that are announced to members six weeks prior to the meeting date. Proposed changes must be in writing and tabled with the executive committee 21 days before the meeting date.
6. The annual meeting shall be held no later than October 31 of the current playing season.
7. The Executive Committee shall pass By-laws to regulate administration and procedures in the interest of WSA. These By-laws must be passed and enforced by a 2/3 majority of the Full Executive Committee at a duly constituted meeting.
8. The Executive Committee shall be elected to office at the annual meeting. However, if a full slate of officers is not filled; the officer(s) elected by a majority vote shall have the right to appoint the remaining positions at the next executive meeting.
 - a.) All nominations for committee positions must be received in advance of the annual meeting, minimum of 2 days.
 - b.) Any open positions will then be filled at the annual meeting
 - c.) Those in attendance at the annual meeting will vote for all positions. **No Positions will be automatically acclaimed.**

- d.) Challenges to anyone wanting an executive position can be made at the annual meeting.
 - e.) Voting will be done by a secret ballot.
 - f.) In the case only one person is seeking election for a position, their election to that position will also be determined through a secret ballot. To be elected they will have to secure more 'yes' than 'no' votes.
 - g.) Annual Meeting Announcement and a list of executive positions will be distributed to each table at the banquet.
 - h.) All nominees must be a member in good standing with WSA and at least eighteen (18) years old.
 - i.) If a nominee can not be present at the annual meeting, his or her intent to vie for a position must be submitted in writing and a representative must be present at the annual meeting.
 - j.) The position of President can only be granted to an existing WSA Committee Member.
9. The Executive Committee shall be titled as follows:
- President
 - Vice President - T-Ball and Tyke Divisions, (2 persons if required)
 - Vice President – Mite and Squirt Division, (2 persons if required)
 - Vice President – Mite and Squirt Division, (Girls Program)
 - Vice President – Select Division
 - Treasurer
 - Secretary
 - Registrar
 - Uniforms Manager
 - Sponsorship Chairperson
 - Umpire in Chief
 - Equipment Manager
 - Special Events
 - Diamonds & Fields Manager
 - First & Second Director

Their responsibilities shall be outlined in the current By-laws for the WSA. All responsibilities to be executed with and subject to Executive Committee Approval.

Woodbridge Softball Association By-Laws 2006

President:

- a.) Preside all executive and annual meetings;
- b.) Execute documents as one of the signing officers
- c.) Exercise the power of the Executive Committee in case of Emergency;
- d.) Oversee the operations of the associations;
- e.) Attend pertinent municipal meetings;
- f.) Arrange meetings as deemed necessary

Vice President, T-Ball and Tyke Divisions

Vice President, Mite, Squirt and (Girls Program)

- a.) Co-ordinate all house league play as approved by the Executive
- b.) Present a list of convenors, coaches and team players to executive committee for approval;
- c.) Inform committee of all house league activity, present, past and future, such as standings, etc. at each meeting;
- d.) Inform the house league participants of Executive Committee plans, rules and direction of WSA matters;
- e.) Notify Umpires, coaches in the case of a Rain Cancellation/Delay;
- f.) Provide standings to the Secretary and Coaches.

Vice President, Select Division

- a.) Co-ordinate Select and/or Rep. Coaches, managers and leagues of play;
- b.) Co-ordinate all Select and/or Rep. tournaments;
- c.) Assure that the teams are properly set up and operate under executive committee direction and guidelines;
- d.) Present a list of managers, coaches, team players, schedule and requirements to the executive committee for approval;
- e.) Inform the executive committee of all Select/Rep activity;
- f.) Co-ordinate meetings with other Associations to plan and schedule Select/Rep. Tournaments.

Treasurer

- a.) Collect and record all monies received and disbursed;
- b.) Present at each meeting an updated financial report;
- c.) Execute documents as a signing officer of WSA;
- d.) Present a financial report at the annual meeting and year end financial statements;
- e.) Obtain the Insurance for Accident, Equipment Loss and Liability for the WSA.

Secretary

- a.) Record minutes of all executive meetings and distribute copies to members;
- b.) Maintain a file of all correspondence pertaining to our association;
- c.) Notify executive members of upcoming meetings;
- d.) Responsible for Public Relations of the association, communicate WSA activities to the media, prepare association newsletter when requested by the executive committee, post standings.

Registrar

- a.) Register and collect registration fees from members as designated by the executive committee;
- b.) Provide a list of all registered players, potential volunteers and potential sponsors to the appropriate executive member of the executive committee.

Sponsorship Chairperson

- a.) Obtain sponsorships for the association; collect business cards from all Sponsors.
- b.) Issue receipts to sponsors for their sponsorships.
- c.) Work together with the Uniforms Manager in regards to responding to the demands of the Sponsors.
- d.) Provide Executive Committee a detailed list of sponsors. (i.e. Name and Address of Sponsors.)

Uniforms Manager

- a.) Purchase uniforms for the association, obtain quotes and present them to the Executive Committee for approval.
- b.) Work together with the Sponsorship Chairperson to ensure that the Uniforms are designed as to the specifications of the Sponsors.

Umpire in Chief

- a.) Assign umpires to all scheduled games.
- b.) Present a list of umpires for the current season to the executive.
- c.) Deliver payment to umpires in accordance with the current year's wage passed by the executive committee.

Equipment Manager

- a.) Assure that equipment necessary for our programme is purchased and supplied to participants within the allowable budget of the current playing season.
- b.) Collect all equipment at the end of the season and table an inventory list with the executive.
- c.) Ensure the proper maintenance of First-Aid Kits.

Special Events

- a.) Co-ordinate all tournaments and special events, house league.
- b.) Arrange for pictures of teams.
- c.) Co-ordinate year-end banquet.

Diamonds and Facilities Manager

- a.) Obtain diamond permits and all other facilities (i.e. gyms);
- b.) Allocate diamond times.

First & Second Directors

- a.) Assist and advise executive committee when extra duty or decision is required.
- b.) Fill in vacant positions on the executive committee when required.