

# COBOURG JUNIOR ANGELS GIRLS SOFTBALL ASSOCIATION

## CONSTITUTION

Last Amended: Oct 2013

### **ARTICLE I – NAME**

This organization shall be known as the *Cobourg Junior Angels Girls Softball Association*, hereinafter referred to as the “Jr A’s”.

### **ARTICLE II – GOALS AND OBJECTIVES**

The objective of the Jr.A’s are to promote, direct and improve organized softball in the town of Cobourg with the following goals

- a) To foster among members, supporters and teams, a genuine community spirit;
- b) To maintain and increase the interest in the game of softball;
- c) To have and exercise supervision and direction over the playing interests of its teams and players

### **ARTICLE III – CHANGES TO CONSITUTION**

This constitution shall not be altered except at a General Meeting of the Jr. A’s. Notice of the proposed alteration shall be given to the Secretary, in writing, at least 2 weeks before the day of the meeting. The Secretary shall forthwith notify the Executive of the Jr. A’s of the proposed changes. Any such proposed amendment to the constitution shall be deemed to have passed, if agreed by a majority of the members voting thereon at such General Meeting.

### **ARTICLE IV – MEMBERSHIP VOTING RIGHTS AT THE ANNUAL GENERAL MEETING**

The voting membership will be made up of persons qualifying under any of the following categories:

- a) Parents or guardians of any participant registered as a player in the Jr. A’s;
- b) Any sponsor, Executive, Coach, Manager, or any person involved in the operation of the Jr. A’s who has reached 18 years of age.

## **ARTICLE V – THE EXECUTIVE**

The Executive shall consist of the following:

Past President  
President  
Vice President  
Secretary  
Treasurer  
Directors

Specific duties of the Executive are:

### **PRESIDENT – the President shall have the authority to:**

- a) Act as signing officer of the Jr. A's
- b) Preside at all meetings
- c) Exercise the powers of the Executive in case of emergencies
- d) Sit on all committees as an ex-officio voting member
- e) Oversee the efficient discharge of the responsibilities of the members of the Executive as allotted them
- f) Vote on any and all motions placed before the Executive

### **VICE-PRESIDENT**

- a) In the absence of the President, or in the event of his/her inability to act, the Vice-President shall have and exercise all the powers of the President
- b) Such other duties as assigned by the President
- c) The Vice-President shall preside at a meeting in the absence of the President

### **SECRETARY/TREASURER**

- a) Recording in a minute book the minutes of the meetings
- b) Conducting all correspondence on behalf of the Jr. A's
- c) Maintaining a filing system for all correspondence and records
- d) Notifying all members of the Executive of the date, time and place of upcoming meetings
- e) Recording all financial transactions
- f) Safekeeping of a book of amounts along with supporting data
- g) Preparing financial statements for the General Meeting or any time a statement is required
- h) Paying all accounts by cheque signed by herself/himself and the President and/or Secretary provided that no two shall be related
- i) Assist in the preparation of the yearly budget

## **DIRECTORS**

- a) Rep Director is responsible for the operation of the Rep program
- b) Media/Publicity Director is responsible for marketing, publicity and special events
- c) House League is responsible for the operation of the House League program
- d) Equipment Director is responsible for the procurement, maintenance and distribution of equipment
- e) Registration Director is responsible for player registration and insurance
- f) Fund-Raising Director is responsible for procurement of funds.

## **ARTICLE VII – TERM OF OFFICE – Meetings**

- a) A meeting of the Executive shall be held once each month except during the playing season or at any time considered necessary by President
- b) A General Meeting of the Jr. A's will be held annually in the month of September or may be required at any time to vote on amendments to the constitution and other general business
- c) A quorum shall be necessary to conduct any business in an Executive meeting and shall consist of 50% plus 1 members of the Executive including one (1) if the President or Vice-President
- d) Special meetings shall be called by the President upon request by any four(4) members of the Executive
- e) The President Shall preside at all meetings with the usual privileges of the office
- f) The Vice-President shall preside at a meeting in the absence of the President

## **ARTICLE VII – FUNDRAISING, DONATION & SPONSORSHIP**

- **Sponsorship** – funds issued to the Jr.A's by a business/person(s) to be used as approved by the Executive to be distributed equally among all teams. Sponsor will receive in return approved advertisement etc as decided by the Executive. (see policy)
- **Donations** –donations provided by a business/person(s) directly to a specific team/player. Special circumstances Only. A Donation is one time lump sum to offset a specific special cost that maybe incurred by a team/player/Association. Must be approved by Executive prior to acceptance and distributed per Executive approval.  
Donations are not allowed for typical management of team monies.
- **Fundraising** by association – to remain with association to be dispersed as approved by Executive
- **Team Fundraising** - to be completed by individual teams, monies to stay with the team for the duration of the season. Left over funds at end of season to be re-funded equally to players/parents. To be managed by team.
- All funds to be provided to Jr. A's treasurer to be dispersed as required.
- No monies to be held by any team/manager/or individual
- All fundraising ventures shall not be initiated or instituted by any person or team unless given prior approval by the Executive as outlined in policies.
- Any money by one donor received during a fundraising event is not to exceed the amount of \$500.00 unless approved by the Executive.

## **ARTICLE IX – PLAYING RULES**

Rep Team playing rules shall be those recorded in the rulebook governing body except where amended by the governing body.

House League rules are defined by the Jr. A's in conjunction with representatives from participating associations.

## **ARTICLE X – MEMBERSHIP**

The Membership shall consist of young ladies, coaches and managers conforming with the constitution and by-laws of the Jr. A's and P.W.S.A.

- a) Playing members of the Jr. A's shall be composed of residents of Northumberland County may become members of the Jr. A's for a term of one year providing that the total number of non-residents on one team does not exceed 25% except where Northumberland residents are not available.
- b) Players that try out for Rep teams must do so in their respective age groups unless a team does not exist for their age group
- c) No player shall be allowed to play in the Jr. A's without prior registration and fees paid to date, unless the Executive of the Jr. A's waives the fees
- d) No player working out with any team shall be permitted access to any practice location after January 31<sup>st</sup> unless all registration fees for the upcoming season are paid in full, or proof of PWSA insurance is provided

## **ARTICLE XI – ANNUAL GENERAL MEETING**

- a) The Jr. A's shall hold an Annual General Meeting no later than Oct 15<sup>th</sup> of each year
- b) The Secretary shall give notice of this meeting to all Executive and Team Representatives. The meeting will also be open to all interested in attending
- c) The order of business for the Annual Meeting shall be:
  - Minutes of the last meeting
  - President's Report
  - Address comments, concerns and questions
  - Treasurer's report
  - Amendments to constitution
  - Dissolve the current Executive, Election of new Executive
- d) All players, executive, parents, guardians, coaches, managers present and f 18 years of age shall be entitled to one (1) vote.