

# **WESTMAN MAGIC SOFTBALL ASSOCIATION**

## **CONSTITUTION**

Upon approval of this document, and its adoption in a manner approved by Westman Magic Softball Association (Westman Magic), it shall thereafter be referred to as the "CONSTITUTION".

The term "WESTMAN MAGIC SOFTBALL ASSOCIATION" refers to all parents and/or guardians who have players registered in the Association, and any members of the "BOARD", whether or not said persons have players registered in the Association.

It is the Association's main purpose to follow the guidelines stipulated by Softball Manitoba. By doing so, the Association assures itself that it is covered to the fullest extent by insurance. Where the provisions of Westman Magic Constitution are inconsistent with the Softball Canada Constitution and Softball Manitoba Constitution, the Constitution of Softball Canada and Softball Manitoba shall prevail.

### **Article 1 – NAME**

The name of the organization shall be Westman Magic Softball Association.

### **Article 2 – PURPOSE**

1. Provide athletes with an opportunity to play female softball at the highest level possible.
2. Foster a positive and inclusive environment that focuses on good sportsmanship, teamwork, and the development of life-long skills.
3. Encourage the growth, development, and enjoyment of young athletes in the sport of softball.
4. Build a love of the game that is essential for long-term engagement.
5. Strive to create a fun and positive experience for players.
6. Foster a passion for softball that extends beyond organized play.

### **Article 3 – HOST LOCATION**

1. All home games of Westman Magic will take place at Ashley Neufeld Softball Complex (subject to availability).
2. All outdoor practices of Westman Magic will take place at Ashley Neufeld Softball Complex (subject to availability and coaches' discretion on an intermittent basis).
3. Any changes must be approved by the Board.

### **Article 4 – MEMBERSHIP**

1. Any parent or legal guardian who has a child or children registered with the Association shall be a member of the Association.

2. The membership may also include others whom the Board has invited to join their Association.
3. A membership shall run from the date of selection for the current year, until the date of selection of the next season's team.

#### **Article 5 – ACTIONS OF MEMBERS**

1. All members are responsible for their actions as they serve as representatives of the Association. Any member of the Board, who intentionally contravenes any policy of the Board, shall be asked to explain the action at the next meeting or at a special meeting if the situation warrants it.
2. All members are expected to support the decisions made by the Board, even if any of those decisions may not support the independent opinion of any particular individual(s).
3. If the actions of any member(s) constitute grounds for suspension from the Board, refer to the Suspension section.
4. Each Board member must respect the confidentiality of matters brought before the Board for consideration.

#### **Article 6 – BOARD**

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Communications
6. Player Development and Recruitment
7. Coach Development and Recruitment
8. 1 team rep from each active team

#### **Article 7 – BOARD DUTIES**

1. President (Elected in Even Years)
  - a. Preside at all Board meetings.
  - b. Assume powers and duties as delegated by the Board.
  - c. Sign all documents requiring the President's signature.
  - d. Establish an agenda for regular and/or special meetings.
  - e. Exercise the powers of the Board in case of emergency or in an extreme situation when it is impossible to obtain a vote of the Board. In every instance, the decision(s) rendered shall be considered the same as if made by the Board as a whole. The President is accountable to the Board for their decision.
  - f. Ensure that the Association is represented at all league and special meetings and performs the duties usual to the President.

- g. Vote on all motions. Any motion in which there is an equal number of votes shall be deemed to be defeated. The President does not have a deciding vote.
2. Vice President (Elected in Odd Years)
    - a. In the event of the President's absence or disability, exercise all power and carry out all duties of the President. Shall act in their stead until such time as the President can convene a meeting of the Board to elect an interim President.
    - b. Order and maintain equipment.
    - c. Chair the coach selection committee.
    - d. Distribute and manage coach evaluations.
    - e. Perform tasks as delegated by the President and/or the Board.
  3. Secretary (Elected in Even Years)
    - a. Record minutes of meetings and make copies of such available for the next regularly scheduled meeting.
    - b. Communicate with all current Westman Magic members and Westman Softball Associations.
    - c. Arrange facilities and appropriate notices for meetings.
    - d. Act as administrator of [westmanmagic@gmail.com](mailto:westmanmagic@gmail.com) email account.
    - e. Perform tasks as delegated by the President and/or the Board.
  4. Treasurer (Elected in Odd Years)
    - a. Receive and record all payments.
    - b. Pay all invoices by due date.
    - c. Present a detailed income and expense statement at each Board meeting.
    - d. Work with the Board to prepare a budget for the upcoming season.
    - e. Present a detailed annual report at the AGM.
    - f. Make all records available upon request.
    - g. Perform tasks as delegated by the President and/or the Board.
  5. Communications (Elected in Even Years)
    - a. Act as Registrar (set up and distribute RAMP Registration to all players and coaches).
    - b. Supply Official Player Lists (OPL) to Softball Manitoba and Softball Canada.
    - c. Communicate tryouts, coaching applications, and events with entire region.
    - d. Maintain website [www.westmanmagic.com](http://www.westmanmagic.com).
    - e. Manage Westman Magic social media accounts.
    - f. Perform tasks as delegated by the President and/or the Board.
  6. Player Development and Recruitment (Elected in Odd Years)
    - a. Organize full Association events during the season and in the off season.
    - b. Organize specialty coaching for Association. Specialty training includes, but is not limited to, personal training, pitching, and hitting.
    - c. Promote program to attract new members, ensuring program is sustainable through all divisions.
    - d. Organize off-season clinics.
    - e. Perform tasks as delegated by the President and/or the Board.
  7. Coach Development and Recruitment (Elected in Even Years)
    - a. Create Coach application and process (to be agreed on by the Board).

- b. Present Coach applications to the Board.
  - c. Organize tryouts and evaluators for tryouts.
  - d. Ensure all coaches have proper certification.
  - e. Distribute and collect Player, Parent and Coach Code of Conduct forms.
  - f. Perform tasks as delegated by the President and/or the Board.
8. Team Reps (Elected Yearly by Each Team)
- a. Act as a Board liaison for members within their age group.
  - b. Non-voting members, unless asked to vote under extreme circumstances as identified by the Board.
  - c. Perform tasks as delegated by the President and/or the Board.

### **Article 8 – ELECTED POSITIONS**

1. All elected positions shall be a two-year term to a maximum of 2 consecutive terms. Once 2 consecutive terms are served, individuals must take a 1 year leave from an elected position.
2. If an individual in an elected position notifies the Board that they will not or cannot serve their term, the Board is obliged to release that individual. Should the position become vacant for any reason (removed from position, not filled at election), it will be the responsibility of the Board to hold an election to fill the vacant position.
3. Any newly elected individual at the AGM will fill the position immediately.
4. If an individual currently holds an elected position and chooses to run for another position before their term is over, they must resign from their current position.
5. Only 1 member per family may hold an elected position.

### **Article 9 – CONFLICTS OF INTEREST**

1. Board members are required to notify the Board of situations where a conflict of interest might exist in the execution of duties related to Westman Magic. This includes, but is not limited to, potential gain or personal involvement to the extent that judgement could be influenced. Personal involvement includes any situation with which they or members of their immediate families are involved.
2. In cases where conflict of interest arises, the Board member in conflict will remove themselves from the discussion and vote.

### **Article 10 – SUSPENSIONS**

1. The Board reserves the right to suspend any member of the Association pending a hearing. Any individual being suspended shall be reasonably notified by telephone and email, advising the reason(s) for suspension.
2. Any team, player, coach, manager, or game official may be suspended for conduct not warranted by Westman Magic Code of Conduct (Player, Parent, Coach).
3. Any team or person referred to in 10.2 may have terms and conditions imposed with respect to the future conduct of the said person or team.

4. The Board may request any team or individual to appear before it. Failure to report or appear, without valid reason, shall result in disciplinary action against the person and/or team.
5. At least 24 hours' notice will be given for suspension hearings unless all parties concerned waive this requirement.
6. Suspensions incurred as a result of incidents occurring in games shall be imposed according to the rules designated by Softball Manitoba. The Association reserves the right to impose additional penalties as deemed necessary. It is the responsibility of coaches and managers to ensure that player suspensions are served according to the penalties imposed. Any manager or coach who purposely plays a suspended player shall be automatically suspended until the matter can be reviewed by the Board or its designated committee.

### **Article 11 – APPEALS**

1. Written appeal of a suspension must occur within 7 days of receiving a notice of suspension.
2. All appeals must accompany \$250 fee payable to the organization and submitted at the time of appeal submission. Refund of the fee will be provided if the appeal is successful.
3. Where possible, the Appeal Committee shall arrange a hearing within 7 days of receiving a notice of appeal. Subsequent to such a meeting, a decision shall be rendered within 3 days.
4. Appeal Committee shall be 3 independent non-members.

### **Article 12 – ANNUAL GENERAL MEETING**

1. The AGM is an opportunity for the Board and public to respond to concerns and report details as to their ideas, initiatives, and policy changes in relation to the operation of Westman Magic.
2. This meeting will occur subsequent to team selections each year, at a place and time to be designated by the Board. The Board will give 28 days' notice to members in good standing of the AGM.
3. All members in good standing shall be eligible to vote.
4. Any changes to the Constitution must be presented by way of a motion, on a form approved by the Board, and must be submitted to the Secretary 21 days prior to the meeting date.
5. Motions will be circulated to the members in good standing at least 14 days prior to the meeting.
6. Individuals who wish to fill an elected position must send in their nomination form to the Secretary. The members will be notified of the slate of officers up for election a minimum of 7 days prior to the meeting.
7. Any members wishing to submit an item for the agenda must do so 10 days prior to the meeting.
8. Proxy votes are not allowed.
9. At the discretion of the Board, any parts of the AGM can take place electronically.

10. Only 1 vote will be allowed per family, the family member registering in RAMP will have prime voting privileges.

### **Article 13 – QUORUM**

1. For an AGM to be held, there shall be a minimum of 10 members in attendance.
2. For a regular Board meeting, quorum will be 50% plus 1 of the eligible Board members.

### **Article 14 – STANDING COMMITTEES**

1. Unless they choose to opt out, standing committees will consist of ALL Board members, plus anyone else the Board deems necessary to complete their task (exception – Appeals Committee see Article 11).