

# CONSTITUTION 2015



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JERSEY SOFTBALL ASSOCIATION**

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## **PART 1. ADMINISTRATION RULES**

### **1 ARTICLE 1. NAME.**

- 1.1 The name of the association shall be the **JERSEY SOFTBALL ASSOCIATION**, (the "**JSA**" or the "Association").
- 1.2. The online name of the association shall be **WWW.JERSEYSOFTBALL.COM**

### **2 ARTICLE 2. COLOURS AND EMBLEM.**

- 2.1 The colours of the JSA shall be red and white.
- 2.2 The emblem of the JSA shall be a softball player overlaid on the map of the Island of Jersey. An overlaid softball will contain the official name of the association.
- 2.3 The badge of the JSA shall be circular with the map of the Island of Jersey in the centre with Jersey Softball Association engraved round the edge.

### **3 ARTICLE 3. OBJECTIVES.**

- 3.1 The JSA is the governing body for the sport of Softball within the Island of Jersey. The objectives of the association are:
  - (a) Representation, promotion and development of softball as an amateur sport for all who wish to participate within the terms of this constitution.
  - (b) Promoting a greater community awareness of softball and its social and economic contributions to the community generally.
  - (c) To ensure the game it is open to anyone regardless of colour, sex, race or creed.
  - (d) To collect, distribute and publish information in connection with softball and related issues.
  - (e) To encourage and provide assistance as to the setting of standards for officials and administrators to improve their skills and qualifications.
  - (f) Maintenance of links with corresponding organisations in other countries, and with international bodies.
  - (g) To represent the sport of slow pitch Softball, for the island of Jersey, at a local and national level.
  - (h) Development of appropriate sponsorship and other revenues to support these purposes.

#### **4 ARTICLE 4. MEMBERSHIP.**

- 4.1 Membership of the JSA is open to anyone from the age of fourteen and over who signifies their acceptance of the terms and conditions as set out in this constitution by joining the association and an affiliated team.
- 4.2 All individuals are required to complete a player registration card prior to participating in any JSA activity. Registration cards once completed are valid for one calendar year, and must be renewed at the start of each season.
- 4.3 The required team subscription will be determined annually at the Annual General Meeting and will include appropriate insurance.

#### **5 ARTICLE 5. SUSPENSION, REFUSAL OR TERMINATION OF MEMBERSHIP.**

- 5.1 The Executive Committee reserves the right to:
- (a) Refuse any application for membership from a Club, Team, Player or Umpire on the grounds that such an admission would be prejudicial to the interests of the JSA.
  - (b) Refuse to renew the membership of any Member should there be sufficient cause. The member concerned or their representative shall have the right to be heard by the Executive Committee before a final decision is made.
  - (c) Suspend or Terminate the membership of any Member should there be sufficient cause. The Member concerned or their representative shall have the right to be heard by the Executive Committee before a final decision is made.
  - (d) For good and sufficient reason, require the replacement of any representative concerned, should there be sufficient cause.
  - (e) Reserve the right to refuse to renew the membership of any existing Member that fails to pay its affiliation fees or other monies due to the JSA on or before the date required.
  - (f) Members under suspension or disqualification shall be barred from taking part in any match under the control of the JSA.
- 5.2 Suspended members shall not be permitted to take part in any match or event under the control of the JSA until such time as that suspension is lifted by the Executive Committee, or it expires.
- 5.3 Disqualified Members shall not be permitted to take part in any match or event under the control of the JSA.
- 5.4 Disqualified Teams, cease to be Members of the JSA and forfeit all membership privileges (including Team League Standings).
- 5.5 A Member who has had its membership terminated may re-apply for membership as a new applicant.

## **6 ARTICLE 6. REGISTRATION OF TEAMS.**

- 6.1 All teams are required to comply with the registration process and the payment of registration fees in accordance with Article 2 of Part 2 headed Registration of Teams and Players.
- 6.2 For voting and other purposes of this constitution, an affiliated team is a group of ten or more members who have joined the association, registered as a team and are fully paid up in accordance with Article 2 of Part 2 headed Registration of Teams and Players .
- 6.3 Registration requires the adoption of a team name approved by the JSA, and a commitment to pay the full affiliation fee by the due date for each and every year of membership.
- 6.4 The JSA will not approve a team name that is likely to give offence, or reflect negatively on the JSA in its dealings with the media, businesses or the public at large.
- 6.5 All members of a team must have completed a player registration card prior to engaging in any activities organised by the JSA. Team captains are required to ensure no unregistered players participate in any such activities.

## **7 ARTICLE 7. COMMUNICATIONS.**

- 7.1 All e-mail addresses provided to the JSA are confidential information and should not be used for personal use.
- 7.2 No member shall use the e-mail address other than to convey softball related information.
- 7.3 No member shall abuse, libel or defame another member of the JSA.
- 7.4 Members are expected to use their discretion when using members work e-mail addresses, unless otherwise instructed by that member.

## **8 ARTICLE 8. ANNUAL GENERAL MEETING.**

- 8.1 The Annual General Meeting ("AGM") will be held in November each year. The date and time of the meeting will be communicated to the nominated team representatives not less than fourteen days before the meeting is due to take place.
- (a) The business of the AGM is:
  - (b) Welcome by the President.
  - (c) Minutes of the previous meeting.
  - (d) Report by the President.
  - (e) Report by the Treasurer.
  - (f) Adoption of standing orders and agenda.

- (g) To make, amend or rescind parts of the constitution.
- (h) To make, amend or rescind parts of the standing orders.
- (i) Election of Executive Committee members.
- (j) Election of Auditor.
- (k) To consider any other business arising.

8.2 An Extraordinary General Meeting ("EGM") may be called at the discretion of the Executive Committee, or by no less than twenty percent of the paid up membership. Not less than fourteen days notice is required to be given by either party in calling for an EGM.

## **9 ARTICLE 9. JSA EXECUTIVE COMMITTEE.**

9.1 The JSA Executive Committee will comprise of the positions hereinafter stated by members elected at the AGM or failing which at an EGM convened pursuant to Article 8.3 above. An elected officer shall remain in office for a period not exceeding twelve months and shall be allowed to stand for re-election at subsequent AGMs.

- (a) President
- (b) Vice-President
- (c) Secretary
- (d) Treasurer
- (e) Fixtures Secretary
- (f) Technical Development Officer
- (g) Umpire-in-chief
- (h) Press Officer

9.2 Each registered team (excluding corporate league teams) shall be allowed to have one representative in attendance at meetings of the Executive Committee.

9.3 Members of the Executive Committee must act in the best interest of the JSA and its membership, without favouritism or prejudice and must not bring the JSA into disrepute.

9.4 Members of the Executive Committee must declare any conflict of interest associated with issues raised during any meeting of the Executive Committee.

9.5 The Executive Committee may co-opt members from within the Association as it sees fit, but such co-opted members will not have a vote at meetings of the Executive Committee. The following roles are recognised by the Association

- (a) Island Head Coach
  - (b) Island Assistant Coach
  - (c) Website Administrator.
  - (d) Auditor.
- 9.6 A minimum of three elected Executive Committee members are required to form a quorum.
- 9.7 Each member of the Executive Committee shall have one vote. Each representative of a registered team shall have one vote. All votes shall be determined by a simple majority. In the event of equality of voting, the President, or in his/her absence the chair of the meeting, shall have a second or casting vote.
- 9.8 Members of the Executive Committee holding more than one position on the Executive Committee shall not have more than a single vote (except where a member of the Executive Committee is also acting as a representative of a registered team pursuant to clause 9.2 above).
- 9.9 The minutes of the previous meeting of the Executive Committee shall be read and signed off by the chairman at the start of each meeting of the Executive Committee.
- 9.10 The Secretary shall keep signed minutes of meetings of the Executive Committee and record all proceedings and resolutions.
- 9.11 Any Member wishing to submit any matter with reference to the Association shall give notice of the same in writing to the Secretary, who shall lay the same before the Executive Committee.
- 9.12 The Executive Committee will meet as often as necessary to conduct the affairs of the JSA.

## **10 ARTICLE 10. EXECUTIVE COMMITTEE OFFICERS.**

- 10.1 **President:** The duties of the President are:
- (a) To be the principal officer of the JSA.
  - (b) To supervise and control all the business affairs of the JSA and where necessary with assistance and in conjunction with other members of the Executive Committee.
  - (c) To preside over all meetings of the JSA.
  - (d) To ensure that all the Association's business is efficiently and fairly conducted in accordance with this constitution.
  - (e) To foster links with corresponding organisations in other countries and with international bodies.

- (f) To foster links with the business community to procure appropriate sponsorship and other revenues to support the needs of the JSA.

10.2 **Vice-President:** The duties of the Vice-President are:

- (a) To assist the president with association duties.
- (b) To assume presidential duties should the current post-holder be unable to assume such duties.
- (c) To ensure that all the Association's business is efficiently and fairly conducted in accordance with this constitution.

10.3 **Secretary:** The duties of the Secretary are:

- (a) To prepare the agenda for all Meetings.
- (b) To ensure that correct minutes are kept of all Meetings.
- (c) To provide copies of such minutes to the website administrator and on request to any member.
- (d) To maintain a register of members and provide details to the website administrator of new members.
- (e) To maintain a register of players player nominations and ringers used in the summer league.

10.4 **Treasurer:** The duties of the Treasurer are:

- (a) To ensure that a record is kept of the paid-up membership and registered teams.
- (b) To control the Association's funds in prudent manner in accordance with decisions of the JSA.
- (c) To ensure the proper maintenance of the Association's bank account or accounts.
- (d) To ensure the recording of transactions in sufficient detail to enable an audit.
- (e) To provide a written report at each meeting of the Executive Committee on the financial activity of the Association since the previous meeting of the Executive Committee.
- (f) Prepare any annual balance sheet and submit same, duly audited to the Annual General Meeting.

10.5 **Fixtures Secretary:** The duties of the Fixtures Secretary are:

- (a) To monitor receipt of team registrations and prepare schedules of fixtures for both summer and corporate leagues.

- (b) To liaise with Education Sport & Culture to book the softball pitches necessary to meet the season's fixtures.
- (c) To liaise with the Umpire-in-chief to ensure that each league game is assigned an appropriate umpire.
- (d) To update match results and league tables on the website.

**10.6 Technical Development Officer:** The duties of the TDO are:

- (a) To perform duties relevant to the development of the JSA and its members in respect of appropriate coaching and umpiring courses as they see fit.
- (b) To assist with the development of softball within the Island of Jersey.
- (c) To liaise with the Fixtures Secretary to oversee the allocation of umpires to the league matches.
- (d) To encourage and assist with youth programmes as relevant to the requirement of such youth organisations. To oversee the JSA's relationship with local schools, youth organisations and parents where appropriate.

**10.7 Umpire-in-Chief:** The duties of the Umpire-in-Chief are:

- (a) To be a member of BASU (British Association of Softball Umpires) or ISF.
- (b) To be qualified as a softball slowpitch umpire with BASU
- (c) To liaise with other members of the Executive Committee, especially the Technical Development Officer, in developing the sport of slowpitch softball.
- (d) To liaise with the Fixtures Secretary and assign an appropriate umpire(s) to each league game.

**10.8 Press Officer:** The duties of the Press Officer are:

- (a) To collect the match scores and reports from the various teams after their league games.
- (b) To ensure that the various match reports are consolidated and subsequently communicated to the various media bodies within the Island of Jersey.
- (c) To be available to produce reports on local tournaments and other tournaments as relevant.

**11 ARTICLE 11. OTHER CO-OPTED OFFICERS.**

**11.1 Island Head Coach:** The duties of the Island Head Coach are:

- (a) To train and select members of the Association for participation in games representing the Island of Jersey and the Jersey Softball Association.



11.2 **Island Assistant Coach:** The duties of the Island Assistant Coach are:

- (a) To assist the Island Head Coach in coaching members of the Association.

11.3 **Website Administrator:** The duties of the website administrator are:

- (a) To ensure the Association's domain name registration (www.jerseysoftball.com) is kept up to date and that the registration fees are paid in a timely fashion so that the domain name remains under the Association's control.
- (b) To ensure the website hosting agents' fees are paid in a timely fashion so that the Association's website remains online and accessible to members and non-members alike.
- (c) To update the website and ensure the content is accurate and reflects the wishes of the Association.
- (d) To liaise with the Secretary and provide new members with website log in details.

11.4 **Auditor:** The duties of the Auditor are:

- (a) To ensure the accounts of the Association are being faithfully and properly kept.
- (b) To examine the accounts of the Association at the end of each season and shall report on in writing in the form of a certificate appended to the Financial Statement presented at the next Annual General Meeting.
- (c) To remain independent of the Executive Committee.

## 12 **ARTICLE 12. POWERS AND RESPONSIBILITIES OF THE COMMITTEE.**

- (a) The Executive Committee shall have entire authority in the management of affairs and finances of the Association and shall have general control of all its property. All rights and powers connected therein shall be vested in them.
- (b) The Executive Committee shall secure the observation of Association rules and regulations, protect funds from misappropriation, and further the objectives of the Association.
- (c) The Executive Committee shall administer the affairs of the Association and deal with all matters affecting the member's interests.
- (d) It shall be the sole authority of the Executive Committee to interpret the rules of the Association, and determine anything whereon the rules are silent.
- (e) The Executive Committee shall have the right to expel or suspend any member for conduct detrimental to the Association's activities.

### **13 ARTICLE 13. FINANCE**

- (a) The income and property of the JSA however derived shall be applied solely towards the promotion of the objectives of the JSA, as set out in this Constitution. No portion shall be paid or transferred directly by way of dividend, gift or bonus, or by way of profit to any member of the JSA with the exception of:
- (b) The payment in good faith of reasonable out of pocket expenses incurred on the JSA's behalf will be paid to any member of the Executive Committee or servant of the JSA providing the expenditure has been preauthorised by a member of the Executive Committee (not including the requestor) and the Treasurer, and suitable documentation has been provided to the Treasurer.
- (c) The distribution of Funds or property can be made for the sole purpose of promoting the objectives of the JSA, to any Member or Associated Member.
- (d) The JSA shall have the power to raise money by means of affiliation fees, membership fees, donations or legacies, the sale of donated goods, grants from States Agencies, sponsorship, loans, and any other sources.
- (e) Any sum to be expended in excess of £1,000.00 shall require approval by a majority vote of the Executive Committee.
- (f) Any sum to be expended in excess of £2,500.00 shall require approval by a majority vote of the Membership at a General Meeting.
- (g) The JSA will have a bank account in the name of the JSA. The Executive Committee shall authorise in writing certain persons to sign cheques on behalf of the JSA, these persons shall hold the positions of Treasurer or President of the Association.
- (h) Any sum to be expended in excess of £500.00 shall require the signature of the Treasurer and the President of the Association.
- (i) The accounts of the Association shall be audited annually by the Auditor as appointed at the Annual General Meeting. The resulting fully complete and audited accounts for the financial year will be reported and presented to the AGM for approval by its members.

### **14 ARTICLE 14. PROHIBITIONS.**

- (a) No Affiliated Member, Team, or Team Member may direct any correspondence to the ISF without permission from the Executive Committee.
- (b) No Affiliated Member, Team, or Team Member may direct any statement to the British Softball Federation or BaseballSoftball UK unless instructed to do so by the Executive Committee.

- (c) No Affiliated Member, Team, or Team Member may direct any statement to the media about any of the affairs of the JSA unless instructed to do so by the Executive Committee.

**ARTICLE 15. AMENDMENT OF CONSTITUTION.**

To change or amend the Constitution a simple majority of the Association must approve the change. This vote may be conducted by mail, e-mail or telephone if not enough teams are able to be present at a General Meeting to approve such amendments. Each member of the Executive Committee shall have one vote plus each registered team shall have one vote.

**ARTICLE 16. AMENDMENT OF STANDING ORDERS.**

The Executive Committee shall have the power to adopt and vary the Standing Orders of the Association for any matters concerned with the administration of the affairs of the JSA. Such Standing Orders shall come into operation immediately after a majority vote at a meeting of the Executive Committee has been passed.

**ARTICLE 17. TERMINATION OF THE ASSOCIATION.**

If for any reason the Association decide to dissolve, any funds held on behalf of the Association at the time of such termination, shall be used to pay off any outstanding debts and thereafter distributed as the Executive Committee shall see fit.