

# **The University of Toledo Women's Club Softball Constitution**

## **September, 2017**

### **Article I: Organization Name and Affiliations**

The name of this organization shall be The University of Toledo Women's Club Softball Team. This club will be a member of the National Club Softball Association (NCSA).

This organization shall abide by all official University Policies pertaining to Student Organizations, as well as the Student Code of Conduct.

### **Article II: Purpose**

The purpose of this organization shall be to allow students at the University of Toledo to continue their competitive softball careers at the collegiate level. Activities and programs sponsored by this organization will keep within the organization's stated objectives.

### **Article III: Membership**

- i. Membership is open to any students who meet the standards set forth by the University governing club sports and the NCSA.
- ii. All eligible and perspective students will compete in a try out to determine if they make the final roster and become official members. The final roster will be decided upon by the Coach.
- iii. All official members are required to complete a player contract.
- iv. All official members are required to pay dues in the form of a \$100 non-refundable fee. Shall a member decide to quit the team, any items purchased using the non-refundable fee shall be considered Club Softball property and can not be kept by the player.
- v. All official members must pay any extra fees to cover the purchase of a players uniform.
- vi. All official members must complete any required paperwork laid out by the University and the NCSA.
- vii. Voting is open to all official members meeting the above criteria.
- viii. Membership in the Women's Club Softball shall be open to all currently enrolled students at The University of Toledo
- ix. Official members maintain membership by supporting all functions, activities and programs of the organization through paying dues, attending practices, attending games, and participating in 80% fundraisers or other events.
- x. Voting members shall be defined as members who are currently enrolled UT students and who are in good standing with Club Softball and have supported the functions of the organization.
- xi. A list of voting members will be maintained by the Secretary of Club Softball.
- xii. Club Softball does not categorically deny membership to an individual, based on race, color, religion, sex, age, national origin, ancestry, sexual orientation, gender identity and expression, military or veteran status, the presence of a disability, genetic information, familial status, political affiliation, or participation in protected activities (unless specifically exempted by law).

### **Article IV: Officers and Duties**

Officers shall consist of: President, Vice President, Treasurer, Secretary, and Captain.

i. President:

- i. Serving as the primary point of contact for the Office of Student Involvement and Leadership, to conduct club activities and to serve as a liaison between the club, University, the NCSA and all outside entities.
- ii. responsible for the scheduling of games, tournaments, and any service projects held by the club throughout the school year
- iii. responsible for assisting the Treasurer in the planning and scheduling of fundraisers
- iv. has access to the Club Account and will be responsible for overseeing any payments made on behalf of the Club.

ii. Vice President:

- i. to assist the president with above duties and assume these duties in the president's absence
- ii. the Vice President will also be responsible for filling out the annual report.

iii. Treasurer:

- i. to create an annual budget based on the needs of the clubs and its members
- ii. to keep records of all financial transactions made by the club and its members
- iii. responsible for handling all money transactions, filling out all budget requests and special funding requests through the Student Allocation Committee as needed.
- iv. responsible for assisting the President in the planning and scheduling of fundraisers.
- v. has access to the Club Account

iv. Secretary:

- i. to keep written records of meetings.
- ii. to keep written record of the current roster and all member information including name, phone number, email, and any relevant information
- iii. to oversee the club's email, any social media accounts, and club website
- iv. responsible for the scheduling of umpires for home series and the booking of any travel arrangements when needed.

v. Captain:

- i. the responsibility of the Captain will be to assist the Coaching Staff
- ii. will step in to lead practices and coach at games in the absence of the Coaching Staff.

In the event that Women's Club Softball officers are not fulfilling the specific duties listed above, general members have the right to question the conduct, actions, and/or work of any elected officer, advisor, committee chairperson, appointed representative or member. The Women's Club Softball Executive Board has the right, if deemed necessary, to remove an executive board member who does not fulfill their specific duties. A University of Toledo faculty advisor must be present in all removal/impeachment proceedings.

The impeachment process would consist of the other Executive Officers holding a meeting with the entire team and advisor present. It would be put to a vote if the officer in question is guilty of the issues charged against them. The officer would have 5 minutes to present their defense and make a statement to the team before voting. The accused officer does get to cast a vote in the process. The voting process will be a secret ballot. There must be a 2/3 majority vote in order for the impeachment to be valid.

## **Article V: Committees**

- i. Fundraising Committee: will be led by the treasurer and will oversee creating and managing all fundraising events.
- ii. Any officer may form a committee to assist them in their duties as deemed necessary by the respective officer.

## **Article VI: Filling of Officer Positions**

The Filling of Officer Positions for the Club Softball team will be conducted using a Mentor-Mentee system. This process will begin to take place a year before the Current Officer is leaving. At the beginning of that year, members may express their interest in holding that specific position. If more than one member is interested in the same position, they will each get a chance to present why they believe they are qualified for the position to the team. The Current Officer along with official members will pick a mentee that meets all qualifications for that position. The Current Officer will then train and prepare the Mentee over the year to take the position once the officer leaves. Officers may hold their position for as long as they like as long as they still meet membership requirements and are in good standing with the organization and the University.

The qualifications for officers are as follows:

1. Must have been in the organization for a minimum of 2 years.
2. Must have a minimum GPA of 3.0
3. Officers must be able to attend 90% of events. Only valid excuses will be accepted for missing more than 10% of events.

## **Article VII: Meetings**

i. Executive meetings will be held as often as needed as seen fit by the Executive Board. General meetings will occur once a week at the beginning of the first practice of the week. Meetings can also be called whenever a majority of voting members feel there are issues that need immediate attention. A majority of the voting members must be present to the first general meeting to constitute a quorum.

ii. This organization will conduct business through informal processes as established by the executive officers.

iii. All committees will be required to meet as often as seen fit by their respective officer

v. All general members and officers will be required to meet a minimum of once per month. However, more meetings may be called if necessary or if situations that need immediate attention arise.

## **Article VIII: Advisor**

The UT advisor for this organization shall be decided upon by the executive officers of the organization.

## **Article IX: Amendments**

This constitution may be amended in rule by no less than 2/3 vote of all official members. It is further understood that if this organization desires at any time in the future to change in any way the provisions of this charter, that before such action is taken, the organization will submit for approval to the Office of Student Involvement & Leadership every detail of the desired changes to be made.

## **Article X: Parliamentary Authority**

This organization will conduct business through informal processes as established by the executive officers.

## **Article XI: Playing Time**

Several Factors will be taken into consideration when determining playing time for players.

- i. Players must attend practices regularly to earn playing time
- ii. Players must participate in a minimum of 80% of fundraisers

- iii. Players must participate in any service projects
- iv. Players must meet academic requirements as laid out by the NCSA

**Revised by:**

Melia Rucker & Ashley Trottier February 1<sup>st</sup>, 2018

Melia Rucker February 12<sup>th</sup>, 201

Melia Rucker September 9, 2018

Melia Rucker September 11, 2018

Melia Rucker September 15, 2018

Melia Rucker January 8, 2019