



# Constitution

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## **A) LONDON SOFTBALL LEAGUE CONSTITUTION**

### **1) NAME**

The name of this League is the London Softball League (LSL).

### **2) FUNCTION**

The LSL is established to carry out the following functions:

- a) the promotion of softball in the London area;
- b) the organisation, control and management of softball for the teams that have met the membership criteria and joined the League in the London area;
- c) liaison with the British Softball Federation, Baseball Softball UK and other official sporting bodies;
- d) liaison with other softball leagues;
- e) promoting and ensuring the highest standards of technical competence and safety in the game;
- f) upholding and enforcing the rules of the game.

### **3) MEMBERSHIP**

Membership of the LSL is open to all teams engaged in the sport of mixed gender slowpitch softball, provided they comply with this constitution, the rules of the game and the standing orders of the LSL.

- a) Members may be admitted to the LSL at the discretion of the LSL committee
- b) All applications for membership shall be submitted by the date set, and communicated to the members, by the LSL committee prior to the start of each season and accompanied by the appropriate annual membership fee. The league fee shall be waived for Youth Teams.
- c) Once admitted to the league a team shall be a member of the league for that year.
- d) Each member team shall appoint one representative to attend Special or Annual General Meetings: an appointed substitute representative may attend and vote at the meetings, provided the Chair is informed at the beginning of the meeting.
- e) All LSL meetings are open unless otherwise provided.
- f) To represent the LSL on any body, members must be a delegate of the LSL. Delegates can only be appointed by the LSL committee or by a majority vote at a General meeting.
- g) All member teams must affiliate to the British Softball Federation.
- h) All member teams must have at least two qualified umpires on their roster (qualified in line with the requirements set out in the Standing Orders) with the exception of teams in their first year of LSL membership if they enter the Minors league, and youth teams.



#### 4) SUSPENSION, REFUSAL OR TERMINATION OF MEMBERSHIP

- a) The LSL, acting via the LSL committee, shall be entitled to:
  - i. refuse any application for membership on the grounds that such an admission would be prejudicial to the interests of the LSL;
  - ii. refuse renewal of any existing membership or terminate any membership provided that the team representative concerned shall have the right to be heard by the full LSL committee before a final decision is made. The team may apply for reinstatement of membership at a General Meeting;
  - iii. require the replacement of any representative of the team concerned

Any LSL team that fails to pay the required fees by the date set by the LSL Committee at the start of each season shall forfeit its right to representation on the committee and at General Meetings and the team will be barred from taking part in any LSL event until such fees are paid. Game points are void until League fees are paid in full.

- b) All players and officials of teams under suspension or disqualification shall be barred from taking part in any game under the control of the LSL.
- c) Any member team not registering the required number of qualified umpires prior to the start of the season may have their membership suspended, at the discretion of the Committee. Refusal to supply umpires may result in termination of membership.

#### 5) GENERAL MEETINGS

- a) Annual General Meeting (AGM)

The AGM shall be held each year at such time and place as determined by the LSL committee. At each AGM the following business shall be conducted:

- (i) receive and confirm minutes of the previous AGM;
- (ii) presentation of accounts of the LSL for the previous year;
- (iii) presentation of budget forecast for the following year;
- (iv) receive the Director's report of the work done in the previous season;
- (v) election of officers;
- (vi) make, amend, rescind the constitution;
- (vii) make, amend or rescind any standing orders/rules;
- (viii) any other business brought before the meeting which has been submitted in writing and in the hands of the Secretary, by the representative of a member team, no less than seven days prior to AGM, and any other business deemed relevant by the Director.



b) Extraordinary General Meeting (EGM)

An EGM may be called upon the written demand of:

- (i) 20% of the membership;
- (ii) the Director; or
- (iii) by a two thirds majority of the LSL Committee

When an EGM is called, a minimum of 21 days' notice will be given to members, stating the nature of the meeting. Seven days' notice may be given where the Director considers the nature of the business urgent and this timescale is not unreasonable.

## 6) RULES OF PROCEDURE AT GENERAL MEETINGS

- a) A minimum of 21 days' notice (or seven days in the case of Section 5.b.iii of this Constitution) must be given to all member teams / representatives regarding the date, time and location of general meetings.
- b) The Director shall chair the meetings, or in their absence the Secretary or a nominee from and by the LSL committee.
- c) Each member team shall designate one person to serve as team representative for all AGMs and EGMs. All representatives must register with the Secretary prior to the start of each meeting. An appointed substitute representative from the same team may attend and vote provided the Chair is informed at the beginning of the meeting. Any committee member may act as a team representative for the team to which they are rostered, except the Chair.
- d) Any team that does not have a representative registered at the AGM will be deducted a point at the start of the following season, should they re-register.
- e) Each team shall have one vote.
- f) All votes shall be determined by a simple majority: in the event of a tie, the Chair may exercise a casting vote.
- g) The quorum shall be one-third or 15 such members whichever is the smaller.
- h) The Secretary shall keep minutes of meetings and record all proceedings and resolutions.
- i) Players wishing to submit AOB (outside of their member teams representative) must submit, in writing, to the Secretary no later than 7 days before the AGM date. The committee will discuss all submitted items and reserves the right to add them to the AGM agenda.
- j) **Once a matter has been voted on at the AGM, a motion for the same proposal cannot be brought to the AGM the following season, unless there has been a material change to the circumstances behind the motion. For consideration at the AGM, the proposed amendment must pass committee vote by a simple majority** or the item must wait until the next eligible AGM where the item can be resubmitted for discussion or vote as per rule 5.a.vii.
- k) Attending the AGM is open to team member representatives, committee members and invited guests by the committee. Any person or player who is not a team representative



wishing to attend the AGM can request an invite by submitting a request and reason for attending to [secretary@londonsoftball.co.uk](mailto:secretary@londonsoftball.co.uk). This request must be approved by the committee in advance of the AGM.

## 7) ELECTION OF OFFICERS TO LSL COMMITTEE

- a) The majority of members of the LSL committee shall be individuals rostered to teams that are members of the LSL, as set out in clause 3 of this Constitution. Individuals who are not currently rostered to an LSL team but who have an interest in the league, and have relevant skills and experience, may be elected to committee posts with the exception of the following posts, which must be filled by current rostered players or team administrators: Director, General Officer (majors or minors), Technical Officer.
- b) The committee will notify league members of the list of committee positions in advance of the AGM and request nominations, to be submitted in writing to the Secretary with a brief supporting statement.
- c) The Secretary shall send all representatives a list of all nominations and statements not less than 7 days prior to AGM.
- d) The election of candidates to the LSL committee shall be by paper ballot **or electronic voting (as the committee deems appropriate)** of all those present and entitled to vote.
- e) In the case of any positions for which no nominations have been received in advance of the AGM, nominations may be received at the meeting itself and must be seconded.
- f) Committee nominees must be seconded at the AGM by non-committee members
- g) Committee nominees can only stand for one position at any given time. This does not prevent committee members from fulfilling the work of another committee role, should that role be vacant or additional help is required.

## 8) MEMBERS OF THE LSL COMMITTEE

The LSL committee shall consist of the following positions as a minimum:

- Director
- Secretary
- Treasurer
- Technical Officer
- Fixtures and Results Officer
- Communications Officer
- General Officer representing a Majors team
- General Officer representing a Minors team

A full list of committee positions will be set out in the Standing Orders, with positions to be reviewed annually and added, amended or removed in response to the changing needs of the league.

- a) All members of the LSL committee must be elected annually at the LSL AGM from a list of nominees and shall hold office from election until the conclusion of the subsequent year's AGM.



- b) The LSL committee may co-opt new committee members to fill any vacancies arising during the year, with the exception of the Director post. Any such appointments will terminate at the end of the AGM or sooner as appropriate. Vacancies should be advertised to the league membership and new members must be approved by two-thirds of the remaining committee members.
- c) If the Director resigns or is removed from the committee during the year, the committee will vote on whether to continue to operate without a Director until the next AGM or to call an Extraordinary General Meeting to elect a new Director.
- d) No member of the LSL committee shall receive any remuneration from the LSL. Reasonable expenses incurred in the carrying out of LSL activities will be reimbursed on approval; evidence of the expenditure such as receipts etc. will be required.
- e) Any member of the LSL committee may also be a direct supplier or an officer, director, paid worker or employee of a company supplying a paid service to LSL, but must declare any conflict of interest and withdraw from any discussion and votes involving activities which they or their company have a financial interest in.
- f) Should a committee member fail to attend and participate in committee meetings, or not perform the duties expected of them within their role, the committee may vote to remove them from the committee and make the post vacant. In the first instance the committee member will be warned by the current Director (unless that person is the Director, in which case refer to section g) and if the committee member continues to miss meetings or fail in their duties then the Director can call a committee vote on whether to require the committee member to step down and make the post vacant. Such a vote will require a two thirds majority of committee members to pass.
- g) If the Director is failing in their duties or failing to attend meetings, any committee member can call a vote on whether the Director should be removed from their post and the post made vacant. Such a vote will require a two thirds majority of committee members to pass.
- h) Should any committee member be found to have seriously breached the LSL or BSF Code of Conduct (subject to the appeals process), a vote will be held at the next committee meeting on whether to remove them from their post.

## **9) PROCEDURE OF THE LSL COMMITTEE**

- a) The Director shall act as Chair to the committee: in the director's absence they shall nominate another member of the committee to act as chair
- b) The Secretary should give committee members at least 14 days' notice of any meeting of the LSL committee; in an emergency the Director may call a meeting at 4 days' notice.
- c) The quorum at any meeting shall be one third or 6 of those members of the committee entitled to vote at a meeting, whichever is the smaller.
- d) Committee meetings may be held in person, or using phone / video conferencing facilities, or a combination of these.
- e) A record of attendance at committee meetings (in person or via phone / video) will be kept by the Secretary.
- f) All members of the LSL committee as listed in Section 8 above shall be entitled to vote, any matters arising determined by a simple majority. In the event of a tie, the Chair shall have a casting vote.



- g) Members may abstain from voting but no member shall have the power to veto.
- h) The committee may use other forms of communication to vote on issues arising in between meetings, for example an online discussion forum. In such circumstances, the Director will state a timeframe for responses to the vote and at least 50% of committee members must participate in the vote for it to be considered valid.
- i) The Director does not have a casting vote on any matters, except where a committee vote is tied. In that event, the Director has one tie-breaking vote. If the Director's role is shared, there is only one tie-breaking vote for that role.
- j) At the final committee meeting prior to the AGM, the budget forecast for the following year shall be agreed by simple majority vote of the committee.
- k) The budget forecast shall be monitored throughout the year. If an expenditure exceeds the forecasted budget, the expenditure must be agreed by simple majority vote of the committee.

## **10) STANDING ORDERS AND RULES OF THE LSL**

- a) The Standing Orders and Regulations Governing Play do not form part of the Constitution. The committee has the power to adopt, issue and vary Standing Orders and Regulations Governing Play.
- b) Any changes to the Standing Orders and Regulations must be approved by the committee at a committee meeting and will require the approval of at least 50% of the committee members in post.
- c) The committee will ensure that league members are given adequate notice of changes to the Standing Orders and Regulations and will not ordinarily make or implement any formal changes to Regulations during the league season. Some clarifications or minor adjustments may be made in exceptional circumstances.

## **11) SPECIAL AND STANDING COMMITTEES**

The LSL committee may appoint sub-committees or working groups, as it may deem necessary, to deal with the matters of the LSL. The proceedings of all such committees shall report to the LSL committee. Sub-committees and working groups may include non-committee members but must be chaired by a current committee member.



## B) Version Control

For purposes of version control and tracking, the following outlines recent changes to the Constitution.

Year	Summary of changes
2007	Creation of a Development Officer role (Section 8)
2008	No changes
2009	No changes
2010	<p>a) Umpire exclusion now limited to new LSL Minors teams and Youth teams. New LSL Majors teams must always provide 2 umpires. (Section 3h)</p> <p>b) Three (3) General Officers to be replaced by two (2) General Officers from each of the Majors and Minors groups – resulting in four (4) General Officers in total. (Section 8)</p> <p>c) New section added to clarify voting procedure for issues affecting only one group within the league (Section 8f)</p>
2011	No changes
2012	Unclear from records whether changes were made
2013 – 2016	Records unclear but no version of Constitution found more recent than 2012 version
2017	<p>Minor grammatical changes throughout</p> <p>(5) Removed implication audited accounts are required</p> <p>(7) Simplified nomination process</p> <p>(8) Committee roles – full list moved to Standing Orders. New requirement to advertise committee vacancies, two thirds majority of committee to vote co-opted members, co-opted members can vote.</p>





2018	a) Approved at AGM: Addition of clause 6(d): Any member team that does not have a representative registered at the AGM will be deducted a point at the start of the following season, should they re-register.
2019	<p>a) Change of name from League from Greater London Softball Mixed League to London Softball League</p> <p>b) Change from GLSML to LSL</p> <p>c) Minor grammatical and wording clarifications</p> <p>d) Section 7(a) amendment on committee member posts in which the majority of committee roles must be filled by registered players on a registered LSL team while some roles can be filled by ex players or people from the softball community.</p> <p>e) Section 8 (c) &amp; (d) Clarification on procedure of filling vacant committee vacancies during the year</p> <p>f) Section 8 (f), (g) &amp; (h) additional clause on the removal of committee members, including procedure, if in breach of code of conduct, non attendance of meetings and failing to meet duties</p> <p>g) Clause 8 (f) 2018 - removal of clause regarding Majors/Minors voting rights. Committee felt this was ambiguous and was already covered under clause 9</p> <p>h) Section 10 - Standing Orders and Regulations. Addition of lines saying you need more than 50% of votes of committee in order to pass rule change and that rule changes will not be implemented during the season</p>
2020-2022	No changes
2023	a) Section 7 (f) & (g) additional clause on the election of committee members



	<p>b) Section 9 (l) additional clause to reflect how the committee cooperates in practice</p> <p>c) Clause 5 (a) (vii) addition of the wording “by the representative of a member team”. This is to clarify that AOB items must be submitted on behalf of the member team.</p> <p>d) Section 6 (i) additional clauses on the rules of procedure at general meetings to allow for non-representative players to submit AOB to outside of the representative member (as now required in clause 5(a)(viii)).</p> <p>e) Section 6 (j) additional clauses on the rules of procedure at general meetings to prevent proposals from being submitted repeatedly.</p> <p>f) Section 6 (k) additional clauses on the rules of procedure at general meetings to limit the invitation to team representatives, unless others make an advance request, in the interest of space.</p>
2024	No changes
2025	<p>a) Section 6 (j) to allow committee to approve repeat submissions in consecutive AGMs if significant changes in the circumstances.</p> <p>b) Section 7 (d) to allow electronic voting at the AGM.</p> <p>c) Section 5 (a)(iii), Section 9 (j) &amp; (k) added regarding budgeting and forecasting responsibilities.</p>