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CONSTITUTION/ BY-LAWS OF THE METRO DETROIT AMATEUR SOFTBALL ASSOCIATION

ARTICLE 1 – Name

The name of this association shall be known as “THE METRO DETROIT AMATEUR SOFTBALL ASSOCIATION”. It shall hereinafter be referred to as the Association, Metro Detroit ASA, or MDASA.

Mission Statement

It is the mission of the Metro Detroit Amateur Softball Association to provide assistance to and a quality softball experience for youth and adult teams, umpires, agencies, complexes, and supporters of the game of softball. Also to develop, direct, and promote the sport of softball to ensure maximum participation, optimal performance, and educational excellence.

ARTICLE II – Vision Statement

The objectives of this Association shall be to work with the Michigan Recreation and Park Association (MRPA) surrounding associations within our region, the Amateur Softball Association of America (ASA); and assist in the following programs in the Detroit area and in our state.

1. To foster national or international softball competition including the Olympic program through cooperation with the ASA national office.
2. To annually promote tournaments to determine metro/state champions for men, women, and Jr. Olympic Softball in the number of classes to be determined by the MDASA Board of Directors.
3. To establish rules and regulations for the conduct of, and to assist in the promotion of local, metro/state tournaments.
4. To assist the ASA in the formation of the rules for the game of softball.
5. To keep the game on a high amateur level, and out of the hands of private promoters interested in personal gain.
6. To educate the public regarding the excellent qualities of the game as an effective Recreational medium for people of all ages.
7. To assist in the promotion of all types of softball leagues in the metro Detroit area.

ARTICLE III – Jurisdiction

The jurisdiction of this Association:

1. Shall be limited to only those member teams and umpires whose membership dues are paid in full.
2. Shall be limited to the proper conduct of tournaments to decide metro/state champions in various classes and/or any sanctioned invitational tournament.
3. Shall not be over players or teams during their regular league or summer schedules except:
 - A. As deemed necessary for them to qualify for metro or sanctioned tournament play.
 - B. To conduct player or team suspension hearings when requested or appropriate. The right of due process must be followed. A hearing must be held at the local level prior to being submitted to the MDASA board for further review.
4. Shall be over the game of softball, slow, fast, and modified pitch or any other size ball.

ARTICLE IV – Membership and Dues

1. **MEMBERSHIP.** Membership in the Metro Detroit Amateur Softball Association shall be limited to amateur players, amateur teams, umpires and those individuals and/or affiliated members interested in the promotion of the game of softball.
2. **DEFINITION OF “AMATEUR”** “Amateur” shall mean an appropriate applicant who is or that is engaged in the sport of softball solely for the physical or social benefit derived there from and for whom softball is nothing more than an avocation.
3. The annual dues for membership in the Association shall be set by the Metro Detroit Board of Directors. Dues are paid for one calendar year, January 1 to December 31, and are paid by teams, umpires, and individual players. The fee includes all appropriate ASA fees and materials.
4. There shall be NO restrictions as to age, sex, color, creed, or nationality for membership in this Association.
5. Team registration deadline shall be determined annually by MDASA.
6. Agencies conducting local tournaments shall pay to this Association a tournament sanction fee which is set by the Board of Directors. The Board of Directors may waive such fee whenever appropriate, although any national assessment fee can not be waived.
7. Association membership enables teams to be eligible for participation in local tournaments provided they adhere to established tournament policies and procedures as outlined in the official tournament rules (i.e. roster and classification deadlines, etc.).

ARTICLE V – Government and Duties of Officials

1. The Board of Directors shall be responsible for the organization of and assignment and control of all MDASA sponsored tournaments as well as the establishment of classification codes, therefore, the Board of Directors shall provide for and control the conduct of MDASA sanctioned invitational tournaments, they shall provide for the financial solvency of the MDASA and shall in all other respects, manage the property, business and affairs of the MDASA.
2. **Officers** - Officers of the MDASA shall be elected from the Board of Directors and shall consist of: a) President; b) President-Elect; c) Treasurer; d) Immediate past President; and e) Secretary.
3. **Evaluations** - The MDASA Commissioner shall annually evaluate the performance of any member of the MDASA Board of Directors. The evaluation process shall include at least the following considerations.
 - A. Communications.
 - B. Distribution of MDASA materials.
 - C. Attendance at all required meetings.
 - D. Preparation and submission of required MDASA reports.
 - E. Fulfillment of financial responsibilities and reports to MDASA.
 - F. Public Relations Skills.
 - G. MDASA Visibility.
4. **SUSPENSION AND REMOVAL.** The MDASA Commissioner shall have the power to suspend or remove, with cause, any member of the MDASA Board of Directors, at any time.
5. **RIGHT OF APPEAL.** If any member of the MDASA Board of Director’s during their term, has been suspended or removed from the Board of Directors they may appeal the suspension or removal and request a hearing as provided for herein:
 - A. Upon written request of the person suspended or removed, the MDASA President shall appoint a Hearing Suspension Board, which shall consist of three members of the MDASA Board of Directors. The president shall preside over the hearing. The written request for the hearing shall contain a concise statement of objections to the action taken and a statement by the person appealing the

action that he or she will abide by the procedure, rules and regulations and the decision of the Hearings Board and these Bylaws.

- B. Upon the receipt of a notice, the MDASA President shall notify the MDASA Commissioner of the appeal. The MDASA Commissioner shall be responsible for presenting the reasons for the suspension or removal at the requested hearing.
 - C. Within thirty days of receipt of the notice of appeal, the MDASA President shall set a mutually agreed upon date and site for the hearing.
 - D. All parties will be notified in writing at least ten days prior to the scheduled date of the hearing.
 - E. The person appealing the action shall be entitled to be present at the hearing, Examine all documents and witnesses and present such evidence and witness as may be reasonable. Counsel may represent the person appealing.
 - F. The Hearing Suspension Board, after considering all the relevant evidence, shall, within ten days after the closing of the hearing, render one of the following decisions:
 - 1. Rule the suspension or removal unwarranted and immediately reinstate the suspended or removed person;
 - 2. Withdraw the suspension or removal and, if appropriate, issue a reprimand.
 - 3. Uphold the suspension or removal.
 - G. A majority vote of the Hearing Suspension Board shall be required for all actions.
 - H. The decision of the Hearing Suspension Board shall be final and shall not be appealed to any court of law.
 - I. If for any reason either party postpones the hearing, a new hearing date shall be set within fifteen days. A second postponement by the same party may result in judgment against that party.
6. **PROXIES.** May only be obtained by submitting a written or verbal request to person to whom a proxy is given must be a current member of the MDASA Board of Directors. Proxies shall have full voting privileges at the Board Meeting for which they are appointed.
7. **BOARD OF DIRECTORS.** The Board of Directors shall consist of the following members.
- A. Commissioner
 - B. Associate Commissioner
 - C. President
 - D. Immediate Past President
 - E. President-Elect
 - F. National At-Large Player Representative(s), if applicable
 - G. Treasurer
 - H. Secretary
 - I. Umpire in Chief
 - J. Junior Olympic Representative
 - K. MRPA/MDASA Liaison
 - L. Tournament Coordinator
 - M. Region Umpire-in-Chief
 - N. Local Player Rep
 - O. At Large Board Member(s)

The **EXECUTIVE COMMITTEE** shall consist of the Commissioner, Associate Commissioner, President, Treasurer, and Secretary. The Executive Committee shall only meet/make a decision if deemed necessary by the Commissioner for the betterment of the association. Such actions will then be reviewed at the next Executive Board meeting.

8. **SPECIFIC DUTIES.**

A. Commissioner

1. Qualifications
 - a. As determined by ASA code
 - b. Appointed by National ASA Office
2. Duties
 - a. Shall have direct authority over all local Metro Detroit tournaments and shall approve team representatives from Metro Detroit to participate in ASA Regional and/or national tournaments.
 - b. Is the official MDASA representative to the ASA National office.
 - c. Shall assist the President, President-Elect, Secretary and Treasurer in the fulfillment of their duties.
 - d. Shall appoint Board of Director members.
 - e. Shall attend meetings and maintain close communication with MASA, members of region, National ASA (voting council member) and other affiliated Associations.
 - f. Shall develop and maintain historical records for the association.
 - g. Shall maintain records of duties performed while serving in this capacity that will provide direction and assistance to a successor.
 - h. The Commissioner shall have the authority to make any recommendation for the betterment of the local association.

B. Associate Commissioner

1. Qualifications
 - a. Shall have served on the MDASA Board of Directors for a minimum of three (3) years.
 - b. Shall have served at least one (1) term as President of MDASA.
 - c. Shall be appointed by the Commissioner following notification of the MDASA Board of Directors.
2. Duties
 - a. Shall represent the Commissioner when requested and perform the duties of Commissioner in his temporary absence or inability to act.
 - b. Shall attend National ASA meetings as required by the commissioner.
 - c. Shall serve as chairperson of the MDASA Insurance Committee.
 - d. Shall be the chairperson of the MDASA Long Range Planning Committee.
 - e. Shall maintain records of duties performed while serving in this capacity that will provide direction and assistance to a successor.

C. Umpire-in-Chief

1. Qualifications
 - a. Must have served a minimum of three (3) years as a registered Metro Detroit umpire.
 - b. Must have served a minimum of one (1) year on the MDASA Umpire Staff.
 - c. Shall be appointed by the Commissioner following notification of the MDASA Board of Directors.
2. Duties
 - a. Shall serve as the spokesperson to the Board of Directors for all umpires registered with MDASA.
 - b. Shall, in conjunction with the Metro Detroit Commissioner, have the authority to change or alter tournament assignments, when it is in the best interest of MDASA for a successful administration of any tournament.
 - c. Shall review and recommend umpires to local, state, regional and national tournaments.
 - d. Shall conduct umpire clinics annually within the boundaries of Metro Detroit association.

- e. Shall disseminate information and materials received from the national office to all registered MDASA Umpires.
- f. Shall be the chairperson of the MDASA Rules Committee.
- g. Shall attend meetings and maintain close communication with MASA, members of the region, National ASA and other affiliated associations.
- h. Shall submit an annual budget to the Chairperson of the Finance committee each calendar year.
- i. Shall coordinate any umpire related activities that may be required when MDASA hosts a regional, national qualifying or national tournament.
- j. Shall attend the National ASA meeting as required by the commissioner.
- k. Shall maintain records of duties performed while serving in this capacity that will provide direction and assistance to a successor.
- l. Shall annually appoint members to the umpire staff.

D. National Player Representatives (If applicable)

- 1. Qualifications
 - a. Must be an active player and the roster must be on file with the National Office by July 15 of the current year.
 - b. Must have a committed interest in the administration of the ASA program as related to player issues and concerns.
 - d. Shall be appointed annually by the Commissioner following notification of the MDASA Board of Directors.
- 2. Duties
 - a. Shall serve as the spokesperson to the Board of Directors for softball players in the Metro Detroit area.
 - b. Shall attend meetings and maintain close communication with MASA, the Great Lakes Region, National ASA and other affiliated associations.
 - c. Shall maintain records of duties performed while serving in this capacity that will provide direction and assistance to a successor.
 - f. Shall attend the National ASA meeting as a voting council member.

E. Junior Olympic Commissioner

- 1. Qualifications
 - a. Shall be appointed annually by the Commissioner following notification of the MDASA Board of Directors.
 - b. Must have served on Board of Directors for a minimum of two (2) years.
 - c. Must have one (1) year experience with the Junior Olympic program.
- 2. Duties
 - a. Shall serve as the spokesperson to the Board of Directors and the National ASA for Junior Olympic Softball in the Metro Detroit area.
 - b. Shall administer all individual registrations for the RegisterASA.com program.
 - c. Shall be responsible for the Metro Detroit Junior Olympic softball program as dictated by the ASA code.
 - d. Shall administer all aspects of the Metro Detroit Junior Olympic tournament program such as:
 - Site selection of any national or local Metro Detroit Junior Olympic tournament play.
 - Develop a publicity program for the Metro Detroit Junior Olympic tournament program.
 - Secure sponsors whenever possible.
 - Secure softballs, trophies and other supplies necessary to the operation of the Metro Detroit Junior Olympic tournament program.
 - e. Shall represent MDASA at all regional and territory meetings; and shall be eligible for appointment to regional and territorial committees.
 - f. Shall serve as the Chairperson of the MDASA scholarship and Junior Olympic committees.
 - g. Shall maintain records of duties performed while serving in this capacity that will provide direction and assistance to a successor.

- h. Shall attend the National ASA meeting as required by the commissioner.
- i. Shall oversee the Field Owners Insurance program; direct contact with ASA insurer
- j. Shall oversee the JO team insurance program.

F. MRPA/MDASA Coordinator

- 1. Qualifications
 - a. Must be a full time MRPA staff person.
- 2. Duties
 - a. Must fulfill MRPA/MDASA contractual requirements.
 - b. Shall maintain records of duties performed while serving in this capacity that will provide direction and assistance to a successor.
 - c. Shall submit registration reports to the board at all meetings.
 - d. Shall perform any other duties as noted in the contract with MDASA.

G. President

- 1. Qualifications
 - a. Shall have served as member of Board of Directors for a minimum of two (2) years.
 - b. Must have a genuine interest and knowledge of the MDASA program.
 - c. Elected by the Board of Directors at the December board meeting.
- 2. Duties
 - a. Shall preside over all MDASA Board of Directors meetings.
 - b. Shall develop Ad Hoc Committees as needed.
 - c. Shall be responsible for developing and e-mailing Board of Directors meeting agendas at least seven (7) days in advance of meeting.
 - d. Shall attend the National ASA meeting as required by the commissioner.
 - e. Shall assume such other duties, which may be necessary in the best interests of MDASA.
 - f. Shall maintain records of duties performed while serving in this capacity that will provide direction and assistance to a successor.
- 3. Term of Office

The President shall serve a term of two years and is eligible for re-election after being out of office for two years.

H. President-Elect

- 1. Qualifications
 - a. Shall have served as member of Board of Directors for a minimum of two (2) years.
 - b. Must have a genuine interest and knowledge of the MDASA program.
 - c. Elected by the Board of Directors.
- 2. Duties
 - a. Shall assist the President and shall, in the order of his office, perform the duties of the President in his temporary absence or inability to act.
 - b. Shall assume such other duties, which may be necessary in the best interests of MDASA.
 - c. Shall attend the National ASA Meeting as required by the commissioner.
 - d. Shall maintain records of duties performed while serving in this capacity that will provide direction and assistance to a successor.
- 3. Term of Office
 - a. The President-Elect shall serve a term of two years and will become President at the end of the two-year period.

I. Tournament Coordinator

- 1. Qualifications
 - a. Shall be appointed annually by the Commissioner following notification of the MDASA Board of Directors.
 - b. Shall be a current member of the Board of Directors.
 - c. Must have genuine interest and knowledge of the MDASA program.

2. Duties

- a. Shall administer all aspects of the Metro Detroit tournament program such as:
 - *Site selection of any national or Metro Detroit tournament play.
 - *Develop a publicity program for the Metro Detroit tournament program.
 - *Secure sponsors whenever possible.
 - *Secure softballs, trophies, and other supplies necessary to the operation of the Metro Detroit tournament program.

J. Treasurer

1. Qualifications

- a. Shall be a current member of the Board of Directors.
- b. Must have genuine interest and knowledge of the MDASA program.
- c. Elected by Board of Directors at the December board meeting.

2. Duties

- a. Shall keep an accurate account of all monies received and disbursed by MDASA.
- b. Shall issue checks for the payment of bills/invoices.
- c. Shall serve as Chairperson of the MDASA Finance Committee.
- d. Shall assist the MRPA with processing of team and umpire registrations.
- e. Shall provide a written monthly report of the current status of the Association's finances.
- f. Shall provide a written budget summaries of MDASA sponsored programs and events.
- g. With assistance from the Finance Committee, shall prepare and submit to the board of Directors an annual budget for the Association. Copies of the budget must be received by members of the Board of Directors a minimum of seven (7) days prior to the December Board Meeting.
- h. Shall attend the National ASA meeting as required by the commissioner.
- i. Shall maintain records of duties performed while serving in this capacity that will provide direction and assistance to a successor.
- j. Shall prepare annual financial reports to the national ASA office; and file appropriate IRS tax forms.
- k. Shall oversee the MDASA scholarship program.
- l. An Associate Treasurer shall be appointed by the commissioner to assist the Treasurer's efforts.

3. Term of Office

- a. The Treasurer shall serve a term of two years and is eligible for re-election.

K. Immediate Past President

1. Qualifications

- a. Shall have served as President of the Association during the previous year.

2. Duties

- a. Shall develop a slate of officers for election by the Board of Directors. The ballot for the election of officers must be presented to the Board of Directors at least seven (7) days prior to the December board meeting
- b. Shall assist the President Elect with planning and organizing the Softball Workshop (if offered).
- c. Shall assist the Chairperson of the MDASA Hall of Fame Committee with planning and organizing the Hall of Fame Banquet, including the list of candidates.
- d. Shall maintain records of duties performed while serving in this capacity that will provide direction and assistance to a successor.

L. Secretary

1. Qualifications

- a. Shall be a current member of the Board of Directors.
- b. Must have genuine interest and knowledge of the MDASA program.
- c. Elected by Board of Directors at the December board meeting.

2. Duties

- a. Shall take minutes for all Board of Directors and Executive Board meetings.
- b. Shall provide copies of the minutes to all members of the Board of Directors within 14 days following the meeting for review. Also to include a detailed list what items need addressed.
- c. Shall submit a report of the Association's annual meeting to the commissioner; and in turn to the National ASA office.
- d. Shall e-mail correspondence to members of the Board of Directors as required.
- e. Shall maintain records of meeting attendance.
- f. Shall maintain records of duties performed while serving in this capacity that will provide direction and assistance to a successor.

3. Term of Office

The Secretary shall serve a term of two years and is eligible for re-election.

M. At-Large Executive Appointments

1. Qualifications
 - a. Must be interested in promoting all aspects of the MDASA softball program.
 - b. Appointed by President following notification by Board of Directors.
2. Duties
 - a. Must be willing and able to assist in any or all MDASA softball endeavors.

N. Region Umpire-in-Chief

1. Qualifications
 - a. Current Regional Umpire-in-Chief to serve on local governing board (if able to attend meetings).
2. Duties
 - a. To keep the local association up to date on any issues pertaining to the National office, and more specifically, umpires.

O. Local Player Rep

1. Qualifications
 - a. A local player representative shall be appointed annually by the commissioner and must be an active player.
 - b. Must have a committed interest in the administration of the ASA program as related to player issues and concerns.
2. Duties
 - a. Shall serve as an additional spokesperson to the Board of Directors for softball players in the Metro Detroit area.
 - b. Player representative shall represent their local association at all regional and territorial meetings and shall be eligible for appointment to regional and territorial committees.
 - c. Shall maintain records of duties performed while serving in this capacity that will provide direction and assistance to a successor.

ARTICLE VI – Committees

The following shall be standing committees of the Board of Directors:

<u>Committee</u>	<u>Chairperson</u>
1. Finance	Treasurer
2. Suspensions	Associate Commissioner
3. Constitution/Long Range Planning	Associate Commissioner
4. Tournaments	Tournament Director
5. Rules	Umpire-In-Chief
6. Hall of Fame	By appointment, assisted by Immediate Past-President.
7. Insurance	Associate Commissioner
8. Junior Olympic	Junior Olympic Commissioner
9. Technology	By appointment
10. Elections	Co-Chairs – Past President and President
11. Scholarship	Treasurer
12. Grants	Associate Treasurer

The President and/or Commissioner may establish program or other ad-hoc committees as needed. The President shall annually appoint chairpersons to those Standing Committees when, as established by this Constitution, said duties are not inherent of a particular Director's position. It shall be the responsibility of each Standing Committee chairperson to periodically schedule meetings of the committee as a whole as needed. It is further recommended that these meetings immediately precede or follow the monthly meetings of the Board of Directors.

ARTICLE VII – Meetings

There shall be at least six (6) meetings per calendar year of the MDASA Board of Directors.

1. An annual meeting of this association shall be scheduled and will include members of the Board of Directors.
2. Notice of MDASA Board of Directors meetings shall be given to the membership at least seven (7) days in advance of the meeting. Recommend all communication by email.
3. Roberts Rules of Order shall prevail at all Association meetings except where otherwise noted in this document.
4. In all meetings of the Board of Directors, at least 1/3 of the voting members shall be present to conduct association affairs.
5. All members of Board of Directors shall be voting members.
6. Special meetings of the Board of Directors shall be at the discretion of the President, the MDASA Commissioner, or MDASA Associate Commissioner. Said notice shall include a statement of purpose for the meeting. At least six (6) members of the Board of Directors must be present in order to conduct affairs related to this association. All members must be notified of special meeting at least 48 hours in advance.
7. Mail or electronic vote may be taken when ordered by the president, a mail or electronic vote on any action that might lawfully be taken at any regular meeting of either the MDASA Executive Committee may be taken. If and when a mail or electronic vote is taken, the MDASA President shall:
 - a. Mail or contact electronically each member of the MDASA Board of Directors or the MDASA Executive Committee (whichever is involved) a clear statement of the question to be decided.
 - b. Close the vote and set a deadline for the vote to be returned.
 - c. Immediately notify all members of the MDASA Board of Directors of the MDASA Executive Committee (whichever is involved) of the results.
 - d. File the results and upon request make available to any member a copy (s) of the mail or electronic vote.

ARTICLE VIII – Elections

Elections for the offices of President Elect, Secretary and Treasurer shall be conducted at the December meeting of the Board of Directors.

ARTICLE IX – National Meetings

The Commissioner based upon merit and the Association’s financial condition will determine participation at national meetings for members of the Board of Directors whose attendance is not required by the constitution.

ARTICLE X – Classification Appeals Committee

There shall be a Classification Appeals committee consisting of the MDASA Commissioner or his designee, who shall be the chairperson and minimum to two (2) designees selected by the MDASA Commissioner. The Classification Appeal committee shall consider and rule upon all classification appeals properly presented. Decisions of the Classification committee shall be final.

ARTICLE XI – ASA Code and MDASA Tournament Regulations

The Metro Detroit Amateur Softball Association (MDASA) adheres and abides by all rules and regulations of the Amateur Softball Association unless specifically covered in the official publications of the Metro Detroit Amateur Softball Association.

ARTICLE XII – Official Umpires

Only MDASA/ASA registered umpires shall be used in tournaments under MDASA authority.

ARTICLE XIII – Notices

All notices of meetings required to be given by these bylaws shall be distributed by mail or electronic notification to the addressee at his or her last address as it appears on the books of the MDASA.

ARTICLE XIV – Amendments

Amendments to this constitution may be made by 2/3’s majority vote of the Board of Directors. Proposed amendments shall be submitted in writing to the members of the Board of Directors at least fourteen (14) days prior to the date that the amendment vote will take place.

ARTICLE XV – Existence

I. TYPE OF EXISTENCE

The Metro Detroit Amateur Softball Association shall exist as a non-profit organization limited to the purpose as stated in our mission and vision statement. Also, not to empower the organization to engage in other activities.

II. TERM OF EXISTENCE

The Metro Detroit Amateur Softball Association shall have a perpetual existence.

III. DISSOLUTION

Upon any such dissolution of this organization, all assets and equipment shall be distributed to the Amateur Softball Association, which is the designated national office for the Amateur Softball Association in Oklahoma City, Oklahoma; a recognized corporation with tax-exempt status.



“The Best in Softball”