

Battlefords Minor Softball Association Inc

BYLAWS

(Revised November 13, 2023)

1.0 EXECUTIVE ELECTIONS

1.1 ELECTION PROCESS

The outlined process shall be followed at an Annual General Meeting of BMSA.

- 1.1.1** A list of potential candidates shall be presented and considered for the respective Executive position
- 1.1.2** Nominations shall be invited for Executive positions from the Annual General Meeting. Nominations shall be accepted from and for absent BMSA members provided they provide their written intentions in writing to the Executive prior to the Annual General Meeting.
- 1.1.3** For uncontested Executive positions, those individuals shall be considered elected to their respective positions.
- 1.1.4** For contested positions, the members in attendance may take the floor and describe their suitability for the position. Voting shall then take place in one of two methods:
 - (i) EITHER by a show of hands of BMSA members present and entitled to vote, in which case contesting candidates will leave the room;
 - (ii) OR at the request of at least three members present at the meeting; by paper ballot where each BMSA member present and entitled to vote will cast their ballot with their selection, which will be collected and counted.
 - (iii) In both cases, the President will appoint three BMSA members to provide the results of the election.
- 1.1.5** Elections for Executive positions of President, Vice President, Treasurer and Secretary will be voted upon by the remaining elected Executive positions.

2.0 TERMS OF OFFICE

- 2.1** All voting Executive members of BMSA shall serve a two-year term.
- 2.2** Two-year term shall be defined as the date the elected member took office until the next date of Executive elections; or Annual General Meeting.
- 2.3** President and Treasurer positions will be up for re-election on ODD playing seasons. Vice-President and Secretary positions will be up for re-election on EVEN playing seasons. Only 4 director positions per year can be up for re-election.
- 2.4** Any vacancy occurring on the Executive shall be filled for the balance of the term of such vacancy by appointment and approval of the Executive.
- 2.5** Any member of the Executive may be removed from office, with cause, by the remainder of the Executive.
- 2.6** Only one Executive position can be held at any given time by a member of BMSA.

3.0 DUTIES AND RESPONSIBILITIES OF THE EXECUTIVE

3.1 General Guidelines

- 3.1.1** All members of the Executive are expected and shall attend all BMSA meetings.
- 3.1.2** Three unexcused absences will result in the Executive member becoming inactive and voting rights will be revoked until reinstated by remaining voting Executive members.
- 3.1.3** Meet as necessary to conduct business of BMSA.

- 3.1.4 Create and disassemble sub-committees as necessary
- 3.1.5 Provide representation to other Associations (such as Softball Saskatchewan) as deemed necessary
- 3.1.6 Provide and administer operations of BMSA and any meetings held by BMSA
- 3.1.7 Assume any other responsibilities that may arise by the voting membership at the Annual General Meeting

3.2. PRESIDENT

- 3.2.1. Presides at all BMSA meetings
- 3.2.2. Sets the dates and prepares agendas for all meetings
- 3.2.3. Represent BMSA in all matters of discussion or negotiation between BMSA and the City of North Battleford and Town of Battleford Parks and Recreation Departments.
- 3.2.4. Represent BMSA in all matters with Softball Saskatchewan and attend or appoint and Executive member to attend Softball Saskatchewan's Semi-Annual and Annual General Meetings during term of office.
- 3.2.5. Relay information to BMSA membership and the general public
- 3.2.6. Work with Coordinators to complete regular season schedules and playoff schedules if applicable.
- 3.2.7. Carry signing authority for entire BMSA
- 3.2.8. Only votes in the event of a tie
- 3.2.9. Ensure all team rosters are completed and received by requested deadline
- 3.2.10. Ensure all players rosters submitted to Softball Saskatchewan by the deadline
- 3.2.11. Ensure all provincial rosters and fees are forwarded to Softball Saskatchewan by the deadline

3.3 VICE PRESIDENT

- 3.3.1 Jointly share and perform duties of the President in his/her absence.
- 3.3.2 Relay information to BMSA membership and the general public
- 3.3.3 Attend all Executive meetings
- 3.3.4 Carry signing authority for entire BMSA
- 3.3.5 Carries an Executive vote

3.4 TREASURER

- 3.4.1 Maintain an accurate accounting of financial matters for BMSA
- 3.4.2 Review and approve all financial transactions of BMSA
- 3.4.3 Prepare an annual budget for the operation of BMSA
- 3.4.4 Prepare and present Financial Report at the Annual General Meeting
- 3.4.5 Maintain and manage database of players/members and related information from year to year
- 3.4.6 Pick up mail on weekly basis
- 3.4.7 Work with the President to submit MAP Grants to Softball Saskatchewan by deadline
- 3.4.8 Work with any fundraising, sponsorship or hosting committee

- 3.4.9 Attend all meetings
- 3.4.10 Carry signing authority for the entire BMSA
- 3.4.11 Carries an Executive vote

3.5 SECRETARY

- 3.5.1 Record the Minutes of BMSA, Executive and Annual General Meetings
- 3.5.2 Establish a file of the Minutes, correspondence and other materials as required
- 3.5.3 Assist the President, Vice President, and Treasurer in the relay and distribution of information to BMSA members
- 3.5.4 Perform other duties as requested by the Executive or the President of BMSA
- 3.5.5 Responsible for updating BMSA website, Facebook page and other social media
- 3.5.6 Attend all meetings
- 3.5.7 Carry signing authority for the entire BMSA
- 3.5.8 Carries an Executive vote

3.6 DIRECTOR POSITIONS

- 3.6.1 Add Serve as Age Group Coordinators and Umpire Coordinator
- 3.6.2 Organize parent/coach orientation night
- 3.6.3 Relay information to BMSA membership and general public
- 3.6.4 Give report at Executive meetings
- 3.6.5 Attend all meetings
- 3.6.6 Any other duties that may arise within the association
- 3.6.7 Carries and Executive vote

4.0 SUB COMMITTEES

- 4.1 The Executive may establish sub committees as necessary to carry out business of BMSA. Examples of these committees, but not limited to are: Hosting committees (Provincials, Westerns or Tournaments), sponsorship, grounds and maintenance, audit, fundraising, Coach selection and player evaluation.
- 4.2 All proceeds from any and all events sponsored by or Hosted by BMSA are to be considered BMSA funds and or property and are to be used within BMSA to promote softball within the community and to support all BMSA teams.

5.0 JURISDICTION

- 5.1 BMSA shall have jurisdiction for recreational softball operations within the city and town limits of North Battleford and Battleford
- 5.2 Any player wishing to play on a BMSA team must be affiliated with BMSA.
- 5.3 Any player wishing to play outside BMSA jurisdiction but in the same category in another jurisdiction must make their request in writing indicating reasons and submit to the Executive. The Executive will evaluate requests on an individual basis and will only be awarded in extenuating circumstances such as not making a BMSA team but wanting to play Provincials with another team, or no team available in player's age division and category.

6.0 FINANCIAL RECORDS

- 6.1 The Financial Statements must be completed annually by a third party, not of the Executive, and in which the individual will be approved by the President of BMSA.
- 6.2 Copies of the Financial Statements will not be distributed unless they are signed by two members of the Executive, excluding the Treasurer and will only be distributed at the Annual General Meeting.
- 6.3 BMSA fiscal year-end shall be September 30th of every year with a new fiscal year starting on October 1st.

7.0 FEES

7.1 MEMBERSHIP

- 7.1.1 There are no fees for membership in BMSA

7.2 REGISTRATION

- 7.2.1 Registration fees shall be established annually by the Executive

8.0 CONFLICT RESOLUTION

8.1 The escalation process shall be as follows

- 8.1.1 Player/Parent(s) – Coach/Assistant
- 8.1.2 Parent(s) – Coordinator/Manager
- 8.1.3 Parent(s) – President
- 8.1.4 Parent(s) - Executive
- 8.1.5 Parent(s) – Zone Representative
- 8.1.6 Parent(s) – Softball Saskatchewan Representative

8.2 PROCESS

- 8.2.1 All concerns of parents and players regarding their team shall be directed in first instance to the Coach and/or Manager in accordance with the terms established by the coach at the beginning of the season.
- 8.2.2 If a concern remains unresolved after following 1 above and allowing reasonable opportunity to be addressed, the parent or player may contact the Age Group Coordinator in writing. Such contact must include the details of the concern (including date, place, persons involved and other persons present and) and the communications to date and explain why further review is required. Include contact information if available.
- 8.2.3 An Age Group Coordinator in receipt of an unresolved issue as outlined in 2 above may either resolve the issue as they deem appropriate or they may direct the matter to the President or Vice President for further review.
- 8.2.4 The President or Vice President upon receipt of a Age Group Coordinator's referral (as outlined in 3) or as otherwise outlined below may either
 - a) give direction as they deem appropriate ending the matter or
 - b) may convene a discipline committee.
- 8.2.5 Notwithstanding the above, the President or Vice President may convene a discipline committee where they are made aware of an issue of player safety

and/or physical violence and/or of pressing concern to the association and/or misconduct of a BMSA member, player or team official.

- a. the President or Vice President may at any time remove a person in violation of BMSA policies from a BMSA event. Such removal shall be reported to the Board and to be reviewed by discipline committee.

8.3 DISCIPLINE COMMITTEE

- 8.3.1 The discipline committee shall consist of the Age Group Coordinator, President and/or Vice President together with at least one and not more than three additional members selected from the Board.
- 8.3.2 The Vice President shall be the Chairperson of the Discipline Committee. In case of the absence or temporary exclusion of the Vice President, the President will appoint a chairperson for that discipline committee.
- 8.3.3 No person shall be part of the discipline committee who is a witness or party to the matter at issue or whose family member is a witness or party to the matter at issue.
- 8.3.4 Where the discipline committee is convened as above, the following process will be followed:
 - a. Each member of the committee shall receive a copy of all related materials, promptly, including the former disciplinary decisions concerning the subject of the complaint;
 - b. A summary of the materials shall be provided to the subject of the complaint, within 48 hours of the discipline committee being convened;
 - c. Where the subject of the complaint is a player, the Discipline Committee shall notify the player's coach of the pending investigation and any interim suspension;
 - d. The subject of the complaint shall provide a written response to the complaint within 48 hours of receiving the summary;
 - e. After reviewing the response, the discipline committee may either make a decision regarding the complaint or set a time and place for further investigation which shall begin within 72hrs of receipt of the response and may continue until the committee deems, they have sufficient information to make a decision;
 - f. The discipline committee may request any person with information about the complaint to appear before them. Any person choosing not to appear shall not have the ability to request review of the discipline committee's decision;
 - g. Upon conclusion of the investigation the discipline committee shall then render a decision. Such decision will be completed within 48 hours of the final committee meeting and be provided to the complaining party and the subject of the complaint.

- 8.3.5 The Discipline Committee may decide to do any of the following:
- a. Direct that the matter lacks sufficient information to consider further, or is unfounded;
 - b. Take no further action;
 - c. Determine the matter to be a minor violation;
 - d. Determine the matter to be a major violation;
- 8.3.6 A Minor violation may result in the Discipline Committee directing any or all of the following: a. Suspension for a set period of time, from BMSA activities. b. Such other remedial action deemed appropriate, including but not limited to:
- a. Removal of offensive social media posts;
 - b. Apology letters;
 - c. Removal of nonauthorized use of logo;
 - d. Attendance at such training courses as appropriate, for example Respect in Sport;
- 8.3.7 A Major violation may result in the Discipline Committee directing and or all of the following:
- a. Suspension from BMSA activities for a period not less than 1 month;
 - b. Suspension for the remainder of the softball season;
 - c. Removal from BMSA rosters;
 - d. Ineligibility to register with or participate in BMSA activities in the future;
 - e. Removal of BMSA membership;
- 8.3.8 All decisions of the Discipline Committee are final.
- 8.3.9 The Chairperson of a Discipline Committee shall report a summary of the proceedings, including penalty to the Board.
- 8.3.10 The Chairperson shall cause a written report to be completed and filed in the subject's personal file with BMSA.
- 8.3.11 Discipline records, including complaint, response and decision shall be kept for a reasonable period by BMSA.

9.0 SUSPENSIONS

- 9.1 Any coach, assistant coach, manager, team official, player, or parent found to be violating BMSA bylaws and/or not being of good behavior shall be suspended at any time, upon the discretion of the Executive
- 9.2 A discipline committee shall be appointed by the President and will be established by three Executive members not involved or related to the incident.
- 9.3 The Discipline Committee shall hear all matters of the incident and will decide as to the type of discipline to impose if any.
- 9.4 The Discipline Committee will notify the President of the outcome and the affected party(s) shall be notified in writing.

10.0 CONFLICT OF INTEREST

- 10.1 "Conflict of Interest" – Any situation in which an Individual's decision-making, which should always be in the best interests of the Association, is influenced or could be influenced by personal, family, financial, business or other personal interests.\
- 10.2 Under no circumstances shall any Coach, Assistant Coach, Manager, team official, team representative and Executive of BMSA place themselves in a situation in which their interest could possibly corrupt the motivation or decision-making of BMSA.

11.0 TEAMS

- 11.1 Provincial and/ or Travel teams shall have tryouts before cuts will be made.
- 11.2 Players trying out for Provincial and/ or Travel teams are required to pay a try out fee which will be determined annually by the Executive.
- 11.3 There will be evaluators at each tryout. The evaluators will include the head coach and qualified individuals who are not parents of a player who is trying out for the team. No assistant coaches will be chosen before the team is picked.
- 11.4 Coach selection for Provincial and/or A teams will be approved by the Executive.
 - 11.4.1 Coach selection requirement: All head coaches must be registered for a coaching certification clinic that is equal to or greater than what is required for the team before the provincial season begins. Certification must be completed before June 1 of that season. If certification is not met by the deadline, coaches may be suspended and/or removed from the team roster. The decision to suspend or remove a coach from the team will be at the discretion of the BMSA Board of Directors.
 - 11.4.2 Once a team is selected, the coach will appoint his/her coaching staff and submit the staff roster to the BMSA Board of Directors for approval. The coaching staff will not exceed five coaches/managers on the bench at any time. One member of coaching staff must be female.

12.0 CRIMINAL RECORDS CHECK

- 12.1 All coaches, assistant coaches, managers, and parent helpers shall obtain a Criminal Records Check by their local RCMP detachment prior to any season starting. Criminal Records checks will remain valid for a period of two years from the date listed on the criminal record check.
- 12.2 BMSA shall reimburse approved Criminal Records Checks only when the original Criminal Records Check and the original paid receipt is provided to the Treasurer.
- 12.3 Under no circumstances shall any member of BMSA be involved with a BMSA team until the Criminal Records Check has been received and approved.

13.0 TEAM FUNDRAISING

- 13.1 Statement of Principle:
 - 13.1.1 Battlefords Minor Softball Association permits and encourages teams to fundraise to help off-set the normal operating costs incurred throughout the

season. The fundraising may include hosting a non-BMSA sponsored tournament, bottle drives, raffles or donations.

13.2 Application of Bylaw:

- 13.2.1 Teams should use common sense and discretion when soliciting donations keeping in mind that there is more than one team in our association requiring donations. The amount of donations should be limited to the amount required to cover expenses.
- 13.2.2 All funds remaining after normal operating expenses can be distributed in one of the following ways:
 - 13.2.2.1** Refund to all parents to a maximum of funds initially contributed to the team over the cost of registration.
 - 13.2.2.2** Refunded to the association.
- 13.2.3 It is not the intent or purpose of BMSA to have teams, players or parents profit from being a member of our association.
- 13.2.4 For purpose of this bylaw “normal operating expenses” shall include, but not be restricted to the following:
 - 13.2.4.1** Accommodations
 - 13.2.4.2** Travel to tournaments and games (gas money, van rentals, etc.)
 - 13.2.4.3** Meals
 - 13.2.4.4** Clothing (track suits, jackets, hoodies, etc.)
 - 13.2.4.5** Individual equipment bags
- 13.2.5 Teams should be prepared to provide the BMSA executive with a financial statement detailing all expenses.
- 13.2.6 Fundraising undertaken in the off season (after September) shall be considered monies raised for the following season.
- 13.2.7 Teams must report all fundraising activities to the BMSA executive. This will help to ensure that the same fundraising activity is not duplicated by another team.
- 13.2.8 Teams can receive sponsorship from a company. The team must keep “Bandits” in their name, but they can add a company’s name to it.

14.0 AMENDMENTS

- 14.1 Amendments to these Bylaws may be made only by procedures outlined in the Constitution.