

Battlefords Minor Softball Association Inc
BYLAWS
(Revised November 27, 2018)

1.0 EXECUTIVE ELECTIONS

1.1 ELECTION PROCESS

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

- a) A list of potential candidates shall be presented and considered for the respective Executive position
- b) 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.
- c) For uncontested Executive positions, those individuals shall be considered elected to their respective positions.
- d) 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:
 - a. EITHER by a show of hands of BMSA members present and entitled to vote, in which case contesting candidates will leave the room;
 - b. 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.

In both cases, the President will appoint three BMSA members to provide the results of the election.

- e) 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

- a) All voting Executive members of BMSA shall serve a two-year term.
- b) 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.
- c) President and Treasurer positions will be up for re-election on ODD calendar years. Vice-President and Secretary positions will be up for re-election on EVEN calendar years. Only 4 director positions per year can be up for re-election.
- d) 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.
- e) Any member of the Executive may be removed from office, with cause, by the remainder of the Executive.
- f) 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

- Presides at all BMSA meetings
- Sets the dates and prepares agendas for all meetings
- 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.
- 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.
- Relay information to BMSA membership and the general public
- Work with Coordinators to complete regular season schedules and playoff schedules if applicable.
- Carry signing authority for entire BMSA
- Only votes in the event of a tie

3.3 VICE PRESIDENT

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

3.4 TREASURER

- Maintain an accurate accounting of financial matters for BMSA
- Review and approve all financial transactions of BMSA
- Prepare an annual budget for the operation of BMSA
- Prepare and present Financial Report at the Annual General Meeting
- Ensure all team rosters are completed and received by requested deadline
- Ensure all players rosters are submitted to Softball Saskatchewan by the deadline
- Ensure all provincial rosters and fees are forwarded to Softball Saskatchewan by the deadline
- Maintain and manage database of players/members and related information from year to year
- Pick up mail on weekly basis
- Work with the President to submit MAP Grants to Softball Saskatchewan by deadline
- Work with any fundraising, sponsorship or hosting committee
- Attend all meetings
- Carry signing authority for the entire BMSA
- Carries an Executive vote

3.5 SECRETARY

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

3.6 8 DIRECTOR POSITIONS

- Organize parent/coach orientation night
- Relay information to BMSA membership and general public
- Give report at Executive meetings
- Attend all meetings
- Any other duties that may arise within the association
- 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
There are no fees for membership in BMSA
- 7.2 REGISTRATION
Registration fees shall be established annually by the Executive

8.0 CONFLICT RESOLUTION

- 8.1 The escalation process shall be as follows
- Player/Parent(s) – Coach/Assistant
 - Parent(s) – Coordinator/Manager
 - Parent(s) – President
 - Parent(s) - Executive
 - Parent(s) – Zone Representative
 - Parent(s) – Softball Saskatchewan Representative

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

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 A teams shall have tryouts before cuts will be made.
- 11.2 Players trying out for Provincial or A teams are required to pay a try out fee which will be determined annually by the Executive.
- 11.3 There shall be evaluators at each tryout.
- 11.4 Coach selection for Provincial and/or A teams will be approved by the Executive.

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.
- 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 RAFFLE POLICY

- 13.1 Statement of Principle:
 - Battlefords Minor Softball Association raises the majority of its operating funds for the purchase of equipment, diamond rentals, umpire costs and upgrading the diamonds by hosting a raffle each season.
- 13.2 Application of Bylaw:
 - Each player registered for the softball season will be given two booklets of raffle tickets to sell, to a maximum of 4 books per family
 - Exceptions: Kidsport, Jump Start and Learn to Play
 - The cost of the booklets will be reviewed yearly
 - Special circumstances to be reviewed individually by the executive
 - All tickets must be returned to the BMSA.

14.0 TEAM FUNDRAISING

14.1 Statement of Principle:

- 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.

14.2 Application of Bylaw:

- 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.
- All funds remaining after normal operating expenses can be distributed in one of the following ways:
 - 1) Refund to all parents to a maximum of funds initially contributed to the team over the cost of registration.
 - 2) Refunded to the association.
- It is not the intent or purpose of BMSA to have teams, players or parents profit from being a member of our association.
- For purpose of this bylaw “normal operating expenses” shall include, but not be restricted to the following:
 - ~ Accommodations
 - ~ Travel to tournaments and games (gas money, van rentals, etc.)
 - ~ Meals
 - ~ Clothing (track suits, jackets, hoodies, etc.)
 - ~ Individual equipment bags
- Teams should be prepared to provide the BMSA executive with a financial statement detailing all expenses.
- Fundraising undertaken in the off season (after September) shall be considered monies raised for the following season.
- 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.
- 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.
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15.0 AMENDMENTS

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