



# **BONIVITAL SOFTBALL ASSOCIATION**

## **CONSTITUTION & BY-LAWS**

NOVEMBER 7, 2022

### **ARTICLE 1- NAME OF ORGANIZATION and MEMBERSHIP**

#### **1.1 NAME OF ORGANIZATION**

The name of the organization shall be the Bonivital Softball Association, hereinafter and in the constitution referred to as BVSA. BVSA will encompass the areas of St Boniface, St Vital, Norwood, Norberry Glenlee, Greendell, Glenwood, River Park South, Southdale, Island Lakes, Royalwood, East Mint, Windsor Park and Sage Creek.

#### **1.2 MEMBERSHIP**

1.2.1 Membership – shall include all parents and/or guardians of duly registered players, coaches, managers, umpires and board members.

1.2.2 All members shall be entitled to attend, have voice and vote at any Annual General Meeting as defined in Article 5.9 if in good standing.

1.2.3 All members as condition of membership agree to abide by and comply with the Constitution and By-laws of BVSA.

1.2.4 Membership of any member of BVSA may be rescinded for just cause as in reference to Article 10 by majority vote of the current board.

### **ARTICLE 2-OBJECTIVES**

#### **2.1 The objectives of the BVSA are as follows:**

2.1.1 To provide an organization in which youth within the designated community areas may participate in organized softball at their own competitive level.

2.1.2 To provide a supportive and nurturing environment to the community clubs in which youth can learn and master the skills of softball while developing character, fair play ethics, sportsmanship, community spirit and teamwork.

2.1.3 To help establish, maintain, foster and promote softball within the designated community areas.

2.1.4 To maintain financial self-sufficiency in order to maintain operation of the association.

2.1.5 To host league, interdivisional and provincial competition.

2.1.6 To work in partnership with the designated AAA team (currently Winnipeg Lightning) to establish the AA program and further develop athlete skills in the competitive stream.

2.1.7 To maintain relationships with the 2 large local community centers of Dakota Community Center and Southdale Community center for occasional support and to ensure BVSA is meeting the needs of the families in all catchment communities.

## ARTICLE 3- GOVERNING BOARD

3.1 The Governing Board of BVSA will be a Board of Directors consisting of a minimum of 5 elected executive positions. The other Directors will have appointed positions. One (1) director position shall be the Past President who will be an advisory member on the Executive of the Governing Board.

3.2 All members of the Board of Directors may be conveners, coaches, managers, umpires or parents except the Umpire-in-Chief which must be a registered umpire.

3.2.1. Any conflict situation that includes a board member as a coach or manager will be referred to the board for final decision making, whether to exclude ~~excluding~~ the individual involved or not.

3.3 A Director may hold only one of the Executive positions at any given time. If a position on the Board of Directors is vacant as the result of a resignation or lack of a nominated person at the Annual General Meeting, the remaining Directors may appoint a person to the Board.

3.4 Directors will be elected annually at the Annual General Meeting and those elected shall serve on the Board until the next Annual General Meeting when their term is up.

3.5 A Director may resign his or her position on the Board at any time by submitting a letter of resignation to the Secretary.

### 3.6 Advisory Group

The Advisory Group will consist of all Managers and Coaches and other interested parties approved by the Governing Board.

## ARTICLE 4 - BOARD OF DIRECTORS

4.1 Executive -The executive of BVSA shall consist of the:

4.1.1 President (elected)

4.1.2 Past President

4.1.3 Vice President (elected)

4.1.4 Secretary (elected)

4.1.5 Treasurer (elected)

4.2 Directors-at-large – The directors of BVSA shall consist of:

4.2.1 Umpire-in-chief (if required)

4.2.2 Registrar (appointed if required)

4.2.3 AA/AA Liaison

4.2.4 Coaching Director

4.2.5 Timbits/Learn to Play Convenor

4.2.6 Field/Diamond Director

4.2.7 Equipment/Uniform Manager

4.2.8 Social Media Director

4.2.9 Fundraising/Tournament Director

4.2.9 One representative each from the Dakota Community Center and the Southdale Community Center

4.2.10 Board Members appointed by area the smaller Community Clubs if desired

#### 4.3 Elections:

4.3.1 All Executive directors shall be elected annually at the Annual General Meeting with the exception of the Past President. If the Past President resigns, an advisory member may be appointed by the Board in his/her position.

4.3.2 All members in good standing in attendance at the Annual General Meeting are eligible to vote.

4.3.3. All Executive directors shall be elected for a term of two (2) years, with alternating years, to ensure continuity. The terms will be as follows:

- Even years – President, Vice President

- Odd years – Secretary, Treasurer

4.3.4 Appointed positions shall be chosen by the elected executive and shall be one (1) year terms.

4.3.5 All Executive directors may stand for re-election every year.

4.3.6 Voting shall be by a show of hands or by secret ballot (to be determined prior to the commencement of elections), and the winner shall be the nominee who receives the highest number of votes, whether by majority or not. In the event of a tie vote, the remaining Directors will appoint one of the nominees tied by majority vote.

#### ARTICLE 5-GOVERNMENT

5.1 The Governing Board shall carry out the operation of the BVSA. The Governing Board shall have the option of requesting assistance in the day-to-day operation of the BVSA from representatives of the teams participating in the BVSA, from any person who agrees to assist.

5.2 The Governing Board will meet twice a year at a predetermined place and time, or as often as required in order to conduct the operations of the BVSA in the most efficient and expeditious manner.

5.3 A liaison representative of the City of Winnipeg as well as Softball Manitoba shall be free to attend all Governing Board meetings but shall have no vote.

5.4 Any person assisting the Governing Board in the day-to-day operation of the BVSA may be requested to attend a Governing Board meeting but shall have no vote.

5.5 Provided there is a quorum present, all matters discussed at a Governing Board meeting shall be decided by a simple majority of the Governing Board members present. In the case of a tie, the President or his representative shall cast the tie-breaking ballot. A quorum for the purpose of a Governing Board meeting shall consist of those members present, except that a quorum shall not be less than 50% of the Governing Board plus one.

5.6 In the event a Director's position of the Governing Board becomes vacant during the year, the remaining members of the Governing Board shall have the power to fill the vacant position by appointment until the next annual meeting unless conflict of interest prevents appointment.

5.7 An annual general meeting shall be held at the call of the President on or before January 31st of the playing year. Fiscal year will be the calendar year.

5.8 Representatives of the teams who participated in the BVSA in the season just completed will be notified and invited to attend the annual general meeting. In addition, a representative of any club contemplating joining the BVSA, or other persons otherwise interested in the BVSA, may attend the annual general meeting. Notice of the annual general meeting, and motions to be presented thereat, shall be given at least ten (10) days prior to the date of the meetings.

5.9 At all annual general meetings, any member who is in good standing with the BVSA, and is present, shall be entitled to vote on all matters raised.

5.10 All matters raised at the annual general meeting shall be decided by a simple majority of these persons entitled to vote, except that any amendment to the Constitution shall require a two thirds (2/3) majority of those persons entitled to vote. And the amendment will be temporary for one (1) year, then voted a second time to make it part of the constitution at the next annual general meeting.

5.11 The Governing Board shall be elected at the Annual General Meeting and shall hold office until the next annual general meeting.

5.12 A special general meeting may be called at the request of the Governing Board or at the request of not less than five representatives of clubs (one representative per club) playing under BVSA. All club representatives shall be notified of any such special general meetings at least seven (7) days in advance of the date of such meeting, and notice shall state in general terms the purpose of the meeting. A request for such special general meetings shall be made in writing to the President, shall state the purpose for requesting the meeting, and signed by the representatives making the request. Prior to calling a special General Meeting the Governing Board shall attempt to resolve the issue outlined in the meeting request notice. If the issue is not satisfactorily resolved then that special general meeting would be called forthwith.

## ARTICLE 6 - AMENDMENTS TO THE CONSTITUTION AND BYLAWS

### 6.1 Proposed Amendments

Any Member of the BVSA community may submit a Proposal for Amendment to the Constitution and Bylaws. It is to be submitted in writing to the Secretary at least 30 days in advance of the Annual General

Meeting or presented and documented at a prior standard meeting. The proposal must be moved and seconded at the Annual General Meeting.

## 6.2 Requirement to Pass

Any motion to amend the Constitution must be approved by at least 2/3 majority vote at the Annual General Meeting, and also at least a majority of the Directors at a Directors meeting in order to be passed.

## 6.3 Annual General Meeting

Motions to amend the Constitution will only be considered at the Annual General Meeting.

## BYLAWS

### ARTICLE 7 - DUTIES OF THE EXECUTIVES

#### 7.0 The Past President

7.0.1 Shall act as a liaison between the previous and current Board of Directors to maintain continuity

7.0.2 Chairs the Nomination Committee, the election of executive directors and oversees the appointment of remaining directors.

7.0.3 Makes recommendations to the Constitution

7.0.4 Assists in attending meetings in regards to BVSA, and any functions at the request of the President and/or the Governing Board

7.0.5 Exercise a vote as a member of the board

#### 7.1 The President

7.1.1 Presides at all meetings

7.1.2 Performs such duties as usually pertains to the position of the President, and generally oversees the business of the BVSA

7.1.3 Shall be an ex-officio member of all committees

7.1.4 Shall vote only in the case of a tie

7.1.5 Shall represent the BVSA at all League meetings and at any other meetings at which a representative of the BVSA is required to attend

7.1.6 Shall act as a signing authority for BVSA's bank account or accounts

7.1.7 Shall act as the signing authority for any contractual arrangements made by the BVSA

7.1.8 Outline the agenda for all meetings and may call special meetings when necessary

7.1.9 Appoint/elect other necessary board members as required.

7.1.10 Prepare and submit a year-end report at the Annual Meeting.

#### 7.2 The Vice-President

7.2.1 Shall assist the President as required, and shall assume the duties of the President in his/her absence

7.2.2 Shall act as chairperson of the rules interpretation, protest and discipline committees pertaining to softball.

7.2.3 Attend all BVSA meetings, including Annual, Special, and Executive meetings.

7.2.4 Exercise a vote as a member of the Executive

7.2.5 Prepare and submit a year end report at the AGM

### 7.3 The Secretary

7.3.1 Shall keep an accurate record of the proceedings of all Governing Board, Annual General, and special Meetings, and distribute said records to the Directors in a timely manner.

7.3.2 Perform duties related to this office or duties as assigned by the Governing Board and/or the President.

7.3.3 To maintain copies of all correspondence sent by, received by or received from any member pertaining to the operation of the BVSA.

7.3.4 Keep an up-to-date record of all members and/or their representatives.

7.3.5 Attend all BVSA meetings, including annual, executive and special meetings.

7.3.6 Exercise a vote as a member of the executive.

7.3.7 Prepare and submit a year-end report at the Annual Meeting.

### 7.4 The Treasurer

7.4.1 Receive all monies owing to the BVSA and deposit same, when received, in a financial institution in the name of the BVSA.

7.4.2 Make payment in all cases by either cheque, e-transfer or direct deposit. (The signature of each cheque being a combination for the Treasurer and any one of two other signing officers).

7.4.3 Keep an accurate record of all receipts and disbursements and present a statement of the same at the Annual General Meeting and at all monthly Governing Board meeting.

7.4.4 Receive monies from the Softball Umpires Association to be distributed to teams to pay umpires on game day

7.4.5 Prepare a financial statement of the current past year for presentation and distribution at the AGM.

7.4.6 Prepare an annual operating budget for BVRA.

7.4.7 Prepare and submit a year-end report at the Annual Meeting.

7.4.8 Attend all monthly meetings and Annual meetings.

7.4.9 Exercise a vote as member of the Executive.

### 7.5 The Registrar (if applicable)

7.5.1 Shall supervise the registration of all players and keep a complete record of all player registrations

7.5.2 Shall distribute to Softball Manitoba a listing of players

7.5.3 Identify Managers and Coaches for the Community Clubs in BVSA to Softball Manitoba.

7.5.4 Shall make available Kids Sport Program registration forms (financial aid for registration) at the time of registration

#### 7.6 The Umpire-in-Chief (if applicable)

7.6.1 Shall interpret the Official Rule book upon the request of umpires, Coaches, and Managers

7.6.2 Conduct or organize training clinics for Umpires with the help from Softball Manitoba

7.6.3 Shall be in charge of Umpire recruitment for the area

7.6.4 Shall be in charge of umpire scheduling

7.6.5 Shall be in charge of dispensing umpire fees with the help of the treasurer.

### ARTICLE 8 – DUTIES OF DIRECTORS

#### 8.0 ALL DIRECTORS

8.0.1 Help with the organization

8.0.2 Assist in any activities decided upon by the Governing Board.

8.0.3 Assist in planning of the upcoming registration season to be held in ~~March~~ February each year

8.0.4 Assist in all other duties that may arise that have not been specifically designated

8.0.5 Shall have the right, as a Board, to suspend the playing and/or membership privileges of any player, coach or manager for conduct deemed detrimental to BVSA.

8.0.6 Enlist any persons willing to volunteer to help with their position.

#### 8.1 AA/AAA LIASON

8.1.0 Work in partnership with the BVSA board and AAA Lightning to develop the AA program.

8.1.1 With the assistance of the BVSA board and AAA organization, oversee the AA tryouts including co-ordination, selection of player evaluators, involved in team formation committee, and player notification of team selections.

8.1.2 Make recommendations to the BVSA board of required equipment and necessities.

8.1.3 Help co-ordinate with assistance from the BVSA board and AAA organization with pre tryout clinics.

8.1.4 Attend monthly meetings and the AGM

8.1.5 Attend AAA organization meeting if invited.

8.1.6 Exercise a vote as a member of the board

## 8.2 COACHING DIRECTOR

- 8.2.0 Help select coaches each season for all BVSA teams from U9-U19.
- 8.2.1 Promote coaching clinics within the district for club coaches to become qualified as per Softball Manitoba standards.
- 8.2.2 Attend, if any, Softball Manitoba coaching meetings.
- 8.2.3 Promote good coaching practices.
- 8.2.4 Develop/update a coaching manual and expectations.
- 8.2.5 Host a coach's meeting with either the BVSA president or vice president at the beginning of season for all coaches within the BVSA.
- 8.2.6 Prepare and administer end of season coaching surveys to all BVSA families.
- 8.2.7 Assist in dealing with annual coaching evaluations.
- 8.2.8 Attend monthly meetings and Annual Meeting.
- 8.2.9 Prepare and submit a yearend report at the Annual Meeting.
- 8.2.10 Exercise a vote as a member of the board

## 8.3 LEARN TO PLAY/TIMBITS CONVENOR

- 8.3.0 Communicate and co-ordinate all matters for the current LTP/Timbits program
- 8.3.1 Introduce Softball to children
- 8.3.2 Ensures children have Fun while improving their fitness and developing their skills
- 8.3.3 Provide easy to follow plans provided by Softball Manitoba and support new and experienced coaches
- 8.3.4 Provide advertisement and visibility of softball in elementary schools
- 8.3.5 Attend monthly meetings and Annual Meeting
- 8.3.6 Exercise a vote as a member of the board

## 8.4 FIELD/DIAMOND DIRECTOR

- 8.4.0 Ensure diamonds are safe to play on. Work with community centers who obtain permits for the diamonds that maintenance is being kept. Primarily the Charring Cross diamonds and the Southdale CC diamonds.
- 8.4.1 Explore options for field and diamond maintenance if city is not maintaining to standard
- 8.4.2 Working with vice president and fundraising director to obtain grants/funding or monetary support/donations from local businesses
- 8.4.3 Ensure teams are keeping diamonds clean.



8.4.4 When feasible, assess diamond conditions after rain.

8.4.5 Enlist the help of others who may have experience in field and diamond maintenance

8.4.6 Attend monthly meetings and AGM

#### 8.5 EQUIPMENT/UNIFORM MANAGER

8.5.0 Manage inventory of all softball equipment and supplies for BVSA

8.5.1 Distribute and recover equipment to coaches and catchers at the beginning and end of season

8.5.2 Provide access to supplies for board members and volunteers for tryouts, tournaments, etc.

8.5.3 Maintain equipment room in a clean and organized manner and provide an annual inventory validation

8.5.4. Procure PPE, first aid, and equipment as needed and provide to each team

8.5.5 Manage inventory of spare jerseys

8.5.6 After teams are formed and catchers are identified, meet with catchers and fit them with proper equipment.

8.5.7 Attend monthly meeting and AGM

#### 8.6 SOCIAL MEDIA DIRECTOR

8.6.0 Develop and maintain social media platforms (twitter, Instagram, Facebook) with updated information on BVSA such as clinics, tournaments, AAA news, and BVSA news or anything the Board sees fit.

8.6.1 Help maintain website

8.6.2 Attend monthly meeting and AGM

#### 8.7 FUNDRAISING/TOURNAMENT DIRECTOR

8.7.0 Determine what purpose the funds are being raised for

8.7.1 Develop fundraising opportunities such as bake sales, garage sales, etc.

8.7.2 Identify potential source of funds e.g. sponsorship, grants etc

8.7.3 Maintain relationships with donors, grant agencies and sponsors

8.7.4 Co-ordinating an annual tournament with other board members, or by establishing their own committee.

8.7.5 Obtain funds and submit to BVSA treasurer

8.7.6 Attend monthly meetings and AGM

#### ARTICLE 9 – RULES GOVERNING PLAY

89.1 The official rule of softball, as governed by the Manitoba Softball Association, shall be followed when and where possible.

89.2 All players, coaches, managers, spectators and umpires shall abide by the Softball Manitoba Code of Ethics and Fair Play Code.

#### ARTICLE 10 POLICIES

10.0 Policies passed by the board or executive may be amended at a Monthly, Annual, Executive, or Special Meeting.

10.1 All policies will be posted on the BVSA website.