

SHERWOOD PARK MINOR SOFTBALL ASSOCIATION

P.O. Box 3106
Sherwood Park, AB
T8H 2T1



__ SPMSA Registered By-laws 2022

Article I-Membership

1. Membership in this association shall be comprised of those softball players who have paid the prescribed registration fee, their parents, guardians, and interested and active supporters, who have agreed to abide by and comply with the By-laws and in-house rules of the Sherwood Park Minor Softball Association.
2. Membership fees and assessments shall be set by resolution of the executive committee.
3. Eligible voting members at the AGM shall be coaches, divisional representatives, active supporters, parents and guardians of players and all players over the age of eighteen (18) involved in the softball program. Votes must be made in person not by proxy or otherwise.
4. The Executive Committee upon a two-thirds (2/3) majority vote shall have the right to suspend or cancel memberships any time for conduct detrimental to the association.
5. Members may withdraw at any time.

Article II-Executive Committee

1. The executive committee shall have control of the affairs of the association, including the control of finances and discharge of all business of the association. There is to be no remuneration to any of the executive committee. Extra ordinary personal expenses incurred by any member may be remunerable against receipts after executive approval by vote. Executive members may have some or all of one of their player fees waived, these amounts are to be set by the Board.
2. The executive committee shall consist of the following officers of the association: President; Vice President; Treasurer, Secretary, Uniform Manager, Past President, Umpire Coordinator, Division Representatives, Equipment Manager and Player Development Representative.
3. The executive committee shall be elected at the annual meeting of the association by a majority vote of 51%.
4. The executive committee shall have the authority to fill by executive appointment any vacancy occurring during the officer's term. Any such appointment must be ratified by the membership at the next annual meeting.
5. A quorum consisting of 50% of executive committee for committee meetings.
6. Additional executives may be appointed by the executive committee when necessary and these appointments shall be effective until the next annual meeting.

7. An officer failing to fulfill the obligations to his or her office and to the association may be replaced by a two-thirds (2/3) majority vote of the full executive committee.
8. The executive committee shall have the authority and responsibility to interpret sections of the by-laws or articles of the constitution that are unclear to the membership providing that the intent of the text is maintained.
9. Both spouses cannot have signing authority while serving concurrently on the Executive Committee.
10. President and Past President Positions will be filled for 2 years with the understanding they will be ratified each year.

Article III-Duties of Officers

All positions below are considered voting positions for all Board business.

1) President

- a) Call and preside at all meetings of the executive committee and annual meeting.
- b) Be one of the possible co-signing officers.
- c) Be responsible to oversee all administrative procedures and communications that are carried out.
- d) Yearly review with SPMSA General Manager.
- e) Yearly review of the annual financial report with the Treasurer, if needed request a formal audit.

2) Vice President

- a) Be one of the possible signing authority for the association.
- b) Be responsible for completing and approving incoming and outgoing player transfer requests.
- c) The Vice President will take the lead role with any policy or procedure complaints brought forward by a member.
- d) Complete and submit applications for Provincial, Western or National Championships.
- e) Yearly review of the annual financial report with the Treasurer, if needed request a formal audit.

3) Treasurer

- a) Be responsible for deposit of all the funds into the Association's bank account.
- b) Pay all Association expenses by cheque or petty cash.
- c) Be one of the co-signing officers.
- d) Maintain proper financial records, and provide the annual audited financial statement.
- e) The audit can be provided by and verified by either a certified accountant, or signed by two (2) eligible members.
- f) Submit the corporate annual summary.

4) Secretary

- a) Maintain and record accurately the minutes of all association general, special and executive meetings.
- b) Be responsible for all correspondence of the Association.
- c) Send out notices of meetings, agenda and copies of the minutes to the appropriate persons.
- d) Be responsible to store minutes and association business in a secure digital location.
- e) The society seal shall be kept in the custody of the secretary and used as required on the appropriate legal documents.

5) Equipment Manager

- a) Be responsible for purchasing and maintaining all Association softball equipment.
- b) Be responsible for storing all softball equipment in the off season months.
- c) Be Responsible for distributing equipment to teams and Division Reps.
- d) Be responsible for the general upkeep of the batting cage and softball shack.

6) Uniform Manager

- a) Organize the uniforms for each division.
- b) Make sure the uniforms are returned at the end of the season.
- c) Organize any exchanges for incorrect sizes.

d) Repair uniforms, re-order uniforms as necessary, restock missing items.

7) Past President

a) Provide expertise to the executive as a whole.

8) Division Representative

a) A person acting as representative and liaison for a particular division or age level.

b) Help with the evaluations and the creation of teams.

c) Attend each evaluation session for their division.

d) Recruit, support, and communicate association information to the coaches in their Division throughout the season.

e) Bring forward any Division information/concerns to the executive as needed.

9) Umpire Coordinator:

a) Responsible for scheduling, training, and ensuring invoicing and payments are correct for all umpires.

b) Recruit Junior Umpires.

c) Provide proper equipment for umpires.

12) Player Development Director:

a) Coordinate and book facilities for preseason development camps and pitching clinics.

b) Share information regarding coaching clinic opportunities.

c) Recruit and support junior coaches.

Article IV-Meeting

1. An annual meeting, open to the entire voting membership shall be held following the ball season and before December 31 each year. The date to be set by the executive committee.

2. General meetings may be called by the president, or on request of 30% of the voting members of the Association.

3. 21 days prior notice must be given the membership before all annual and general meetings.

4. The executive committee shall meet as required to conduct the business of the association.

5. Executive meetings may be held at the request of three or more executive members or the president.

6. A quorum for Annual, Special, and General meetings of the SPMSA shall consist of a minimum of seven (7) association members and 51% of the standing executive.
7. A quorum for Executive Committee Meetings shall consist of 50% of the elected standing Executive Committee.

Article V-Order of Business

1. The normal order of business at the Annual meeting shall be as follows:
 - a) Post a copy of the minutes of the previous annual meeting for membership review.
 - b) Executive committee reports.
 - c) New Business.
 - d) Election and installation of the new Executive Committee.
 - e) Adjournment.

Article VI-Amendments

1. No amendments or alterations may be made to any part of these By-laws except at an annual or general meeting and by a three quarters (3/4) majority vote of the voting members present.
2. Notice of proposed changes must be filed with the secretary of this association at least 14 days in advance of the annual meeting.

Article VII-Auditors

1. The association's books, accounts and records should be audited at least once a year by a duly qualified accountant or by two appointed members of the Association.
2. A complete and properly audited financial report will be submitted at each annual meeting by the treasurer.

Article VIII-Borrowing Powers

1. For the purpose of carrying out its objectives, the association may borrow or raise or secure the payment of money in such a manner as it thinks fit, and in particular by the issue of debentures, but this power shall be exercised only under the authority of the association, and in no case shall debentures be issued without the sanction of a special resolution of the Association.