



SHERWOOD PARK MINOR SOFTBALL ASSOCIATION

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SPMSA Registered By-laws 2004

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.
2. The executive committee shall consist of the following officers of the association: President; Vice President; Registrar; Public Relations; Treasurer, Secretary, Uniform Manager, Past President, Umpire Coordinator, Division Representatives and Equipment Manager.
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. Any descriptions of executive responsibilities must change to reflect this. Note for President, Vice president, and treasurer job description .
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

1) President

- a) Call and preside at all meetings of the executive committee and annual meeting.
- b) Be one of the co-signing officers.
- c) Be responsible for all administrative procedures and communications that are carried out.

2) Vice President

- a) Be the official contact between the association and the County of Strathcona recreation department.
- b) Be responsible for the booking and the maintenance of softball diamonds with the county.
- c) Be responsible to see that the team scheduling formula for softball games is sent out to each Division Representative before the start of the softball season.
- d) Be the third signing authority for the association.

3) Registrar

- a) Be responsible for all facets of registration each year, including booking registration locations dates, times, and staffing registration tables.
- b) Be responsible for the collection of all registration fees which are turned over to the Treasurer for deposit to the association's bank account.
- c) Will assign registrants to their appropriate division. Ensure these division lists are sent to the respective Division Representatives.
- d) Send lists of registrants to the Alberta Amateur Softball Associations .for insurance purposes.

- e) Ensure volunteer lists of umpires, coaches etc. are made up and sent to the appropriate Division Representatives.
- f) Coordinate Evaluation dates and locations, ensure players are signed up for the proper time, collect information and distribute it to the proper Division Representatives.
- g) Book facilities for Pre-Season Practice and Pitching Clinics. Create ads for newspapers and Strathcona County Parks and Recreation Guide for registration dates in conjunction with Public Relations.

4) Public Relations

- a) Ensure that all registration posters, flyers etc. are made up and sent to the appropriate places. This work will be done in consultation with the Registrar.
- b) Be responsible for informing the membership, coaches, umpires etc. about clinics and/or tournaments.
- c) Make sure that the local newspaper is informed of the weekly divisional team results and standings and the final division team standings.
- d) Be responsible for obtaining sponsors for all ball teams and ordering all required banners.

5) 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.

6) 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) Submit the corporate annual summary.
- e) Have available all books and records of the Association at the annual general meeting
- f) Maintain full custody of all Association minutes, books and records.

- g) The society seal shall be kept in the custody of the secretary and used as required on the appropriate legal documents.

7) Equipment Manager

- a) Be responsible for the booking and arranging for the maintenance of softball diamonds with the County.
- b) Be responsible for purchasing and maintaining all Association softball equipment.
- c) Be responsible for storing all softball equipment in the off season months.

8) Uniform Manager

- a) Organize the uniforms for each division.
- b) Make sure the uniforms are returned at the end of the season. Ensure uniform cheques are either returned to the parent or cashed as necessary.
- c) Organize any exchanges for incorrect sizes.
- d) Order all sponsor bars if necessary.
- e) Repair uniforms, re-order uniforms as necessary, restock missing items.

9) Past President

- a) Provide expertise to the executive as a whole.

10) Division Representative:

- a) A person acting as representative and liaison for a particular division or age level.
- b) Has full voting privileges at Executive Committee meetings but is not required for establishing a quorum for meetings.

11) Umpire Coordinator:

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

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) Reading of the minutes of the previous annual meeting.
 - b) Executive committee reports.
 - c) Correspondence.
 - d) Business Items.
 - e) Election and installation of the new Executive Committee.
 - f) 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.