

## **By-Law Changes**

### **PRESIDENT**

- (a) Chief Officer of the Association, responsible for the League's operations;
- (b) Liaise with ~~Calgary Sports and Social Club (CSSC)~~ organizations such as the City of Calgary and other sports organizations;
- (c) Obtain field permits for ~~the season which include regular playfields, practice fields, and CASA Pride Slam event;~~ tournaments in collaboration with the Events Coordinator;
- (d) Enforce the association's League rules and bylaws;
- (e) Responsible for overseeing and managing all internal and external communications and delegating as required~~ordering League jerseys~~;
- (f) Maintain and administrator of the League's email account and Team Snap in collaboration with the Vice President and the Secretary;
- (g) Chair all general, special meetings and the annual general meeting;
- (h) One (1) of two (2) Signing Authorities on cheques/e-transfers; and
- (i) Provide assistance to other Board Members as required.

### **VICE-PRESIDENT**

- (a) Organize the Player Draft;
- (b) Chair all meetings when the President is unable to attend;
- (c) ~~Distribute Send-out~~ the player ranking tool to each Team Captain and collate the results at the end of the season;
- ~~(d) Responsible for communications in the absence of the President;~~
- ~~(e) Maintain and administrator for Team Snap in collaboration with the President and the Secretary;~~
- (d) Act as a liaison/organizer between the Board and the Team Captains; and
- (e) Provide assistance to other Board Members as required.

### **SECRETARY**

- (a) Maintain an accurate record of all proceedings of the Board, General, and Special Meetings;
- (b) Maintain the By-Laws;
- (c) Handle general correspondence;
- (d) Maintain a list of past and present Members;
- ~~(e) Maintain the Spare Player List and the Waiting List;~~

(f) Maintain annual list of the Board and Team Captains;

~~(g) Maintain the player ranking tool results from each Team Captain;~~

(g) Create all meeting agendas;

~~(h) Maintain and administrator for Team Snap in collaboration with the President and the Vice President;~~

~~(i) Develop and distribute the Year End Survey and collate all the responses before the Annual General Meeting;~~

~~(j)~~ Archives the history of the association; and

~~(k)~~ Provide assistance to other Board Members as required.

### **TREASURER**

(a) Maintain accurate records of all monies received and dispersed by the League;

(b) Prepare annual Budgets and Financial Statements;

(c) Prepare Monthly Financial Statement for the Board;

(d) Prepare a Financial Report for all General Meetings;

(e) One (1) of two (2) Signing Authorities on cheques/e-transfers;

**(f) Submit/Process annual Society Filings; and**

**(g)** Provide assistance to other Board Members as required.

### **SPONSORSHIP COORDINATOR**

(a) Solicit and liaise with the association's sponsors as approved by the Board;

(b) Develop and maintain the CASA sponsorship package;

(c) Keep an accurate and up-to-date Sponsorship List;

~~(d) Solicit and liaise with jersey suppliers;~~

~~(e) Approve design and cost of jerseys as approved by the Board; Develop and deliver, as deemed acceptable by the Board, an association newsletter in collaboration with the Social Media Coordinator;~~

~~(f) Organize and provide captains with jersey order for the season;~~

~~(g) Collect sponsorship payments in collaboration with the Treasurer;~~

~~(h)~~ Develop and deliver ~~the~~ end of the year 'Thank You' letter to all CASA sponsors; and

~~(i)~~ Provide assistance to other Board Members as required.

### **Social Media Coordinator**

(a) ~~Facilitate~~ Create and deliver social media communications and updates for the Association including events, news, game times, and cancellations etc. via various social media platforms as set out by the

Board;

(b) Engage with services to facilitate social media communications including, but not limited to, photographers and social media programs; Develop and deliver, as deemed acceptable by the Board, an association newsletter in

~~collaboration with the Sponsorship Coordinator; and~~

(c) Promote sponsor services, events, and news through social media tactics and content; and

(d) Provide assistance to other Board Members as required.

### **MEMBER-AT-LARGE**

(a) Assist in facilitating communications within the Association;

(b) Act as liaison to the association's members;

(c) Assist the Events Coordinator with all activities and social events for the Association (e.g. Mx CASA, CASA Pride Slam, CASA Classic);

(d) Control and maintain all Association equipment (e.g. bases & balls); and

(e) Provide assistance to other Board Members as required.

**(f) Engage in community outreach, and assist with facilitating meetings and conversations.**

d. Boards shall be elected by ballot.

e. The Board shall assume office following the close of the Annual General Meeting.

### **8. The Board**

f. The positions of President, Secretary and Sponsorship Coordinator shall hold office for a period of two (2) years and shall be elected on the ODD calendar years.

g. The positions of Vice-President, Treasurer and Events Coordinator shall hold office for a period of two (2) years and shall be elected on EVEN calendar years.

i. The positions of Social Media and **3** members at large shall hold office for a period of one (1) year and be elected yearly.

j. In the event that a Board is unable to complete a term of office, the Board may appoint any eligible voting member of the League to hold office until the next Annual General Meeting.

k. Signing Authorities cannot reside in the same household, be related or in a relationship with another Signing Authority

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Things to add...

Who is responsible for CASA Pride Slam – Two Members at Large in collaboration with Events

Pride Parade needs to be added to Events

Teamsnap – who should have access? President, VP, and Secretary

Who organizes the teams on Teamsnap? VP duties

Season schedule? Do we need to make this more specific? Currently the whole board

Remove newsletter -

AGM agenda

End of Year Survey – add to secretary