

CASA BYLAWS

1. MEMBERSHIP

The League shall consist of Members in the following categories who have paid the annual dues as decided by the Board:

a. Full Member, is entitled to participate as a regular player in league and playoff games. Membership fee, if any, in the society shall be determined, from time to time, by the Board. Any person residing in Alberta and being a full age of 18 years, may become a Member by a favourable vote passed by a majority of the Members at a regular meeting of the society, and upon payment of the fee. Such voting shall be by ballot, unless the meeting by resolution otherwise decides.

2. SPONSORS

The Board shall solicit Team and League sponsors as approved by the Board.

3. ANNUAL FEES

a. The annual fees for Membership and the fees for Spare Players, shall be decided each year by the Board and set out by CASA. These monies may only be used to benefit the entire Membership of the League.

b. Membership dues must be paid before the commencement of the playing season or at the discretion of the Board.

c. Any member whose dues are in arrears shall forfeit their good standing and shall be removed from the Membership role.

d. Dues are non-refundable.

e. Society fiscal year end will be Sept 30th each year.

4. VOTING RIGHTS

a. Each Member in good standing shall be entitled to one (1) vote at the AGM or any Special Meeting.

5. ELIGIBILITY TO HOLD OFFICE

Eligibility to hold office on the Board, except where otherwise specified in these bylaws, shall be limited to Voting Members of the League who are in good standing.

6. MEMBERSHIP TERMINATIONS

a. Resignations – any Member may terminate their connection with the League by sending their resignation, in writing/email to the Board, and their name shall be removed from the Membership role.

b. Expulsions – any Member whose name has been brought to the attention of the Board, in writing/email, on charges of unsportsmanlike conduct, or conduct otherwise deemed to be unbecoming of a Member of the League, may be expelled from the League by the Board. The Board, in reviewing a written/emailed complaint, will seek representation from all parties concerned. The Member in question may have a representative of his or her choice present at the

review. The Board will notify the Member/s, in writing/email, of a decision to expel them from the League.

c. Expulsions – any Member whose name has been brought to the attention of the Board, in writing/email by a Team Captain on charges of failing to show up to team practices/games and not communicating this to his or her Team Captain may result in expulsion.

The Board will seek representation from all parties concerned. The Member in question may have a representative of their choice present at the review. The Board will notify the Member/s in writing/email of a decision to expel them from the League.

d. The Board will advise Team Captains of any membership terminations.

7. MEETINGS

a. An Annual General Meeting shall be held on or before Oct 31st following the previous fiscal year end.

b. The Board shall determine the time and place of the Annual General Meeting.

c. Ten (10) days' notice shall be required for an Annual General Meeting.

d. General Meetings can be called by the Board at any time.

e. Special Meetings of the Membership may be called by the Board at any time.

f. Special Meetings of the Membership will be called by the Board upon receipt of a petition signed by 15% of the Voting Members.

g. A petition for a Special Meeting must include a Special Resolution to be voted on at the meeting.

h. A quorum at a General Meeting shall be 5 Board Members.

i. A quorum at a Special Meeting shall be twenty (20) Voting Members.

j. The accidental omission to give notice of a meeting to, or the non-receipt of a notice by any of the Members entitled to receive notice does not invalidate proceeding at the meeting.

k. During the Annual General Meeting the books will be assigned to some auditor/auditors for review and approval.

8. THE BOARD

a. The Officers of the League shall constitute The Board, and be titled Boards.

b. The Board will comprise a President, Vice President, Secretary, Treasurer, Events Coordinator, Sponsorships Coordinator, Social Media Coordinator, 2 members at large.

c. The League Board will determine the responsibilities of individual Boards.

PRESIDENT

(a) Chief Officer of the Association, responsible for the League's operations;

(b) Liaise with Calgary Sports and Social Club (CSSC);

(c) Obtain field permits for tournaments in collaboration with the Events Coordinator;

(d) Enforce the association's League rules;

(e) Responsible for ordering League jerseys;

(f) Maintain and administrator of the League's email account;

(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) Send out the player ranking tool to each Team Captain at the end of the season;
- (c) Act as a liaison/organizer between the Board and the Team Captains; and
- (d) 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) Archives the history of the association; and
- (i) 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; and
- (f) Provide assistance to other Board Members as required.

EVENTS COORDINATOR

- (a) Plan and stage fundraising activities and social events for the Association (e.g. Mx CASA, CASA Pride Slam, CASA Classic); and
- (b) 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) Develop and deliver, as deemed acceptable by the Board, an association newsletter in collaboration with the Social Media Coordinator;
- (e) Develop and deliver end of the year 'Thank You' letter to all CASA sponsors; and
- (f) Provide assistance to other Board Members as required.

SOCIAL MEDIA COORDINATOR

- (a) Facilitate 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) Develop and deliver, as deemed acceptable by the Board, an association newsletter in collaboration with the Sponsorship Coordinator; and

(c) 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.

d. Boards shall be elected by ballot.

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

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 2 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

9. DUTIES & POWERS OF THE BOARD

a. The President shall preside at all meetings of the League and Board.

b. The Vice President shall, in the absence of the President, perform the duties of the President and when so acting, shall have all the powers and be subject to all the responsibility hereby given or imposed upon the President.

d. The Board will decide the League playing schedule, decide procedures for the selection and management of teams and decide rules of play for the League.

e. No Boarder shall receive remuneration or other financial benefits for their services performed to the League, regardless of the type of service performed.

10. BOARD MEETINGS

a. The President may call a meeting of the Board at any time.

b. A quorum for a meeting of the Board shall be five (5) Boarders.

c. All resolutions moved at a meeting of the Board require a majority vote of over 50% of the Board Members present to be passed.

11. TEAM CAPTAINS

a. The number of Team Captains required for each season will be determined by the Board.

b. Team Captains will be appointed by the Board and will hold office for a period of one year.

c. Eligibility to serve as a Team Captain shall be limited to Voting Members of the League.

d. Team Captains are responsible for ensuring that they and their Team Members are familiar with, and abide by, the League Rules and Bylaws as determined by the Board. As well, be responsible for the good maintenance of equipment supplied to the teams by CASA for the

duration of the season, and safe return of the equipment at year end. Any missing or damaged equipment will be replaced and invoiced to the Team Captain.

e. Team Captains are responsible for ranking their Team Members at year end using the ranking tool decided by the Board.

f. In the event a Team Captain is unable to fulfill the duties and responsibilities of the positions, the Board may appoint an eligible Voting Member of the League to the position of Team Captain.

12. REMOVAL FROM OFFICE

a. Any Board Member or Team Captain whose name has been brought to the attention of the Board, in writing/email, on charges of failure to abide by the League Bylaws, to adequately fulfill the duties and responsibilities of the position to which they were elected, conflict of interest, or conduct otherwise, deemed to be unbecoming of a member of the League, may be removed from office by the Board.

b. The Board, in reviewing a written/emailed complaint, will seek representation from all parties concerned.

c. The incumbent in question may have a representative of their choice present at the review.

d. The Board will notify the incumbent, in writing/email of a decision to remove them from office.

e. The Board's decision may be appealed at a Special Meeting of the League.

13. CONDUCT OF MEMBERS

a. All Members must, within reason, wear their current team jerseys during games.

b. Unsportsmanlike conduct towards any Member whether playing a League game, or during a Play-off game, or during a practice, will not be tolerated.

c. Infractions of Article 13.(b) may result in expulsion from the game or, at the discretion of the Board expulsion from the League as set out in Article 6 of these Bylaws.

14. BORROWING POWERS

The League shall not exercise borrowing powers.

15. POLITICAL AFFILIATIONS

The League shall not have political affiliations.

16. CHANGES TO THE BYLAWS

a. The Bylaws of the League shall not be altered or added to except by a Special Resolution of the League passed by a majority of not less than 75% of the Voting Members present at an Annual General Meeting, or Special Meeting.

b. Notice to propose a Special Resolution shall be deemed to be duly given if a signed by a proposer and seconder, both of whom shall be Voting Members, and delivered to the Board not less than twenty (20) days prior to the Meeting, and the Board has notified Voting Members (via mail/email) not less than ten (10) days before the General Meeting at which it will be dealt with.

17. RULES OF ORDER

Robert's Rules of Order Newly Revised (9th edition), where not inconsistent with these Bylaws, shall be used, so far as applicable, at all meeting of the League.