

Bylaw #3: SPECIAL MEETINGS

Special General Meetings may be called at any time during the year by a majority vote of the Executive. At the executive meetings the following agenda will be used:

1. Call to order
2. Reading & approval of minutes of previous meeting
3. Correspondence
4. President's report
5. Past President's report
6. 1st Vice President's report
7. 2nd Vice President's report
8. Treasurer's report
9. Registrar's report
10. Equipment manager's report
11. Field manager's report
12. Uniform Manager's report
13. Division Director's report
14. Clinic Coordinator's report
15. Coaching Director's report
16. Concession report
17. Umpire in Chief's report
18. Girls Tournament director's report
19. Boys Tournament director's report
20. Rep director's report
21. Scheduler's report
22. Volunteer Coordinator's report
23. Boys Director's report
24. Old Business
25. New Business
26. Around the table
27. Next Meeting
28. Adjournment

Bylaw #4: EXECUTIVE MEETINGS

The Executive of Fleetwood Fastpitch Association shall meet at least once each month as determined by the President. The President or 1st Vice President may call any other meetings requiring the attendance of the Executive when the business of the Association so requires. A Chairperson of a committee may attend the Executive meetings when requested by a member of the Executive.

Bylaw #5: QUORUM

A quorum for an Executive meeting shall consist of a minimum of four (4) Executive members. A quorum for the Annual General Meeting shall consist of fifteen (15) members.

Bylaw #6: DIRECTORS AND OFFICERS

- (a) The Officers of the Association shall be the President, First Vice-President, Second Vice-President, Treasurer and Secretary. The balance of the Executive is made up of the following directors: Registrar, Umpire-in-Chief, Senior Director, Intermediate Director, Junior Director, Coaching Director, Boys & Girls Tournament Director, Volunteer Coordinator, Equipment Manager, Uniform Manager, Field Director, Scheduler, Clinic Coordinator, Boys Director and Rep Coordinator. The immediate Past President shall remain a member of the executive for one year.

- (b) It shall be the duty of the Executive, by a 2/3 majority vote of the Executive with all members invited to the meeting, to forthwith remove from office any Officer or Director who is being remiss or neglectful of his/her duties or by conduct tending to impair his/her usefulness as a member of the Executive. It is at the discretion of the Executive to define remiss, neglect, conduct etc.

Bylaw #7: PLAYERS AND COACHES

- (a) Admission of players is open to any and all girls and boys ages three (3) to twenty-three (23) for minor and over the age of twenty three (23) for senior, at December 31st, provided a registration form is completed for insurance purposes.
- (b) Admission of a coach or assistant coach shall be at the sole discretion of the Executive.
- (c) Coaches, whom are selected, must have a criminal record check done prior to May 15th of that coaching season.
- (d) A player or coach will cease to be in good standing with our Association if the player or coach:
 - a. Has possession of drugs; on his/her person at the field of play or practice
 - b. Has possession of alcohol; on his/her person at the field of play or practice
 - c. Conducts themselves in a way that physically or emotionally can endanger another person; on or near the field of play or practice
 - d. If the player or coach no longer wishes to participate in the Association;
 - e. Verbal or physical abuse to any umpire or any persons on or off the field is strictly prohibited
- (e) The termination or suspension of a player or coach shall be determined solely by the Executive.

Bylaw #8: ELECTION OF OFFICERS

- (a) All Executive Officers shall be democratically elected at the Annual General Meeting and shall assume office the first meeting in October following the AGM. The last meeting in September will be a combination of outgoing and incoming Executives.
- (b) Should an Officer or Director resign, or the position not be filled, at the AGM, the President may appoint a replacement.
- (c) In the case of more than one person volunteering or being nominated for an Executive position, a vote by secret ballot shall be conducted – or show of hands at AGM.
- (d) All nominees must either be present or send a letter of consent in order to be nominated from the floor.

- (e) An ad hoc Nominating Committee, chaired and consisting of non-executive members, shall be struck at least one month prior to the Annual General Meeting to propose nominations and volunteers for Executive positions, if needed.

Bylaw #9: DUTIES OF OFFICERS

- (a) The Past – President shall be an honorary member of the Executive and will be expected to assist the newly elected President in his/her duties as required – for a one year term. The Past President can not vote on any item but may give direction.
- (b) It shall be the duty of the President to chair all meetings of the Association and to perform all such functions that pertain to this office.
- (c) The 1st Vice – President, (s) in the absence of the President, shall have all of the powers and perform all of the duties of the President. The 1st Vice will be responsible for the newsletter. The 2nd Vice shall be responsible for organizing the team photo shot, opening day festivities and assisting where needed.
- (d) The Secretary’s duties shall be to record the minutes of all meetings of the Association. The Secretary shall be responsible for correspondence. This person will also be responsible for keeping custody of minutes of all membership and Executive meetings and all matters related to the organization.
- (e) The Treasurer shall receive all monies due to the Association and shall be responsible for the safekeeping of same. The Treasurer shall maintain appropriate records. Any and all cheques drawn on an Association account shall require the signature of two (2) of the Officers. The Treasurer will also be responsible for applying for any grants FFA is eligible for.
- (f) The Division Directors shall be responsible for the day-to-day operation and decorum of their respective divisions.
- (g) The coaching Coordinator shall be responsible for coach training, communications and liaison between coaches, members and players, and to make recommendations to the Executive regarding same. He/she is responsible for making sure that all teams have coaches in place prior to season commencing.
- (h) The Registrar’s duties shall be to maintain proper records of player registrations and liaise with the Treasurer to account for all monies collected for registration. He/she is responsible for booking a location for the registration days.
- (i) The Umpire-In-Chief shall oversee the training and placement of umpires for the Association and be financially accountable for arranging and/or providing payment to umpires for services rendered and will provide a budget prior to the beginning of the season.
- (j) The Tournament Director(s) shall be responsible for the planning organizing and budgeting of all tournaments and overall running of the tournament.
- (k) The Rep Coordinator shall be responsible for coordinating the Rep Divisions and their coaches and the players. He/she will also liaise between the Coaching Director and the other 3 Directors if needed.
- (l) The Clinic Coordinator will organize and book all skills, pitching, hitting and catching clinics for all the players. He/she will also be responsible for registration and receiving payment for clinics. He/she will be responsible for booking the NCCP clinics for coaches. He/she will also be responsible for booking gyms for the evaluations.

- (m) Equipment Manager will be responsible for ordering and distributing the equipment to teams.
- (n) Uniform Manager will be responsible for ordering and distributing the uniforms to teams.
- (o) Scheduler will be responsible for the schedule for all divisions within the Association and will work with the District to perform this duty. He/she will be responsible for booking all fields for league, tournaments and opening day.
- (p) Field Manager will be responsible for maintaining all equipment boxes during the season. He/she will fill boxes with lime, rakes and bases whenever needed in addition to organizing the start of the season pinning of the diamonds.
- (q) Volunteer coordinator will be responsible for the organization of the parent/guardian volunteers for all tournaments and league games. This includes concession, field and phoning committees or wherever volunteers are needed. He/she will also look after the deposit cheques for the volunteers and return them when hours are completed.
- (r) Concession manager's sole responsibility is that of the day to day operations of the concession stand.
- (s) Boys Director is responsible for the boys program.

Bylaw #10: ORDER OF BUSINESS

At all meetings of the Association, the following agenda shall be the order of business.

1. Call to order – Chairperson (President)
2. Approval of the Agenda
3. Reading and approval of the last minutes
4. President's report
5. 1st Vice President report
6. 2nd Vice President report
7. Treasurer's report
8. Registrar's report
9. Senior Director's report
10. Intermediate Director's report
11. Junior Director's report
12. Umpire-In-Chief's report
13. Equipment Manager's report
14. Uniform Manager's report
15. Clinic Coordinator's report
16. Coaching Coordinator's report
17. Rep Division Director's report
18. Volunteer Coordinator's report
19. Scheduler's report
20. Tournament(s) Director's report
21. Boys Director's report
22. Field Director's report
23. Concession report
24. Reports of Committees
25. Old Business
26. New Business
27. Elections – AGM only
28. Around table
29. Next meeting
30. Adjournment

Bylaw #11: Voting

- (a) All members in good standing in the Association shall be entitled to one (1) vote each.
- (b) The Chairperson shall cast a vote only in the event of a tie.
- (c) No proxies shall be allowed. A member must be present at the time a vote is taken; absentee voting is prohibited.
- (d) Voting shall be by a show of hands unless two (2) or more members are running for a position. The vote is then conducted by secret ballot.
- (e) Decisions shall be by a simple majority of votes.

Bylaw #12: Financial Responsibility

The Association shall not exercise borrowing powers.

Bylaw #13: Amendments

- (a) This Constitution and /or Bylaws may be amended at any General or annual Meeting of the Association by a special resolution of at least 60% support of the members at a meeting with a quorum being present.
- (b) Notice to amend any articles or Bylaws and/or to introduce new articles or Bylaws shall be given in writing to the Association Secretary at least forty – five (45) days prior to the meeting at which the motion is intended to be considered.
- (c) There shall be thirty (30) days notice of any amendments to the Constitution and Bylaws prior to a general or annual meeting of the Association.