

**Western Canadian
Softball Association
BY-LAWS**

PART 1 - NAME

The name of the organization shall be the 'Western Canadian Softball Association' and herein the By-Laws referred as WCSA or the Association.

PART 2 – AIMS AND OBJECTIVES

The purpose of the Association is to carry on in more than one Province or Territory of Western Canada, without pecuniary gain for its members, the following objectives:

- a. Foster, develop, promote and regulate the playing of Amateur softball,
- b. Provide the game of Softball with proper safeguards in accordance with the spirit of true sportsmanship,
- c. Encourage all eligible potential members to affiliate with the Association, and
- d. Instigate, promote and regulate the Western Canadian Softball Championships.

PART 3 – DISSOLUTION

If for any reason the operations of the Association are terminated or wound up, or the Association is dissolved and there remains at that time after the satisfaction of loans, debts and liabilities any property whatsoever, the same shall be paid to a charitable organization in Canada having the same or similar objectives as set out for this Association.

PART 4 – JURISDICTION

- a. The Association recognizes all Amateur sports and claims jurisdiction over and recognizes its responsibilities as the governing body of the Western Canadian Softball Championships, which include Fastpitch and Slo-Pitch softball as played by members of this Association in Western Canada or in other such places as may be designated by the Association.
- b. The Canadian Amateur Softball Association (CASA) recognizes the Association as the governing body of the Western Canadian Softball Championships, which include both fastpitch and slo-pitch softball in Western Canada.
- c. The softball playing rules as set by the CASA (unless modified by WCSA Special Operating Rules) shall be the established rules.

PART 5 – MEMBERSHIP

- a. Association Membership: membership shall be open to the following Provincial/Territorial Associations; British Columbia, Alberta, Northwest Territories, Manitoba, Saskatchewan, and the Yukon. The Provincial/Territorial Associations shall be the governing bodies of softball in the applicable Province or Territory.
- b. Team Membership: teams that are bona fide affiliates of their Provincial/Territorial Associations shall be deemed as members of the Association.
- c. Individual Membership: anyone elected or appointed to the Board of Directors shall be a member of the Association.

PART 6 – MEMBERSHIP DUES

- a. Membership fees shall be determined at the Annual General Meeting as directed by the Annual General Meeting and shall be in an amount as is deemed necessary to carry out the continued operation of the Association.
- b. Team registration fees shall be determined at the Annual General Meeting as directed by the Annual General Meeting and shall be in an amount deemed necessary to carry out the continued operation of the Association.

PART 7 – BOARD OF DIRECTORS

- a. A Board of Directors of the following officers and a President shall manage the affairs of the Association :
 - President
 - Office
 - Treasurer
 - Member-at-Large
 - Draw Master
 - Historian
 - Official
- b. Each Provincial/Territorial Association shall appoint one (1) of their members to the Board of Directors of the Association for a two (2) year term.
 1. Alberta, British Columbia and Yukon in even numbered years;
 2. Northwest Territories, Manitoba and Saskatchewan in odd numbered years.

PART 8 – DUTIES OF THE BOARD OF DIRECTORS

- a. Upon appointment by their Provincial/Territorial Associations, the Board of Directors so appointed shall conduct the affairs of the Western Canadian Softball Association in the Province/Territory that he/she represents.
- b. The Board of Directors shall conduct the business of the Association between the Annual General Meetings of the Association.
- c. The Board of Directors shall carry out such duties as outlined below:
 - a) **The WCSA President shall:**
 - i) Chair all Board of Directors meetings;
 - ii) Be the spokesperson for all matters pertaining to the WCSA;
 - iii) Have signing authority for all the WCSA contracts;
 - iv) Be ex-officio of all committees;
 - v) Monitor individual Director performances;
 - vi) Establish the agenda for the Annual General Meeting (AGM);
 - vii) Supply a report to the WCSA AGM;
 - viii) Represent the WCSA at Western Canadian Softball Championships, if required;
 - ix) Act as the liaison with Provincial/Territorial Presidents and Associations.
 - b) **The WCSA Office shall:**
 - i) Be responsible for networking all WCSA correspondence;
 - ii) Be responsible for collating the AGM packages;
 - iii) Co-ordinate all conference calls of the Association;
 - iv) Be the recording secretary for all Board of Directors meetings;
 - v) Be responsible for updating the WCSA handbook and distribute it by April 1 of the current playing year;
 - vi) Be responsible for maintaining the Post Office Box of the Association;
 - vii) Be responsible for maintaining the web site of the Association;
 - viii) Represent the WCSA at Western Canadian Softball Championships, if required;
 - ix) Act as a liaison between the WCSA and their respective Provincial/Territorial Association.

c) **The WCSA Treasurer shall:**

- i) Supervise the receipt and disbursement of all Association funds;
- ii) Serve as chairperson of the Financial Committee to establish a yearly budget;
- iii) Co-ordinate and communicate the participation of teams in all Western Canadian Softball Championships (follow up may be required to fill Championships on a pro-rata basis);
- iv) Be responsible for receiving and distributing the 'Confirmation of Participation' (COP) chart to all Provincial/Territorial Associations by July 15th of the current playing year;
- v) Co-ordinate with the Member-at-Large on the purchase of the Awards for all Western Canadian Softball Championships;
- vi) Provide semi-annual financial statements to the Board of Directors;
- vii) Provide an accounting of all financial transactions;
- viii) Provide a financial statement to the Annual General Meeting;
- ix) Represent the WCSA at Western Canadian Softball Championships, if required;
- x) Act as liaison between the WCSA and their respective Provincial/Territorial Association.

d) **The WCSA Member-at-Large shall:**

- i) Be the Chairperson of the Appeal Committee;
- ii) Tabulate the Participation Evaluation Forms;
- iii) Develop and maintain a WCSA Championship Supervisors Manual;
- iv) Develop and maintain a WCSA 'Team Information Package' containing 'what every team should know when attending a Western Canadian Softball Championship';
- v) Evaluate annually, the WCSA, awards and selection criteria;
- vi) Supply a report to the WCSA AGM;
- vii) Represent the WCSA at Western Canadian Softball Championships, if required;
- viii) Act as liaison between the WCSA and their respective Provincial/Territorial Association.

e) **The WCSA Draw Master shall:**

- i) Approve all Western Canadian Softball Championship draws;
- ii) Negotiate any draw modifications with each host – the Draw Master shall have final approval of all draws;
- iii) Annually, evaluate the draw format;

- iv) Distribute all draws to the P/T Associations, Hosts and WCSA Directors;
- v) Supply a report at the AGM;
- vi) Represent the WCSA at Western Canadian Softball Championships, if required;
- vii) Act as liaison between the WCSA and their respective P/T Association.

f) The WCSA Historian shall:

- i) Be responsible for the collection and storage of:
 - (1) All WCSA Meeting minutes and correspondence,
 - (2) Pictures and rosters of all gold medal winners,
 - (3) All trophy information, pins, medallion changes, etc,
 - (4) All WCSA tournament results forms with the following information:
 - (a) final placing of all teams
 - (b) award winners and statistics
 - (c) dates and tournament locations
 - (d) champions roster;
- ii) Forward pertinent information to the WCSA Office by October 1st;
- iii) Represent the WCSA at Western Canadian Softball Championships, if required;
- iv) Act as liaison between the WCSA and their respective P/T Association.

g) The WCSA Official shall:

- i) Compile attendance of officials at all Western Canadian Softball Championships;
- ii) Issue penalties to participating P/T's for failure of sending officials to applicable championships;
- iii) Field and review all UIC and WCSA Championship Representative reports;
- iv) Forward pertinent information to the WCSA Board of Directors where a recommendation or need for further disciplinary action is required;
- v) Represent the WCSA at Western Canadian Softball Championships, if required;
- vi) Act as a liaison between the WCSA and their respective P/T Association.

PART 9 – GENERAL DUTIES OF MEMBER ASSOCIATIONS

a. The Provincial/Territorial Associations shall:

1. Bear all costs of their delegates attending the WCSA Annual General Meeting (AGM);
2. Pay the WCSA Affiliation Fees by the WCSA AGM;
3. Assign WCSA Representatives to all WCSA Championships in their P/T and inform the Member-at-Large by July 1,
4. Designate the Umpire-in-Chief for all WCSA Championships in their P/T and inform the Member-at-Large by July 1;
5. Provide notification of Officials travelling to the Western Canadian Softball Championships by March 15th, and names by July 1st;
6. Collect the signed 'Host Agreements' and 'Host Fees', submitting the 'Host Fees' to the WCSA Treasurer by April 1st;
7. Bear all costs of the WCSA Championship Representative;
8. Pay the WCSA Team Registration Fees to the WCSA Treasurer by August 1st;
9. Distribute Host Package to the Host committee;
10. Be responsible for distributing Team Information Packages.

b. The WCSA Championship Representative shall:

1. Chair the pre-tournament coaches/manager meetings;
2. Establish and be a member of the Protest Committee and ensure alternates are designated;
3. Make contact with the Tournament Director two (2) weeks prior to the championship to ensure completion of the Host Agreement Checklist;
4. Be responsible for distributing, collecting and forwarding the Participation Evaluation Form to the Provincial/Territorial office, who, in turn forward to the Member-at-Large;
5. Ensure the Tournament Results Form is completed and forwarded to the P/T office, who, in turn will forward to the Historian.

c. Every member of the Board of Directors of the Association or other person who has undertaken any liability on behalf of the Association and their heirs, executors, administrator and estate, respectively, shall from time to time and at all times, be indemnified and save harmless out of the funds of the Association and from against:

1. All costs, charges and expenses whatsoever which such member of the Board of Directors of the Association or other person sustains or incurs in or about any action, suit or proceedings which are brought, commenced or prosecuted against him or in any respect of any act, deed, matter or thing whatsoever, made, done or permitted by him, in or about the execution of the duties of his office or in respect of any such liability.

2. All other costs, charges and expenses which he/she sustains or incurs in or about or in relation to the affairs hereof, except such costs, charges or expenses as are occasioned by his own wilful neglect or default.
- d. The Board of Directors shall have the power to authorize expenditures on behalf of the Association from time to time and may delegate by resolution to any one member of the Board of Directors of the Association, the right to employ and pay salaries to employees. The members of the Board of Directors shall have the power to:
1. Make expenditures for the purpose of furthering the objectives of the Association.
 2. Enter into a trust arrangement with a trust company for the purpose of creating a trust fund, which the capital interest may be made available for the benefit of promoting the interests of the Association in accordance with such terms as the members of the Board of Directors may prescribe.

PART 10 – MEETINGS

- a. The Annual General Meeting (AGM) of the Association shall be held the second last weekend (Saturday/Sunday) in the month of January.
- b. The P/T hosting the WCSA AGM will be responsible to supply a facilitator to chair the AGM. Any costs incurred to supply the facilitator will be the responsibility of the host Province/Territory.
- c. The rotation for the location of the Annual General Meeting shall be: **BC/AB/NT/MB/SK/YK.**

PART 11 – VOTING AT THE ANNUAL GENERAL MEETING

- a. Each Province/Territory Association shall have a **MAXIMUM** of two (2) votes which includes the member on the Board of Directors. **The P/T hosting the WCSA will be responsible to supply a Chairperson to chair the AGM.** In case of a tie, this Chairperson shall cast the deciding vote.
- b. Notices of Motion must be given in writing by November 30th. New motions may be brought to the floor with a 51% vote approval of the members present at the Annual General Meeting.

APPENDIX A: CURRENT BOARD OF DIRECTOR POSITIONS / PROVINCIAL AND TERRITORIAL RESPONSIBILITIES

Treasurer:	Softball Saskatchewan 2205 Victoria Avenue Regina, Saskatchewan S4P 0S4 Email: info@softball.sk.ca Phone: 306-780-9235
Office:	Softball British Columbia 201-8889 Walnut Grove Drive Langley, BC V1M2N7 Email: info@softball.bc.ca Phone: 604-371-0302
Draw Master:	Softball Alberta 9860-33 rd Avenue NW Edmonton, AB T6N 1C6 Email: info@softballalberta.ca Phone: 780-461-7735
Member-at-Large:	Softball Northwest Territories 4908 - 49th Street, Box 11089 Yellowknife, NT X1A 3X7 Email: paulg@theedge.ca Phone: 867-445-5014
Historian:	Softball Yukon 28 Evergreen Crescent Whitehorse, YK Y1A 4X1 Email: sbyukon@whtvcable.com Alternate Email: garcand@northwestel.net Phone: 867-667-4487
Official:	Softball Manitoba Suite 321, 145 Pacific Avenue Winnipeg, MB R3B 2Z6 Email: softball@softball.mb.ca Phone: 204-925-5673

2019 WCSA BOARD OF DIRECTORS:

Jan 2019 WCSA Board of Directors beginning **Year 2** of their 2 Year terms:

- Yukon – Bill Stonehouse
- BC – Dan Coates
- Alberta – Shelley Rudd

Jan 2019 WCSA Board of Directors beginning **Year 1** of their 2 Year terms:

- NWT – Todd Moran
- Sask. – Gary MacDonald
- Manitoba - TBD

