

## Zone 1 Hustler Fastball Zone Bylaws

### **Mission**

- **To abide by the SMSL bylaws in offering the opportunity for boys and girls to play softball.**

### **Amendments**

- Zone 1 by-law amendments can only take place during the Zone 1 AGM - If any votes are needed:
  - Motions require a Mover and a Seconder
  - Commissioner will determine if the vote will be by a show of hands or by secret paper ballot
  - The Commissioner has a second vote in the event of a tie

### **Purpose of the Zone 1 Hustler Annual General Meeting**

- To provide an annual record of everything that has been done in the past year
- Secure Zone 1 Executive Board positions as per the Zone 1 by-laws

### **AGM Date**

- Zone 1 AGM will be held before September 30<sup>th</sup> of every year
- Date, time and venue for the Zone 1 AGM will be sent, via email, to all Zone 1 members at least 3 weeks in advance
- Zone 1 Executive Meeting following the AGM should be in October, January, February, March and April

### **Zone Membership**

- Zone Membership is defined as
  - those parents or legal guardians who have had a son or daughter playing Fastball in Zone 1 in the year previous to the AGM
  - parents or legal guardians must reside within the Zone 1 boundaries to be considered a Zone Member

### **Chair**

- The Zone 1 AGM will be chaired by the current Commissioner – in the Commissioner's absence, the Zone Coordinator will Chair
- All Meeting minutes (AGM and Executive Board Meetings) will be taken by the Zone 1 Secretary

### **Motions and Voting**

- All Zone members can have 1 vote at the AGM (maximum of 2 votes per family)
- Membership Quorum is not required at the AGM
  - Executive Board Quorum is required to pass motions at all Zone 1 Executive Meetings

- Quorum is defined as the minimum required attendance required to conduct business at a meeting – Zone 1 minimum requirement is 50% of Zone Executive Board Members in attendance
- If any votes are needed at the AGM:
  - Motions require a Mover and a Secunder
  - Commissioner will determine if the vote will be by a show of hands or by secret paper ballot
  - The Commissioner has a second vote in the event of a tie
  - Decisions are determined by a majority vote of those present at the AGM

### **Annual Reports**

- The following Annual Reports will be presented (verbally) to all Zone Members at the AGM (hard copies for the Secretary):
  - Commissioner's Report
  - Zone Coordinator's Report
  - Community Coordinator's Report
  - Hustler Tournament Report
  - Secretary's Report
  - Treasurer's Report
  - Equipment Report
  - Uniform Report
  - Apparel Report
  - Zone Diamonds Report

*Updates to these Reports will be given at each Zone 1 Executive Board Meeting (verbal updates)*

### **Zone 1 Executive Board**

- Zone 1 Executive Members are to be elected for two-year terms at the fall AGM. The Commissioner, Community Coordinator, Treasurer, Hustler Tournament Coordinator, Uniform Manager and Apparel Manager will be elected on odd years. The Zone Coordinator, Secretary, Equipment Manager, Website Manager and Diamond Maintenance Coordinator will be elected on even years
- Should a current Zone Executive Board member agree to sit for another 2 year term, this needs to be voted on by the Zone members at the AGM
- A Zone 1 Executive position can be held by any person in good standing as a Community or Zone 1 volunteer
- Those wishing to sit on the Zone 1 Executive must be nominated by a Zone Member
- The person nominated as a Zone Executive Board Member must accept and agree to sit on the on the Zone Executive Board for 2 full years before the nominee vote takes place
- Those standing for elections must not have acted in a way which could be deemed to have jeopardized the good reputation, interests, and integrity of Zone 1

- All new Zone 1 Executive Board Members require a majority vote at the AGM – the nominee will leave the room for a show of hands vote
- The Zone 1 Commissioner has the authority to enforce a secret paper ballot for any or all new nominees, or those existing Executive members nominated for another Term
- The Zone 1 Executive Board will not exceed 18 members – Executive Board positions are as follows:
  - Commissioner
  - Zone Coordinator
  - Community Coordinator
  - Hustler Tournament Coordinator
  - Secretary
  - Treasurer
  - Equipment Manager
  - Uniform Manager
  - Apparel Manager
  - Diamond Maintenance Coordinator
  - Website Manager
  - 7 Members At Large
- Information and definitions for Executive Board positions – ie. roles and responsibilities – can be found at the end of the by-law document
- Zone 1 Executive Board Members may be relieved of their role by way of
  - resignation letter submitted to the Commissioner
  - mutual agreement between the Executive Member and the Executive Board
  - a majority vote at an Executive Meeting or AGM

## **Zone 1 Executive Board Role Descriptions**

### **Member At Large**

- Attend all Zone 1 Executive Board Meetings (Secretary and/or Commissioner should be notified prior to Meeting if unable to attend)
- Put forth recommendations and input (at Executive Meetings) to help our Zone be more effective and efficient
- Volunteer to help on ad-hoc committees and in other areas where help is needed ie. Hustler Tournament, Diamond maintenance etc.
- Intervene, on behalf of the Zone, in situations where Zone integrity and interests are being jeopardized
- Attend zone coaches meeting
- Support SMSL hosted events (Tournaments, Provincials, etc.).

***\*Member at Large role applies to all other Zone 1 Executive Board positions***

### **Zone Commissioner**

- Be responsible for the zone
- Be a liaison between the zone and SMSL
- Represent the zone on required SMSL committees
- Chair the zone executive meetings
- Assist in arranging the playing schedules of all leagues (Junior and Rookie)
- Assist in player registration
- Representative on all zone committees

### **Zone Coordinator**

- Attend all SMSL Meetings with Commissioner
- Represent the zone on required SMSL committees
- Bring Zone issues, requests, and recommendations forward for discussion at SMSL Meetings
- Take on Commissioner duties in the absence of the Commissioner
- Representative on all zone committees
- Be the liaison with the community representatives
- Advertise for registration for the zone

### **Community Coordinator**

- Liaise with Community Coordinators and Softball Coordinators to promote our sport
- Obtain email addresses for those Community Players entering into Zone 1 Hustler Softball (provide email to Secretary to be added to Zone Membership distribution email list in the fall of each year)
- Arrange and host the Rookie Ball Coaches meeting

### **Hustler Tournament Coordinator**

- Responsible for all that involved in the Coordination of the annual Hustler Tournament (it is recommended that a Hustler Tournament Committee is formed from the Executive to aid the Tournament Coordinator)

### **Secretary**

- Keep an updated Zone 1 Members email distribution list
- Forward messages to Zone members on behalf of the Zone
- Take minutes at AGM and all Executive Board Meetings
- Assist the Commissioner and Treasurer in the player registration process
- Keep an updated *Registered Players* document for the Zone

### **Treasurer**

- Responsible for recording all finances (coming in or going out) of Zone Bank Accounts
- Prepare a budget from the ensuring year
- Provide Zone 1 Financial statements upon request of the Zone Commissioner or SMSL President
- Assist the Commissioner and the Secretary in the player registration process

### **Equipment Manager**

- Responsible for the safe storage of all Zone 1 equipment
- Will organize the hand out (at the beginning of season) and the collection of (at the end of the season) all Zone 1 equipment
- Keep record of inventory of zone equipment
- Bring forth equipment and budget recommendations to Zone Executive Meetings
- Be responsible for the purchase of all zone equipment

### **Uniform Manager**

- Responsible for the safe storage of all Zone 1 uniforms (inventory)
- Will organize the hand out (at the beginning of season) and the collection of (at the end of the season) all Zone 1 uniforms
- Bring forth uniform budget and recommendations to Zone Executive Meetings
- Be responsible for the purchase of all zone uniforms

### **Apparel Manager**

- Responsible for the safe storage of all Zone 1 apparel (inventory)
- Organize used clothing and equipment sale at registration nights
- Bring forth apparel recommendations to Zone Executive Meetings
- Be responsible for the purchase of all zone apparel
- Organize zone apparel night

**Diamond Maintenance Coordinator**

- Responsible for preparing all Zone 1 diamonds and diamond boxes at the beginning of the season so they are ready for bases, base plugs, pitching rubbers, water hoses
- Zone diamonds need to have markers (rope that is securely staked) at all Squirt, Pee Wee, and Bantam distances for bases and pitching
- Responsible for the safe storage of all Zone 1 diamond maintenance items
- Bring forth diamond maintenance recommendations to Zone Executive Meetings

**Website Coordinator**

- Responsible for managing and updating our Hustler Zone 1 website on an ongoing basis
- Bring forth website recommendations to Zone Executive Meetings

**Zone Committees**

- Tryout Committee – Members are Commissioner, Coordinator and 2 Executives
- Player/Coaches Selection Committee – Members are Commissioner, Coordinator and 3 executives
- Issues Committee – Members are Commissioner, Coordinator and 1 executive
- Tournament Committee – Tournament Coordinator, 2 executives and team managers