

CONSTITUTION

ARTICLE 1

THE NAME

The name of this ASSOCIATION shall be the Anchorage Sports Association, Inc., hereinafter known as the ASSOCIATION.

ARTICLE 2

OBJECTIVES

The Anchorage Sports Association, Inc., shall be a non-profit corporation, registered under the statutes of the State of Alaska. The Association shall be organized for developing and promoting amateur sports within the metropolitan area of Anchorage. The Association shall establish rules and regulations governing all member teams, engage in any lawful activity or enterprise that will be beneficial to the members, coordinate the registration of players, and cooperate with the Department of Parks and Recreation of the Municipality of Anchorage, Alaska, in extending recreational opportunities.

ARTICLE 3

MEMBERSHIP

The membership in this Association shall consist of each sport's councils, divisions, classifications, teams, individuals, and associate memberships.

- I. The amateur sport membership shall be divided as follows:
 - A. Each participating sport organization (i.e. softball, volleyball, etc.) shall establish and elect a representative COUNCIL.
 - B. Each council shall be divided into divisions for the purpose of representation on the council (i.e. Men's Division, Women's Division, and Coed Division, etc.).
 - C. Levels of league play or competition (i.e. A, B, etc.) shall be referred to as CLASSIFICATION.
- II. Membership requirements must conform to the regulations governing the respective Councils in which membership is held.
- III. All individual members shall be registered with the Association to be eligible for membership on a team. All individual members must sign a player contract and pay the applicable fee to be considered an eligible player. Any coach or manager who knowingly plays an ineligible player shall be considered to have committed an act of fraud.
- IV. Associate membership may be issued by the Executive Board to those persons who aid the program in such capacities as managers, scorekeepers, sponsors, etc. Associate members do not pay Association fees, can hold office, and have a vote in Association activities.

- V. Council board members who attend 75% or more of their respective council meetings per year will have one (1) player fee waived per calendar year.
- VI. Each Council shall elect its own representatives to the Executive Board. Council representatives shall only vote within the Council to which they are elected.
- VII. All memberships, regarding Council officers, shall extend for the duration of one (1) year, based on the beginning of Council play, unless cancelled by the Council Board.
- VIII. All memberships regarding player registrations shall expire at the end of each Council's season. Player registrations are due and payable at the beginning of each Council's season.

ARTICLE 4

GENERAL MEMBERSHIP ELECTIONS

The administration and general affairs of the Association shall be directed by an Executive Board. The Executive Board members shall consist of Presidents and a certain number of elected members from each of the Council Boards.

I. Divisional Organization

- A. If a Council is broken down to divisions (i.e. Men's, Women's, Coed, etc.), each division shall elect a representative for each Classification (i.e. A, B, C, D, etc.). In addition, a chairman, vice-chairman, and a player representative shall be elected unless a Council's Bylaws specifically states otherwise. These representatives shall be responsible for providing a liaison between their constituents and the Council Board.
- B. The Divisional Representatives shall be elected by a majority vote of the members in attendance from their respective division and classification at the annual Council election meeting.
- C. Divisional member voting: Each paid divisional member within the Council shall have one (1) vote at the Council election meeting. Proxy votes will not be allowed at the Council election meeting.
- D. An elected Divisional Representative may be recalled in accordance with ARTICLE 8 at a special recall election meeting of the Council scheduled upon reasonable notice, provided that a written notice be made to the respective divisional membership at least seven (7) days prior to the meeting. A two-thirds majority of the divisional members present shall be necessary for recall.
- E. All Divisional Representatives shall serve for a term of one (1) year. There is no limit to the number of terms a Divisional Representative may serve.
- F. No more than two (2) members from any team shall be elected to represent the Division to which that team belongs.
- G. Vacated Divisional Representative positions other than by recall, shall be filled by a majority vote of the remainder of the Divisional Representatives. Interim or replacement representatives shall be members of the Division they are to represent.

II. Council Board Organization

- A. Divisional representation on the Council Board shall be as specified by that Council's Bylaws.
- B. Divisional representatives to the Council Board shall be elected at large by a majority vote of the Divisional Representatives. The Current Divisional Chairman shall moderate the election.
- C. Each operating Council of the Association shall elect a Council President, Vice-President, and Recording Secretary.
- D. The Council Officers shall be elected by a majority vote of the Council Board members.
- E. Council Board Voting: All officers and members of the Council Board shall have one (1) vote in each Council matter.
- F. Council Member Voting: Each member within a Council shall have one (1) vote at all Council general membership meetings or in response to written or electronic ballots. Proxy votes will be allowed at Council general membership or in response to written or electronic ballots.
- G. The Council Board shall vote to adopt or reject legislation/Bylaws governing its respective Council; provided, that said measure does not conflict with the Constitution of the Association.
- H. Council Boards may recommend changes in the Constitution for submission to the Executive Board Constitution Committee, accept and pass upon reports, and act upon any matters pertaining to the general affairs of their Council.
- I. The Council President shall preside at all Council Board meetings and coordinate all Council activities. The Council Vice-President, in the President's absence, will preside over Council meetings and coordinate committee activities. The Council Recording Secretary shall be responsible for all Council Board minutes.
- J. Proxy votes will be accepted for absent Council Board members at Council Board meetings if submitted to the Council President prior to the Call to Order. The absent board member may appoint, in writing, a proxy vote in the stead, if no such written proxy is produced prior to the Call to Order, the proxy shall be appointed by the Divisional Chairperson or the Council President. In all cases the proxy voter must be an elected divisional representative who participates in the division which they are proxying.
- K. The participating Sport Director or their designee shall sit as an ex-officio member of the Council Board and shall provide liaison between the Association and the appropriate sanctioning organization. They shall interpret national rules as they pertain to the Association.
- L. The Council Board shall provide standing committees as outlined in the Council's Bylaws. The Council Board President shall appoint all Committee Chairpersons and remaining committee members for the Council Committees. Committee Chairpersons must be voting members of the Council Board. Committee membership may be extended to any elected representative of the Council, however, the majority of a committee must consist of voting members of the Council Board. Individuals who are not elected representatives to the Council may serve on committees as non-voting members. All standing committees shall be limited to a maximum of nine (9) voting members.

- M. An elected Council Board Officer or member may be recalled in accordance with ARTICLE 8 and a special Council Board recall election scheduled upon reasonable notice, provided that a written notice be made to the Council Board membership at least seven (7) days prior to the meeting. A two thirds majority of the Council Board membership shall be necessary for recall.
- N. All Council Board members shall serve for a term of one (1) year. There is no limit to the number of terms a Council Board Officer or member may serve; however, no Council Board officer or member may serve on more than one (1) council board at a time.
- O. No more than two (2) members from any team shall be elected to represent any individual Council.
- P. Vacated Council Board Officer positions shall be filled by order of ascension (i.e. Vice-President to President, Recording Secretary to Vice-President, and Board member of same Division as person vacated to Recording Secretary). Vacant Board member positions shall be filled by majority vote of the appropriate Division at any regular meeting or special-call meeting so long as written notice of said meeting is provided seven (7) days prior to the meeting.
- Q. The Council Board may take recommendations to the Executive Board concerning financial matters relating to council members, division, or issues of direct concern to the Council. The Council Boards shall not be empowered to make final decisions concerning council or sport finances and shall act in an advisory capacity to the Executive Board.
- R. Contractors employed by the Association and Employees of the Association are not eligible to serve on the Council Board.

III. Executive Board Organization

- A. Council Board Representatives to the Executive Board shall consist of one (1) member per fifty (50) teams registered to the Association:

1 to 50 = 1 member
 51 to 100 = 2 members
 101 to 150 = 3 members
 151 to 200 = 4 members
 201 to 250 = 5 members
 251 to 300 = 6 members
 301 to 350 = 7 members
 351 to 400 = 8 members
 400 to 450 = 9 members
 451 to 500 = 10 members
 etc.

Representation must include the Council President.

- B. Council Board Representatives to the Executive Board shall be elected at large by a majority vote of the Council Board members. No more than two (2) players from any team may sit on the Executive Board.

- C. The Executive Board of the Association shall consist of an Association President, Association Vice-President, Recording Secretary, Treasurer, and Council Representatives as members at large. The immediate past Association President shall be an ex-officio member of the Executive Board. The Association Executive Director and/or Operations Manager shall serve as a non-voting member of the Executive Board.
- D. The Executive Board of the Association shall elect a President, Vice-President and Recording Secretary. The President shall be elected from the slate of Council Presidents. The remaining Board Officers shall be elected from the remaining Board members.
- E. The Executive Board Officers shall be elected by a majority vote of the Executive Board members.
- F. The position of Association Treasurer shall be appointed by the Association President with the approval by majority vote of the Executive Board. The Association Treasurer may, upon approval of the Executive Board, receive a reasonable compensation, commensurate with services rendered.
- G. Executive Board Voting: All officers and members of the Executive Board shall have one (1) vote in each Association matter.
- H. The Executive Board shall adopt or reject recommended changes to the Constitution, accept and pass upon reports, prepare and administer the Association's budget and act upon any matters pertaining to the affairs of the Association.
- I. The Association President shall preside at all Executive Board meetings and coordinate all Association activities. The Association Vice-President, in the President's absence, will preside over Executive Board meetings and coordinate committee activities. The Association Recording Secretary shall be responsible for all Executive Board minutes.
- J. Proxy votes will be accepted for absent Executive Board members at Executive Board meetings if submitted in writing to the Association President prior to the Call to Order. Proxy voters must be a member of the same Council Board as the absent Executive voter provided that said appointment is made in writing, otherwise a proxy may be appointed by the presiding Council Board officer. Absent a Council officer, the proxy may be appointed by the Association President.
- K. The Executive Board shall provide standing committees as outlined in ARTICLE 3 of the Association's General Bylaws. The Association President shall appoint all chairpersons. Remaining committee members for the Executive Committees shall be made up of volunteers, provided, that no individual may belong to more than three (3) Executive Board committees. Committee chairpersons must be voting members of the Executive Board. Committee membership may be extended to any elected council representative; however, the majority of a committee must consist of voting members of the Executive Board. Individuals who are not elected representatives to a Council may serve on committees as non-voting members. All standing committees shall have a minimum of three (3) and a maximum of nine (9) voting members. All committees shall have an odd number of members to minimize the chances for tie votes.

- L. The Executive Board may hire the Association's Executive Director and/or Operations Manager on a contractual basis and provide him/her the authority to hire necessary staff as approved budget funding allows. Contract shall be negotiated by the Finance/Budget Committee and approved by the Executive Board. It shall take a three-fourths vote of the entire Executive Board to terminate the contract. The Executive Board shall be responsible for setting the salary limits and benefits for all Association employees through the normal budgeting procedures. All benefits and procedures shall be contained in the Association's Policy and Procedures Employee Manual. In the absence of an Executive Director and/or Operations Manager, the Association President shall act for the business affairs of the Association.
- M. An elected Executive Board Officer or member may be recalled in accordance with Article 8 and a special reasonable notice, provided, that a written notice be made to the Executive Board membership at least seven (7) days prior to the meeting. A two-thirds majority of the Executive Board membership shall be necessary for recall.
- N. All Executive Board members shall serve a term of one (1) year. There is no limit to the number of terms an Executive Board member may serve.
- O. Vacated Executive Board Officer positions shall be filled by order of ascension (i.e. Vice-President to President, Recording Secretary to Vice-President, and Board member of the same Division as person vacated to Recording Secretary). Council Boards shall elect by majority vote, representatives to fill vacated member-at-large positions to the Executive Board.
- P. The Immediate Past President of the Executive Board will serve one (1) additional year as a voting member of the Executive Board, regardless of whether they are re-elected to their respective council or not.

ARTICLE 5

MEETINGS

- I. The Roberts Rules of Order, revised, shall govern meetings and the proceedings of the Association in all cases in which they apply and do not conflict with the spirit and letter of the constitution and Bylaws.
- II. The annual Council election meeting shall be held within sixty (60) days of the close of each season. Notice of meetings shall be e-mailed to each team seven (7) days prior to the established meeting date.
- III. Regular and Special meetings of the Council Board may be called by the President of the Council, his/her designee, or by a written request of an elected Board Representative. Requested meetings shall be held within twenty-one (21) days of request. Notice of meetings shall be e-mailed to the Council Representatives prior to establish meeting dates.

- IV. Regular and Special meetings of the Executive Board may be called by the Association President, or by the request of the Council Board. Requested meetings shall be held within twenty-one (21) days of request. Notice of meetings shall be e-mailed to all Executive Board Members and all Council Representatives seven (7) days prior to established meetings dates.
- V. All scheduled meetings of the Divisional, Council, and Executive Boards require a quorum specified as 51% of the voting body.
- VI. All meetings will have a two (2) hour time limit.

ARTICLE 6

AMENDMENTS

- I. Members of the Association may recommend changes in the Association's Constitution and their Council's Bylaws at any regular meeting of their Council Board. No changes in the Association's Constitution shall be made until the Executive Board Constitution committee has considered the proposed changes and issued a report there on to the entire Executive Board.
- II. Amendments to Council Bylaws must be approved by the appropriate Council Board with two-thirds majority vote of the Council Board members.
- III. Amendments to the Association's Constitution and General Bylaws must be approved by a two-thirds majority vote of Executive Board members.

ARTICLE 7

OPERATIONS AND FINANCES

- I. The fiscal year for the Association shall be January 1 to December 31.
- II. Administrative fees and all other fiscal and administrative matters pertaining to the entire Association shall be established by the Association Executive Board. Team sponsor fees, tournament fees, and other fiscal matters, specific to each Council, shall be established by the Council Board, subject to final approval of the Executive Board.
- III. Program Directors shall submit proposed budgets to the responsible Council Budget Committees 90 days prior to the program start date. Council Boards shall submit proposed Council Budgets to the Executive Board Finance/Budget Committee no later than 30 days prior to the program start date. The Executive Director and/or Operations Manager shall submit the proposed Administrative Budget to the Executive Board Finance/Budget Committee at the 3rd Quarter Executive Board Meeting.
- IV. The Executive Director or Operations Manager is authorized to establish banking accounts for the Association, including a checking account, with the required Executive Board Resolution.

- V. A capital expense budget and account shall be established for the purpose of providing necessary funds for expansion of current program facilities and development of new program facilities. This account cannot be used for operational expenses unless approved by a two-thirds vote of the Executive Board.
- VI. All loans or indebtedness incurred in the name of the Association must be approved by the Executive Board.
- VII. All long term leases or expenditures over one-thousand dollars (\$1,000) shall be reported to the Executive Board before committing to the lease or incurring the expenditure.
- VIII. The Executive Board Finance/Budget Committee shall report on all financial affairs and records of the Association to the Executive Board on a monthly basis.
- IX. In accordance with the above, any team, player, manager, or member of the Association must be current with all outstanding debts to the Association before being allowed to participate in any division or any activity of this Association. Outstanding team entry fees not paid thirty (30) days prior to the end of a regular season or league, shall be collected according to the following policy:
 - A. Responsibility for the entry fee for the particular league involved will be divided equally among the rostered/contracted players of that team. All players will be responsible for their portion of the entry fee, and will be advised by the Association by certified mail, return receipt requested of such debt. Once the individual portion of the team debt is paid, that individual becomes current and can participate in all sports governed by the Association.

Special circumstances will be considered and exceptions to the above policy may be approved only by the Executive Board.
- X. In accordance with the above, any team, player, or member of the Association must be current with all outstanding debts to the Association before being allowed to participate in post-season playoffs, championship tournaments, or other sports governed by the Association.

ARTICLE 8

RECALL

Divisional Representatives, Council Board members, and Executive Board members may be recalled during their term of service if deemed in the best interest of the Association. They may be recalled for, but not limited to, reasons of malfeasance, misappropriation of Association funds, negligence of duties and general areas of misconduct that bring ridicule and community bad will to the Association.

- I. For a Division to remove a Divisional Representative from the Council or Executive Board, these specific steps must be followed:

- A. A petition of recall with a majority of team managers' signatures from that specific Division must be submitted to the Council President.
 - B. The Council Board will schedule a special hearing and recall election of that Division, provided that a written notice shall be made to the divisional membership at least seven (7) days prior to the meeting.
 - C. A two-thirds majority vote of the appropriate Divisional members present shall be necessary for recall.
 - D. If a person is recalled, it shall remove him/her from all positions and membership on the Executive Board, Council Board and as a Divisional Representative.
- II. For a Council Board to remove an officer or member of its own Board, these specific steps must be followed:
- A. A petition of recall with a majority of signatures of Council Board members shall be submitted to the Council President.
 - B. The Council President shall schedule a special recall hearing and election of the board, provided that a written notice be made to the respective Board members at least seven (7) days prior to the meeting.
 - C. A two-thirds majority vote of Council Board shall be necessary for recall. A quorum of voting members is necessary for a recall vote to be effective.
 - D. If a person is recalled, it shall be effective for all positions and membership on the Executive Board and Council Board.
- III. For the Executive Board to remove an officer or member of its own Board, these specific steps must be followed:
- A. A petition of recall with a majority of signatures of the Executive Board members shall be submitted to the Association President.
 - B. The Association President shall schedule a special recall hearing of the Executive Board, provided that a written notice be made to the respective Board members at least seven (7) days prior to the hearing.
 - C. A two-thirds majority vote of the Executive Board shall be necessary for recall. A quorum of voting members is necessary for a recall vote to be effective.
 - D. A person recalled will be removed from all positions and membership on the Executive Board. Recall for criminal conduct or misappropriation of funds shall subject the respondent to loss of membership in the Association upon a two-thirds majority vote.
- IV. The petitions must be in writing and shall identify the petitioner for recall, the respondent, and the date the petition is filed. All petitions of recall must outline the specific charges against the Divisional Representative, Council Board member or Executive Board member.
- V. No person may be recalled without first being provided the opportunity for a hearing to rebut the charges and to confront his accuser.

ARTICLE 9

DISSOLUTION

The Association shall not be operated for the financial benefit of any individual or group of individuals. In the event of dissolution, all funds will be put in a trust with the Municipality of Anchorage, Alaska, for the exclusive use by the Department of Parks and Recreation for sports programs established by the Association.

******* GENERAL BY-LAWS *******

ARTICLE 1

RULES

The Official Rules & Regulations of the participating sports as adopted by the National Amateur Sports Governing bodies with whom this Association is affiliated shall be and hereby are incorporated into the Bylaws of this Association and shall apply with like force and effect as if they were herein set forth in full. These Bylaws shall be amended as necessary to be consistent with the Association Constitution and comply with the rules of the National Amateur Sports governing bodies.

ARTICLE 2

LIABILITY AND PROTECTION

This program, being one of a recreational nature and those who participate recognizing the hazards attendant to such participation, shall in no way hold the Municipality of Anchorage, Alaska, Department of Parks & Beautification and Sports & Recreation, all National, State, and Local Amateur Sports Governing bodies with whom this Association is affiliated, the Association, their agents or representatives, liable for any injury that occurs as a result of their participation in this program.

ARTICLE 3

COMMITTEES

The Executive Board of the Association shall be authorized to appoint standing committees necessary for the proper functioning of the Association. These committees shall include, but are not limited to, the following:

- I. New Program Development
- II. Field and Facility Development
- III. Fund Raising
- IV. Special Projects
- V. Constitution
- VI. Finance/Budget - To be composed of the Association Treasurer as Chairperson, each Council President, Association President, the Association Finance/Budget Chairperson and the Executive Director and/or Operations Manager as a non-voting member.
- VII. Hall of Fame/Awards

ARTICLE 4

PERSONAL BEHAVIOR

There shall be certain standards of conduct expected from every member of the Association. Players will be held accountable for their conduct and teams will be held accountable for the conduct of their fans, to include children. Acts such as game delaying tactics, unattended children running around playing areas, abusive or vulgar language, physical violence, smoking on playing areas during a game, excessive consumption of alcoholic beverages during a game and similar acts will not be tolerated by the Association and shall be deemed unsportsmanlike conduct. If in the opinion of the game official or Association official, a game cannot be completed because of such conduct, the game will be forfeited by the offending team and disciplinary action may be taken by the appropriate Divisional Board against the offending player or team.

Specific rules for disqualification and ensuring penalties for teams and team members are contained within the Bylaws of each Division of play, which are incorporated herein by this reference.