



Policy Manual

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Appendix A. Dates Policy Manual was Amended and Summary (if Known)

A. Amend, Alter, or Repeal Policy

1. The Board of Directors, by majority vote of the Board, may amend, alter, or repeal policy by a majority vote of the Board when a quorum is voting.

B. Membership

1. Acceptance Into Membership

The Board of Directors has the right to screen potential members who wish to become members of Chicago MSA (CMSA).

The CMSA Board of Directors will assume that all those registering to be members of the Association are doing so in the spirit of "good will."

2. Code of Conduct

CMSA believes that all participants have a right to a safe and healthy environment to participate in sports and recreational activities. CMSA, its league and game officials, and participants have an obligation to promote mutual respect, tolerance, and acceptance. CMSA expects participants to abide by the following code of conduct.

Participants shall:

- a. Promote the reputation of CMSA and take all possible steps to prevent our organization from being brought into disrepute.
- b. Not use foul or abusive language or gestures toward league and game officials, players, managers, or spectators.
- c. Not take any action which is likely to intimidate, offend, insult, humiliate, or discriminate against participants, league and game officials, or spectators on the basis of sexual orientation, gender, gender identity, race, disability, age, religious or political belief, ethnic origin, social background, language, or marital status through words or action.
- d. Not possess weapons during league play or CMSA sponsored events.
- e. Not act in a way that creates an unsafe environment for themselves or others during league play or events, including being intoxicated.
- f. Follow the policies and expectations of all venues at which CMSA sports or events are held.
- g. No Board Member, Commissioner, Committee Member, or official may insert themselves into an athletic event under the umbrella of their position. Exception: When necessary for player safety or at the request of an official involved in that event. It will be the perception of those involved in the athletic event that determines if this has been violated.

Those who witness acts in violations of the Code of Conduct should take steps to intervene if it is safe to do so. Violations should be reported immediately to game or league officials. All reports will be promptly and appropriately investigated.

Violations of the code may result in sanctions up to and including suspension/expulsion.

3. Sexual Orientation

CMSA is a primarily LGBTQ+ organization serving individuals of the Chicagoland area. While CMSA does not discriminate on the basis of sexual orientation, CMSA discourages organizers of teams participating in an Athletic Division/Committee from "stacking" with non-LGBTQ+ members with the express intention of winning. Non-LGBTQ+ individuals shall not participate at the expense of an LGBTQ+ person. CMSA relies on the integrity of its managers, captains, and coaches to determine the justification for a non-LGBTQ+ participant.

4. Gender Identity/Expression

CMSA welcomes and encourages people of all genders to participate in its sports programs.

It is not a requirement for any person to undergo hormone therapy, surgery, or other treatment in order to play in their chosen league.

Cisgender athletes may play in any open league of their choice and are not required to explain, justify, or provide documentation supporting this choice.

If issues arise regarding an athlete's gender identity or expression, the league Commissioner will be available to mediate, answer questions, and provide resources.

To ensure competitive balance and for the safety of all CMSA members, all athletes, regardless of gender identity, will be subject to movement to a higher or lower division or a different league based on skill level of play. All athletes must also play under the existing rules of the league they have chosen.

CMSA shall, in all official communications, utilize gender neutral and inclusive language. It shall also make changes to any existing language that does not conform to this standard.

Cisgender: An individual whose gender identity aligns with the gender they were assigned at birth.

Transgender: An individual whose gender identity and/or lived sex does not align with their sex assigned at birth and who may desire physical transition, which may include, but is not limited to, hormones and/or gender confirmation surgeries.

Gender non-conforming: An individual whose gender expression differs from or does not conform to societal expectations of their gender.

5. League Participation

All individuals must be members in good standing of CMSA prior to participating in any league activity. An Athletic Division/Committee can determine to allow an individual to participate if they are not in "good standing" with another league. Participation is defined to mean any "athletic role" indigenous to, or traditionally

considered to be "part of," a sports team. Membership is applied for, and if accepted, obtained by an individual who:

- a. Pays annual dues as set by the league; and,
- b. Completed a CMSA registration profile and signs the "Responsibility and Release" agreement, providing CMSA with true and representative data on themselves, and then sets forth their true and legally binding name in signature.

The Commissioner will determine the registration period for their league.

The Corporate Treasurer, in coordination with the Commissioner, will oversee the registration process for all leagues. All dues are to be directed to the Corporate Treasurer, who will keep the registry for all leagues.

The CMSA Board may, on a case-by-case basis, approve a payment plan for an individual to pay their Athletic Division registration dues. The individual requesting to pay via a payment plan would need to acknowledge:

- a. they are facing financial barriers of some kind;
- b. whether they are temporary or permanent; and,
- c. that they would not be able to participate in an Athletic Division's season if they had to pay the full registration dues upfront.

6. Complimentary Dues

Complimentary dues are available for the following:

- a. CMSA Hall of Fame Member.
- b. The Commissioner/Leader of a CMSA sport as specified by that sport's Rules and Regulations on the first date of the fiscal year.
- c. Other members nominated by a member of the Board of Directors.

Automatic complimentary membership dues renewal for CMSA Members who qualify under Sections "a" and "b" of the policy. For Section "c," other members may be awarded complimentary memberships at the discretion of the Board of Directors by majority vote of the board.

The Board may choose to suspend this policy for one fiscal year no later than August 15th of the prior fiscal year by majority vote.

7. Revocation of CMSA Membership

An individual's membership in CMSA may only be revoked by the CMSA Board of Directors. The revocation process will follow the process as stated in Bylaws Article V. Membership, Section E. Revocation of Membership. The challenge and procedure for revoking an individual's CMSA Membership shall be similar as that of removing a CMSA Board Member, set forth in Bylaws Article II, Section I. Removal from Office, and Section J. Procedure for Removal.

For revocation and suspension from an Athletic Division, see Policy Manual Article G. Athletic Programming, Section 3. Revocation and Suspension from an Athletic Division(s).

C. Whistleblower Policy

CMSA will not retaliate against Members who disclose or threaten to disclose a Board/League Commissioner or a Committee, any activity, policy or practice of CMSA that the Member reasonably believes is in violation of law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate of Organization policy concerning health, safety, welfare, or protection.

If any Member reasonably believes that some policy, practice, or activity of CMSA is in violation of law, a written complaint must be filed by that Member with the President of the Organization and/or League Commissioner.

It is the intent of CMSA to adhere to all laws and regulations that apply to the Organization and the underlying purpose of this policy is to support the Organization's goal of legal compliance. The support of all members is necessary in achieving compliance with various laws and regulations. A member is protected from retaliation only if the member brings the alleged unlawful activity, policy, or practice to the attention of CMSA and provides CMSA with a reasonable opportunity to investigate and correct the alleged unlawful activity.

CMSA will not retaliate against a member who in good faith has made a protest or raised a complaint against some practices of CMSA, or of another individual or entity with who CMSA has a business relationship on the basis of a reasonable belief that the practice is in violation of law, or a clear mandate of public policy.

D. Non-Compete

CMSA Board of Directors, League Commissioners, and League Members shall not sit on or advise any Non-Profit Organization's or Not-For-Profit Corporation's Board(s) that is engaged in direct competition with CMSA within a 50-mile radius of the City of Chicago while maintaining a leadership position with CMSA, and for a period of 90 days after a person leaves their leadership position with CMSA.

In order to protect the vital interest and information of our Organization, we should not have members being on a body where our ideas and programs could be used to directly compete against CMSA. Any person violating the Non-Compete shall be immediately removed from their position within CMSA and will not be eligible for another position within the Organization for a period of up to two years. Return to eligible status is to be reviewed by the CMSA Executive Board within 60 days of occurrence.

E. Communication and Corporate Records

1. Communication

Email is the preferred method of communicating with CMSA membership. All mailings are in-house for the benefit of the membership. Under no circumstances shall CMSA membership names, addresses, or phone numbers be released to the public or community media. CMSA will not perform any mailings for outside organizations since it may be viewed as unauthorized usage of member provided information.

All email communications for official CMSA or CMSA League business will originate from a chicagomsa.org email address. No personal emails shall be used.

Social media tools (i.e. Facebook) can be used as a communication method. To allow for the transition of these tools to new directors or commissioners, these tools shall be created and managed using a chicagomsa.org email address. No personal email address shall be used to create and manage these pages.

For CMSA-wide communications, the CMSA Secretary, or representative, will be responsible. For League communications, the CMSA Secretary, League Commissioner, or representative will be responsible for the communication.

Any CMSA social media page created for the organization or an individual league within CMSA shall be created and maintained using a chicagomsa.org email address.

For Facebook, all pages created shall be PAGES and not an individual account as this is a violation of Facebook's terms of service. See page: <https://www.facebook.com/terms.php>

2. Corporate Records: Retention, Accessibility, and Posting

a. Current documents and communications.

- i. The current Policy Manual will be posted, in PDF or similar format, and available for viewing at all times to all current CMSA Members. The current Policy Manual will be so posted within 14 days of the effective date. Once posted, the CMSA Membership will be notified as such in the next monthly Newsletter or via email as determined by the Board. That email will contain details of changes made from the prior version. The Membership must be notified within 45 days of the posting, regardless of the manner of notification.
- ii. The current Policy Manual will be maintained in an easily editable format so as to allow changes by the current and future Boards. This editable version must be readily accessible to the current and future Boards.
- iii. Current Athletic Divisions' Rules and Regulations (R&R) will be posted, in PDF or similar format, and available for viewing at all times to all current CMSA Members. Current R&Rs will be so posted within 14 days of the effective date. Once posted, all current members of that Athletic Division will be notified as such via email. That email will contain details of changes made from the prior version. The Athletic Division will also post a notification on their Facebook and Instagram accounts. The Athletic Division's members must be notified within 45 days of the posting, or prior to the start of the next season, whichever is sooner, regardless of the manner of notification. If an update takes place during a season, the members must be notified 24 hours prior to their next athletic event.
- iv. Current Athletic Divisions' Rules and Regulations (R&R) will be maintained in an easily editable format so as to allow changes by the current and future members of that Athletic Division's board. This editable version must be readily accessible to the current and future members of that Athletic Division's board.

b. Old Documents and Communications.

- i. Policy Manual (Old): Retain old Policy Manuals (previously Policy and Procedure Manual) in PDF (or similar) format until the dissolution of the Corporation. Old Policy Manuals are not required to be displayed publicly or for view by the Membership. Old Policy Manuals will be shared in PDF (or similar) format as required by law or as determined by the CMSA Board.
- ii. Athletic Divisions' Rules and Regulations (Old): Retain old Athletic Division Rules and Regulations (R&R) in PDF format for a period of seven (7) years from the last date of the Fiscal Year in which those R&Rs were replaced or until the dissolution of the Corporation, whichever is sooner. Old R&Rs are not required to be displayed publicly or for view by the Membership. Old R&Rs will be shared in PDF format as required by law or as determined by the CMSA Board.

F. Hall of Fame

1. General

The CMSA Hall of Fame exists to recognize, celebrate, and honor those members, contributors, and supporters whose leadership and dedication have enhanced the success, tradition, and integrity of CMSA and who have promoted and built the league within the community.

As set forth below, the CMSA Hall of Fame Committee will solicit applications, determine membership, and induct new members on an annual basis or as often as the Committee deems appropriate.

2. Hall of Fame Committee: Selection and Removal

At the beginning of each fiscal year, the CMSA President will select six (6) members to form the annual CMSA Hall of Fame Committee, with one of the appointees named "Chairperson." All members selected must be approved by the CMSA Board of Directors and will serve for a period of one (1) year. The CMSA President will also sit on the CMSA Hall of Fame Committee as its seventh (7th) member. The CMSA President will not be the Chairperson. The CMSA President has the same voting rights and requirements as the other HoF Committee members.

To be selected, the appointee must either be (a) a CMSA Member for at least two years and in good standing with CMSA for at least the last year before appointment or (b) a current CMSA Hall of Fame member, in good standing for at least the last year of their membership with CMSA. The committee appointees should reflect the demographic breakdown, if possible, of CMSA. All appointee recommendations must be submitted to the CMSA President by August 15 of each year, and the CMSA President must make selections by September 1. Any time a current member of the Committee vacates his or her position in the middle of the term, the CMSA President will move to fill the position as soon as possible using the qualification information above.

A member may be removed from the Committee if the Committee determines, by a

2/3 majority vote of the HoF Committee, that the best interest of the Committee and CMSA will be served by removal. Quorum to hold a removal vote is 100% of the Committee membership. The CMSA President, with approval from the CMSA Board, will replace the removed member prior to any vote on HoF membership selection.

3. Hall of Fame Membership: Selection

The CMSA Hall of Fame Committee shall solicit applications for Hall of Fame membership, determine membership, and plan and run an induction ceremony for all new members.

The CMSA Hall of Fame Committee shall meet as often as is necessary throughout the fiscal year to determine CMSA Hall of Fame membership. While there is no specific set of quantifiable criteria for membership selection, the Committee shall be guided by the CMSA Hall of Fame mission statement, which is to recognize, celebrate, and honor those members, contributors, and supporters whose leadership and dedication have enhanced the success, tradition, and integrity of CMSA and who have promoted and built the league within the community. CMSA Hall of Fame Committee members are eligible for Hall of Fame membership, but they will recuse themselves from discussion and voting for their own membership application.

The Committee shall solicit application for Hall of Fame membership from the Current CMSA membership on an annual basis. The Committee shall give CMSA Membership a reasonable time to submit applications. The Committee shall then review the applications, follow up with nominating members or applicants as necessary for more information, and vote on CMSA Hall of Fame membership. In order to be selected for Hall of Fame membership, an applicant must receive at least 2/3 of the vote of the Committee members for any vote. Quorum to hold a Hall of Fame membership vote is 100% of the committee membership. This process should take place at least once per fiscal year. All votes are final and not appealable. If a committee member does not submit their vote within the deadline established by the committee, that member's vote will be recorded as an abstention in the voting record.

If no applicant(s) receive at least 2/3 of the vote, no new members will be inducted. While the Committee may consider past applications, all nominating members are encouraged to complete new applications or update previous applications for each application process.

If even one applicant receives at least 2/3 of the vote, the Committee shall plan and run an induction ceremony for the applicant(s). The Committee shall invite and encourage attendance from all current CMSA Hall of Fame members, the CMSA Board of Directors, and any others as determined by the Committee. When possible, the induction ceremony shall take place within the same fiscal year as the selections.

4. Hall of Fame Membership: Removal

The authority to remove a member from the CMSA Hall of Fame (HoF) lies solely

with the CMSA Board of Directors. The process to remove a member from the CMSA HoF will be similar to that as described in CMSA Bylaws Article II, Board of Directors, Section J, Procedure for Removal, except:

1. If a current CMSA Board Member is the subject of the removal process, that Board Member must recuse themselves from the removal process, except to participate as the subject of the removal.

G. Athletic Programming

1. Athletic Division Boards

- a. It is strongly recommended that every Athletic Division have a Board consisting of a minimum of three (3) members, including the following:
 - i. Commissioner
 - 1) Elected by current members of the Athletic Division;
 - 2) Generally oversees the league and its operations, except as to specific items delegated to other offices or Board members;
 - 3) Maintains the league's relationship with the Chicago Park District and/or any other organization that provides facilities used by the league for its games and possible open gyms;
 - 4) Maintains the league's relationship and negotiates its contract with outside officials;
 - 5) Presides over Board meetings;
 - 6) Enforces league rules, regulations, and policies in their entirety;
 - 7) Creates and manages the budget for each season;
 - 8) Informs the CMSA Treasurer of all budgetary updates within 48 hours;
 - 9) Works with the CMSA Treasurer to ensure timely payment of invoices, i.e. Open Gym fees, reimbursements, officials' pay;
 - 10) Oversees, along with the Associate Commissioner(s) and other Board members, rules protests, appeals, and league disciplinary issues;
 - 11) Other duties as needed.
 - ii. Assistant Commissioner
 - 1) Elected by current members of the Athletic Division;
 - 2) Acts for commissioner in all situations where the commissioner cannot be present (presides over meetings, etc.);
 - 3) Takes over duties of commissioner when the commissioner is removed by the CMSA Board, resigns, is incapacitated for long period, etc.;
 - 4) Assist the commissioner in the league and its operations to help ensure that the season, individual game days, and open gym sessions run smoothly;
 - 5) Oversee, along with the commissioner and other Board members, rules

protests and appeals and league disciplinary issues;

- 6) Determine, along with the commissioner, the registration time frame and process for each individual season;
- 7) Work with vendors for league equipment;
- 8) Work with potential league sponsors to secure commitments and funding;
- 9) Manage the league website (CMSA League Apps, Instagram, Facebook);
- 10) Oversee the preparation of the league regular season and playoff schedules;
- 11) Coordinate league events, sponsor parties, and award presentations;
- 12) Other duties as assigned by the commissioner.

iii. Secretary/Treasurer

- 1) Oversees the finances of the league and coordinates with the commissioner on all league payments and registrations.
- 2) In coordination with the commissioner, communicates with the CMSA Treasurer on all requests, payments, and registrations.
- 3) Direct communication strategy for the league, i.e. email, social media.
- 4) Recorder of all meetings of the Board.
- 5) Other duties as assigned by the Commissioner.

b. It is strongly recommended that every Athletic Division hold elections to vote in their commissioner and all Board members. All such elections will be online. The following is an example election process:

- i. The commissioner and Board members will be elected for two-year terms by highest vote total. Election will be by an online vote of all registered league members.
- ii. At least one (1) weeks' notice of the election and who the candidates are must sent by email to all members.
- iii. The election for commissioner will take place in odd numbered years; assistant commissioner in even numbered years; the secretary/treasurer in odd numbered years; and so on if there are more than three Board members.
- iv. Elections will be held within one (1) week after the end of each season.
- v. Once it is determined how many Board positions will open for the following season (whether through expiration of two-year terms and/or early resignations), the current Board will call for nominees (generally via email) among all current members between four (4) and two (2) weeks of the end of the season. Any current league member may nominate a candidate.
- vi. Nominees must be a registered player, official, or Board member during the current league year to be eligible for nomination.

- vii. Nominees must be in good standing with the league and with CMSA.
- viii. If there are insufficient nominees to replace all outgoing Board members, the current Board will seek volunteers and appoint, by majority vote of the Board, new Board members for the following season.
- ix. Election results must be finalized within two weeks of the last day of the season (final day of the playoffs if there are playoffs).
- x. The newly elected Board must meet within two weeks of the finalization of the election to review all preparations for the upcoming season and any other matters.
- xi. The procedures outlined in the CMSA Bylaws will be followed for the removal of a Board member.

2. Game Rules

- a. CMSA Athletic Leagues may adopt game rules from other non-CMSA Leagues for use as their own, create their own game rules, or use a hybrid of both. Whichever method is used, leagues must abide by their game rules as written, unless player safety becomes an issue.
- b. CMSA Athletic Leagues are responsible for ensuring the game rules they create or adopt do not contain conflicts within those game rules or between those game rules. If there are conflicts within adopted game rules, that CMSA Athletic League must create a game rule(s) to deconflict what is written in the adopted game rules.
- c. CMSA leagues must ensure their game rules are consistent with the game rules enforced by officials and employed by players and captains. There are to be no “unwritten” game rules, i.e. game rules that everyone knows about but are not codified in the written game rules.
- d. No captain, player, or official may enter into an agreement to play under game rules that are contrary to the game rules of the Athletic Division in which those individuals are participating. Exception: When necessary for player safety.

3. Revocation and Suspension from an Athletic Division(s)

- a. An individual’s membership in an Athletic Division (AD) may be revoked, for cause, at any time by that AD’s Commissioner or Board Member acting within the guidelines set forth in the Rules and Regulations of the CMSA AD or game(s) of which they are in charge.
- b. An individual may be suspended (or ejected) from an AD, for cause, at any time by any Commissioner, Board Member, or game official (i.e. referee or umpire) acting within the guidelines set forth in the Rules and Regulations of the CMSA AD or game(s) of which they are in charge.
- c. If the AD’s Rules and Regulations do not state the process by which an individual’s membership, involvement in a league event, or involvement in a league game may be revoked or suspended, the following policy will apply.
 - i. For suspensions that occur during a day that the individual has more than one game and the suspension occurs between games, the individual will be

informed verbally and any appeal will be expedited to the best ability of all involved. Verbal notifications will suffice until written communication can be prepared and sent.

- ii. The individual must be notified of the revocation or suspension, citing cause and evidence, within 24 hours of the initial decision to revoke or suspend the individual's membership in the AD, event, or game.
 - iii. The individual may appeal the decision to that AD's Board within 48 hours of their notification.
 - iv. If the decision is appealed, the AD's Board will hold a hearing within 48 hours of being notified of the appeal to allow the individual an opportunity to challenge their revocation or suspension. A quorum of the AD's Board must be present to hold the hearing. In no instance will there be less than three (3) AD Board Members present at the hearing.
 - 1) If the AD does not have at least three (3) board members, or three (3) that are able and eligible (no conflicts) to participate, then the Commissioner of that AD will reach out to other AD(s) Boards for additional members to bring the total to at least three (3) members. The additional members must not have any conflicts to the situation at hand.
 - v. All charges, defenses, and results of any investigation shall be presented at the hearing. The AD's Board Members will be allotted up to 30 minutes to ask questions and obtain answers. The suspended individual will then be allotted up to 30 minutes to present a defense. Both sides will then be allotted 5 minutes each to present a closing argument.
 - vi. The AD's Board will then deliberate the matter, in closed session, for up to 30 minutes, and then render a decision. The vote must be by a 2/3 majority of those voting to uphold a revocation; or, 50% + 1 to uphold a suspension. There must be no less than three (3) board members voting.
 - vii. The individual will be notified of that decision within 30 minutes of the rendering of the decision.
 - viii. In the event that the season concludes before the disciplinary period concludes, the disciplinary period will carry over into the following AD's season.
 - ix. The AD's Board will notify the CMSA Board on members who have had their membership revoked or suspended and for what reason(s), as well as the outcome of any appeal. All notifications to the CMSA Board must take place within 48 hours of those decision(s).
- d. The following policy supersedes related ADs' Rules and Regulations regarding revocations and suspensions from ADs.
- i. Regarding revocation of membership from an AD: If the individual does not appeal the initial revocation decision to the AD's Board, the individual may not appeal the decision to the CMSA Board. If the individual does appeal the revocation to the AD's Board and the revocation is upheld, the individual may then appeal the AD's Board's decision to the CMSA Board. The CMSA Board will follow a similar appeal process to that stated above.

- ii. Regarding suspension of membership, including game suspensions, from an AD: In no instance may a suspension from an AD or game be appealed to the CMSA Board.
- iii. If a CMSA AD utilizes a national sports organization's rules and regulations (such as NAGAAA or NGFFL rules), and an individual's membership or ability to participate in that organization is revoked or suspended, that individual will be suspended from participating in the corresponding CMSA AD for the same period of time and may be subject to additional actions by that AD's Board. The individual may also be subject to additional actions by the CMSA Board, up to and including revocation of CMSA Membership.
- iv. Any individual who is suspended from an AD or has their AD's membership revoked is not entitled to a refund of any kind.

H. Goodwill

1. General Membership

When a member is seriously injured or hospitalized in the conduct of a CMSA activity, a card should be sent from the "closest" Commissioner conveying the concerns/sympathy of the Board.

The Commissioner acts on their own, but will inform the Board of their actions. Funding will be provided.

2. Sponsors

When a longtime CMSA sponsor is seriously injured or has died, a card or flowers should be sent from the Board, and followed up by the Commissioner who is closest to the situation. A limit on individual expenditures shall be set by the Board.

A designated officer will authorize the expenditure on behalf of the Board when a regular meeting is not near. Funding will be provided.

I. Board of Directors

1. Board Nominations

All individuals with a demonstrated commitment to the goals of the organization wishing to be nominated for a vacated Board seat must be members of CMSA on a date set by the Board. The Board will form an Election Committee made up of six (6) individuals, none of whom can be running for one of the vacant seats:

- a. Three (3) current Board Members,
- b. One (1) eligible voting member from the general membership,
- c. One (1) eligible voting non-leader member (no captains, managers, Athletic Division board member, etc.); and,
- d. One (1) commissioner.

Prior to June 1, the Board and the Election Committee will review descriptions of the roles of the open Board seats. On June 1, the Board will share those

descriptions via the Newsletter and social media posts in a call for nominations. The nomination period will be open for 14 days, June 1 at 9:00 am thru June 14 at 11:59 pm.

Any CMSA Member in good standing may nominate one (1) person to run in the general election. The nominated person must accept the nomination within 72 hours of the close of the nomination period (i.e. must accept by June 17 at 11:59 pm). All candidates to the Board must have been active members of CMSA, in good standing, for a continuous period of one (1) calendar year immediately preceding June 14. No nominations are accepted after the nomination period has ended.

By June 15, the Election Committee will confirm the nominations and ensure the nominees are aware of the election process and requirements.

By June 24, the Election Committee will gather nomination Candidate Statements, and photo if the candidate wishes, and disseminate them to the membership via email and social media posts.

On the Wednesday immediately prior to the voting period, the Election Committee will hold an online meeting for the Membership and candidates. The meeting will take place between approximately 7:00 pm and 9:00 pm. During this meeting, the Members will be informed of the voting process and the number of votes needed to elect (50% + 1 of those voting). Board seats vacated by term will be announced by the committee. The candidates will then be introduced by a number draw (1 through n) and allowed to speak for up to five (5) minutes on their own behalf. Questions from those attending are permitted.

2. Board Elections

The general election will be held over a period of four (4) calendar days in early July. The period will be from Thursday at 7:00 am through Sunday at 9:00 pm., with the included Saturday always being the 2nd Saturday of the month of July.

All those wishing to vote in the election must be dues paying members of CMSA on the dates of the election. The election will be held online using a secure election system, such as Election Buddy. Voting will be rank choice.

The online ballot will list candidates in alphabetical order by last name. Members may vote for as many candidates as they wish, ranking them per the online system instructions. The winning candidates must achieve a 50% + 1 majority to be elected. The Election Committee will verify the results of the election and eligibility of those voting.

If the number of nominees is equal to the number of vacated board seats, no election will be held. The nominees are considered to be elected to the Board.

If the number of nominees is less than the number of vacated Board seats, the current Board will then accept new nominations via an email request to the membership and its own ranks. This nomination period will be open from the Wednesday after the election through the third Saturday of July at 9:00 pm. The current Board will schedule a meeting, during which an appointment(s) will be made. The winning candidate(s) must achieve a 50% + 1 majority to be elected. This vote will take place even if there is only one candidate. That candidate must

still achieve a 50% + 1 majority to be elected.

Election count will be provided to the Membership once the count is verified by the Election Committee.

Ballots will be kept on file for seven (7) years.

3. Officer Nominations

Within 48 hours of the verification of the election, the newly elected board will hold a meeting, either in person or virtually, to determine the officer positions the elected board will hold for the next year.

The current Board President opens nominations for the Elected Board at the meeting with those that have been elected for each position until they are filled. The current President can defer to a past President to hold this election if he is seeking to fill one of the officer positions.

J. Meetings

1. Monthly Board Meetings

All monthly meetings are private. Members/outside groups may attend a monthly meeting and address the Board on any topic. Non-board members should be first on the agenda and must leave before discussion of other agenda topics proceeds. Meetings are held on the third Wednesday of the month unless previously agreed to by the board.

Non-members are placed on the agenda by advance notice through the CMSA Secretary, preferably one meeting in advance.

2. Open Meetings

Any non-Board meeting is an open meeting. Any topics, under new business, may be discussed at any meeting. Reports may be given at the request of those members in attendance. Discussions cannot lead to a vote that alters rules, regulations, policy, procedure, bylaws, or articles without the notice of the membership, which may be affected by a vote.

At the conclusion of regular business the chairperson will call for "any new business."

3. Parliamentarian

At the discretion of the Board, a parliamentarian will be appointed by the Directors in Office and present at any OPEN meetings where a parliamentarian is needed or requested.

The Board, under advisement, will vote a parliamentarian to serve in said capacity, for a period of time determined and stated by the Board, through a simple majority rule of those Directors present to vote. The parliamentarian shall not be a current member of the board.

K. Committee Formation & Performance

A member must be in "good standing" within the organization in order to be nominated and/or hold the position of Commissioner of an Athletic Division/Committee.

During the election process for an Commissioner of an Athletic Division/Committee, all members nominated must be vetted to verify they are in "good standing" within any part of the organization. If a person is not in good standing, they are ineligible to run for the position. A current Commissioner who no longer is in "good standing" within the organization must resign their position immediately.

L. Finance Committee Selection

At the beginning of each fiscal year, the CMSA Treasurer will select one (1) individual to be CMSA's Bookkeeper. The CMSA Treasurer and the Bookkeeper will form the annual Finance Committee. The Bookkeeper selected by the CMSA Treasurer must be approved by the CMSA President and will serve for a period of one year. The Bookkeeper position will be a paid position.

To be selected, the appointee must NOT be a commissioner or board member of any league/sport, nor be a member of the CMSA Board of Directors. It is not a requirement for the appointee to be a CMSA Member; however, if the appointee is a CMSA Member, they must be a member in good standing for the last year before appointment.

The committee appointee recommendation must be submitted to the CMSA President by August 15 of each year, and their approval must be provided by September 1.

Any time the Bookkeeper vacates their position in the middle of the term, the CMSA Treasurer will immediately move to fill the position using the qualification information above and with approval from the CMSA President.

The Bookkeeper must sign a non-disclosure form when they become part of the committee. If the Bookkeeper is found to have violated the terms of the non-disclosure form, they will be immediately removed from the committee and could be subject to additional penalties, including but not limited to revocation of CMSA Membership (if they are a CMSA Member).

M. Finance Committee

1. The Finance Committee will review the financial records of the organization and suggest updates to financial policies.
2. The Bookkeeper will meet with the CMSA Treasurer at least monthly to go over financial records of the organization.
3. The Bookkeeper will be responsible for producing all checks, ensuring proper documentation of all payments in accordance with the organizations financial policies, leading the annual audit process with the selected auditing firm, providing financial reports to the Treasurer for the Treasurer's Report, and other financial reporting and bookkeeping tasks as assigned by the Treasurer.
4. The Finance Committee will submit information to the CMSA President following the monthly audit.

N. Corporate Business Review

1. Corporate Business Expenditures

All moneys paid out for services or goods in the operation of CMSA business are to be in the form of a check or a CMSA debit card linked to the organization's bank account.

All requests for check payment must be sent via a disbursement form from the league commissioner or CMSA Board Member to the CMSA Treasurer's email address (cmsatreasurer@cmsa.org) along with any receipts/invoices for those payments. Payments to officials/referees/field crew for each league do not require a receipt/invoice; however, the disbursement form is required. All checks are required to have two signatures, with the CMSA Treasurer to be the first check signer and the second another of the bank approved signers, which will be determined by the CMSA Executive Board. No approved bank signer is able to sign a check that is written for them for more than \$300. For example, if the CMSA Treasurer is receiving a payment over \$300, the check must be signed by two other bank approved signers.

The CMSA President and CMSA Treasurer may be issued debit cards tied to the organization's primary checking account. These debit cards may be used to pay for any services and goods that would ordinarily be paid by check. All expenses to be paid using a debit card must be approved:

- a. based on the approval thresholds provided in these policies and procedures; and,
- b. for debit card payment.

The approval in (b) above may be obtained by the CMSA President or the CMSA Treasurer by providing a written request to an approved bank signer that shall include a written or online quote or invoice or other evidence of the product or service to be purchased. Such approved bank signer will then provide evidence of their approval of the purchase in writing to the purchaser. Evidence of the purchase, such as a final receipt, shall be provided to the CMSA Treasurer and retained for audit purposes. All such notices may be provided by e-mail. In no event shall any other individual, other than the CMSA President or CMSA Treasurer, use the debit cards provided to such officers.

2. Approval Threshold/Direct Payments to Vendors

League Commissioners/Designees and Main Board Members/Designees need approval for any purchase of \$200 or over before purchase is to be made, with the exception of payments to league officials, i.e. referees, field set up crews, or payments for facility rental. League Commissioners/Designees and Main Board Members/Designees may pay directly and be reimbursed with proper documentation.

- a. For any purchases over \$500 (with same exclusions as above), payment must be made directly to vendor by the CMSA Treasurer, unless otherwise approved in accordance with the procedures herein.

- b. In all instances, Leagues/Main Board are encouraged to use vendors that provide for invoicing in which CMSA can pay directly or to request that payments are made using the CMSA President and CMSA Treasurer debit cards.
- c. **For purchases between \$200 and \$500:**
 - i. League Commissioners/Designees or Main Board Members/Designees must obtain approval prior to purchase.
 - 1) League Commissioners/Designees obtain approval from league Liaison and CMSA Treasurer.
 - 2) Main Board Members/Designees obtain approval from CMSA Treasurer and President.
 - 3) President obtains approval from CMSA Treasurer and a Vice President.
 - 4) Treasurer obtains approval from President and a Vice President.
 - ii. League Commissioners/Designees or Main Board Members/Designees have the option of purchasing by their own means and submitting for reimbursement, or having the CMSA Treasurer issue payment directly to vendor.
 - iii. Proper documentation, as defined by the CMSA Treasurer, is required for reimbursement.
- d. **For purchases over \$500:**
 - i. League Commissioners/Designees or Main Board Members/Designees must obtain quote from vendor for requested items.
 - 1) Formal quote from vendor specifically for CMSA.
 - 2) Screen shot from website selling requested items.
 - ii. Approval process:
 - 1) League Commissioners/Designees submit quote to league Liaison and CMSA Treasurer for approval.
 - 2) Main Board Members/Designees submit quote to CMSA Treasurer and President for approval.
 - 3) President submits quote to CMSA Treasurer and a Vice President for approval.
 - 4) Treasurer submits quote to President and a Vice President for approval.
 - iii. Approving party provides written approval of the expense to the requesting party.
 - iv. Requesting party provides final quote/invoice to CMSA Treasurer for payment.
 - v. CMSA Treasurer issues payment directly to vendor.
- e. In the event that a vendor cannot issue an invoice in advance of the purchase of goods or services, cannot accept a check as payment, and the item may not be purchased using a CMSA President or CMSA Treasurer debit card, the

requesting party shall, in addition to requesting approval of the expense, specifically request permission from the applicable approving party to purchase the item by their own means and submit for reimbursement. The request to handle as a reimbursement *must* be made prior to the expense being made in order to be reimbursed. The approving party shall provide written approval of the reimbursement method along with the expense approval as provided above.

- f. League Commissioners/Designees and Main Board Members/Designees shall make all efforts to utilize vendors that can provide a written invoice and accept a check as payment for all expenses over \$500 wherever possible.

3. Payment Request Procedure

The following shall be in force for all payment requests, including credit card payments, whether it is for the payment of an official, supplies, reimbursement, etc. This procedure makes no changes to the approval process, which must be followed for payment to be rendered.

- a. After seeking approval of the relevant commissioner or board member, a request for approval should be sent by the requester to cmsatreasurer@chicagomsa.org with documentation of that approval, including a disbursement form or purchase order, as relevant, and confirmation of the approval by the appropriate authority (email is fine).
- b. The treasurer will consider the request for payment, verifying that the appropriate policy for approvals has been followed and the request is within the budget or other funds have been approved.
- c. Once these things are verified, the treasurer will issue payment for any request that can be made using the corporate credit card.
- d. If the request requires a check, the treasurer will forward relevant documents to the bookkeeper and request that a check be prepared.
- e. Once prepared, the bookkeeper will notify the treasurer and arrange for pickup of the check(s), who will acquire the relevant signatures, and arrange for distribution of them via mail or personal delivery at the discretion of the treasurer and the recipient.
- f. Check requests must be received by 5:00 p.m. on Tuesday of a non-holiday week in order to be processed that week.
- g. If all approvals and documents are available, the treasurer will approve and pay or send to the bookkeeper for payment by 5:00 p.m. on Wednesday.
- h. The bookkeeper will have the checks available for signatures by 5:00 p.m. on Friday.
- i. The treasurer will ensure that they are mailed or delivered by 5:00 p.m. on Sunday.
- j. Any payment request that is received after 5:00 p.m. on Tuesday will be held until the following week at the discretion of the treasurer and bookkeeper.

4. Audit

CMSA must conduct an audit of its financial records beginning in October of each year, with the audit to be completed by the December meeting of the CMSA Board of Directors.

The audit will be conducted by a 3rd party vendor that will be approved by the Board of Directors. The same 3rd Party Vendor should be used for filing of all required tax documents in accordance with applicable laws.

O. Travel Expenses

In any sport where it is mandatory that CMSA be represented at annual or semi-annual meetings of a national organization, CMSA will budget into the respective sports fees a designated sum of money that will ASSIST the Organization's elected or appointed national representative with their expenses. Representatives need not accept assistance.

The Board will determine needed fees as required, based on its own research of available transportation and accommodations. Representatives are to submit an expense report relevant to transportation and lodging for appropriate reimbursement where applicable.

P. Advertising

Any advertising message must support CMSA's mission and goals. Media vehicles will be evaluated and chosen based on their target audience demographics, reach, quality, and rates. A media vehicle is defined as anything that disseminates information through print, electronic, broadcast, outdoor, or any other form of communication.

An annual advertising plan will be developed at the beginning of each fiscal year based on an established budget that has been approved by the CMSA Board of Directors. The Board may consider and approve funds for additional advertising opportunities throughout the year as they present themselves. The advertising message must be displayed using a consistent, branded style, and include a current logo

Appendix A

Dates Policy Manual was Amended and Summary (if Known)

June 2016: Amendments Unknown

September 2016: Amendments Unknown

December 2016: Amendments Unknown

February 2017: Amendments Unknown

August 2019: Amendments Unknown

October 2020:

Should have included July 6, 2020 CMSA Board vote to update HoF Member Removal Process - Language added January 24, 2022. Other Amendments Unknown

January 24, 2022:

General editorial updates

Changed title to “Policy Manual” and Reorganized into Articles and Sections

B. 4. Added requirement to utilize gender neutral language in all official communications

N. Updated Payment Request Procedure

June 2, 2022:

General editorial updates

B. 2. Code of Conduct – Added non-insertion into event language

B. 5. Added Athletic Membership Dues Payment Plan on Case-by-Case Basis

B. 7. Updated CMSA Membership Revocation Language; Deleted ref. to Susp.

E. 2. Added Corporate Records Retention, Accessibility, and Posting policy

F. 2. Updated make-up of HoF Comm. & Process to Remove Comm. Member

F. 3. Updated Quorum requirement to vote member into HoF

F. 3. Added abstention policy

F. 4. Updated HoF Member revocation authority

G. Deleted Registration and Sponsorship Fees Article

G. 1. Added Athletic Division Board Makeup and Election Info

G. 2. Added Game Rule policy

G. 3. Added Revocation & Suspension from an Athletic Division policy

I. Updated CMSA Board of Directors election process

L. & M. Updated Finance Committee Makeup and Duties