

Board Structure and Description of Roles

CMSA eSports is governed by an Advisory Board (*AKA The Squad*) made up of the following:

1. *Executive Leadership Team (AKA The Final Bosses)*
 - Formed by Directors. Different directorships may be held by a single person. New Director positions may be formed by amending the bylaws.
 1. Finance Director
 - Seeks fundraising opportunities and establishes partnerships to strengthen the financial position of CMSA eSports
 - Creates and manages a budget for each fiscal year
 - Works with the CMSA Treasurer to ensure the timely payment of all invoices/reimbursements
 - Trues up the CMSA eSports budget with the CMSA Treasurer quarterly
 2. Creative Director
 - Sets brand guidelines for CMSA eSports
 - Leads the creative team and oversees the creative process
 - Shapes brand standards and defines the creative vision
 - Maintains all official eSports communication accounts outside Discord (Instagram, TikTok, etc)
 - Ensures league information is communicated via social platforms
 - Responsible for all CMSA eSports merchandising and upkeep of the associated Merch accounts (e.g., Forthwall)
 3. Systems Director
 - Updates Discord (and/or other hosting environments) and ensures player safety
 - Maintains the CMSA eSports website and Twitch channel
 - Assists the League Director with streamlining league management
 - Coordinates community events hosted online and in our Discord
 4. League Director
 - Facilitates league planning and processes
 - Creates League Manager expectations
 - Acts as primary liaison for new league creation and League Managers for player experiences and safety
 - Appoints League Managers as needed
 5. Vibe Director
 - Responsible for conflict resolution within CMSA eSports spaces

- Maintains league vibe checks and enforces the tribunal system
- Works with other Directors to plan in person events (icebreakers, logistics, etc)
- Oversees all operations of the league that are not specifically delegated in this document
- Presides at all meetings of the board
- Creates board and league-wide goals for each fiscal year
- Oversees the Advisory Board (AKA The Squad)
- Appoints advisory board members as needed
- Controls access to league email and Discord account/server
- Hosts Quarterly public forums within the Discord to share updates regarding budget and roadmap
- Hosts Monthly internal meetings with League Managers and the Advisory Board to share progress on the roadmap
- Conducts Weekly internal meetings to discuss organizational updates, plan upcoming events, and follow up on tasks due that week.

2. *Commissioner*

- Main point of contact with the CMSA Main Board
- Manages the eSports email account (responding and reading emails in the inbox)
- Maintains all official communications to CMSA eSports partners.
- At the beginning of every term Directors will vote on a Commissioner from amongst the Executive Leadership Team. Commissioners will be elected with a majority vote and their term coincides with their term as Director.

3. *League Manager*

- Report to the League Director weekly during seasons with updates
- Develop a league schedule format
- Ensure participants have a safe space and follow the CMSA Code of Conduct
- Create an onboarding and in-season experience for new and existing participants (*e.g. welcome emails, voice chat, exhibition games, and/or other opportunities*) for players to get to know each other better
- Identify game formats or structure that is inclusive of all gaming experiences (*e.g. skill and participant equipment*) including documentation
- Manage the in-season and in-game player experience for the league
- Communicate league details to Marketing/League Directors for CMSA eSports social media & marketing posts
- Communicate necessary Discord text and voice channels needed for their league to the Systems Director
- Works with the Systems Director to add features to the website needed for league facilitation.
- Encourage league participation in CMSA eSports programming

- Actively participates in the Monthly leadership meetings with other eSports advisory members and executive leadership team
- Coordinate with the League Director regarding ways to improve the leagues

3. *Appointed Advisors*

- Appointed positions with duties related to needs of the organization such as recruitment, social media posting, production of tasks, lead moderation, financial review, committee chairs, etc.
- Actively participates in Monthly meetings with the Advisory Board
- This may also include committee chairs of members for a similar purpose

Election of the eSports Advisory Board

Open Advisory Board Member positions must be shared and communicated with the organization and sport participants. Director roles are elected by the members of the organization. League Manager, Commissioner, and Advisor roles are appointed via the Advisory Board.

Executive Leadership Team

Nominations

Nominations for Director roles will occur in the month of November.

Nomination Period

5 business days

Nomination & Election Process

1. Any CMSA eSports Advisory Board member may nominate a Director.
 - a. A trusted eSports liaison or CMSA Main Board member will be responsible for gathering the nominations and guiding the process. This individual will not be seeking an elected role.
2. If no nominations are made for the Director positions by December 10th then elections will not take place and current directors keep their position until the next year, else the positions will become vacant.
3. An electronic vote will commence on the 1st business day following the close of nominations and remain open for 48 hours.
4. Elections will be ranked-choice. The winner of the election shall be the candidate who achieves a majority of the votes cast.
 - a. In the event no candidate receives a majority of the votes, the member receiving the least amount of votes will be removed with members voting for that candidate going to their next option.
 - b. This will be repeated as necessary until an individual receives a majority of votes.
5. This process must be concluded no later than December 15th.

Election Terms

Begin on January 1st and last for one calendar year.

The procedures outlined in the CMSA Bylaws will be followed for the removal of a Director.

League Managers

Applications

Applications for League Managers for new leagues are open at any time at this link:
<https://forms.gle/1VeLf9G64nSeX9V78>

The eSports League Manager responsibilities must be shared and communicated with the organization and sport participants.

Application Timeline

Rolling Basis

Interview Process

1. Application for each game will vary based on that game's individual season.
 - a. Any player from the most recent season may apply to become a League Manager provided they are a current CMSA eSports member, provided there is a vacant position.
2. Selected candidates will be reviewed and a decision will be made within a week of the interview date.
 - a. If both/all candidates agree, they may agree to a Co-League Managership.
3. Once a League Manager is assigned, the eSports League Director or Executive Leadership Team will communicate to the participants regarding the new leader(s).

League Manager Terms

Four quarters coinciding with the start of the first season ran by the manager.

In the event that a League Manager is not able to complete their term, the eSports Advisory Board will commence a vacancy application process (following the same format as the standard application process).

If a replacement is not selected, the Commissioner shall assign the duties of the vacant League Manager to an appropriate individual.

When it shall seem necessary to the well-being of the league that a League Manager be removed, a meeting of the Executive Leadership Team must be convened in the matter of removal, and a vote is called. A majority vote in favor of removal shall be required before the challenged League Manager is removed.

Appointed Advisors to the Board

Appointed Advisors to the Board are voting members of the CMSA eSports Advisory Board, and are chosen, as needed, by the Executive Leadership Team.

CMSA eSports Bylaws

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In the event that an Appointed Advisor cannot fulfill their duties, a new Appointed Advisor shall be named by the Executive Leadership Team to fill the role.

Advisors shall not be higher in number than the number of current running Leagues.

Advisory Board Structure and Roles

The Advisory Board shall consist of the entirety of the eSports leadership (Executive Leadership Team, Commissioner, League Managers, and Appointed Advisors)

The Advisory Board will meet monthly to consider proposals to improve processes, information sharing, rules & discipline, league efficiency, and league facilitation.

The process for modifications and new proposals is as follows:

On a rolling basis, any eSports member participant may submit in writing a proposal to alter a process or alter/clarify a rule.

1. The proposal can be sent in a number of ways
 - a. Privately, to a League Manager or a member of The Executive Leadership Team or Advisory Board
 - b. Publicly, through Discord text channels specific to gathering feedback within the CMSA eSports server
2. The Advisory Board will review all proposals that pertain to the bylaws or cross-league changes, determine if proposals impact the bylaws, and vote on each. Any proposal receiving a majority of ‘yes’ votes will be presented to the league with detailed explanations of changes.
 - a. Changes to the bylaws require a 2/3rds majority from the Advisory Board.
3. If a bylaw change is approved, the Executive Leadership Team will make the appropriate changes to the CMSA eSports bylaws.
4. If a cross-league rule change is approved then the League Director will make the changes to the appropriate leagues.
5. If the rule only impacts a single game, the League Manager will make the decision instead and share the necessary change to the League Director.
 - a. Changes to internal processes will be noted accordingly

The process for hearings for violations of a league’s “Vibe Check” or Policies and Procedures is as follows:

1. A report regarding the alleged conduct will be submitted in writing to a Director or League Manager. All Directors and the associated League Manager must be informed.
2. A discussion between the individual who made the report and the Vibe Director is scheduled. The meeting may include any other member of the Executive Leadership Team.
3. After gathering the appropriate information, the Executive Leadership Team shall vote whether or not to impose a Tribunal strike against the accused.
4. Tribunal rules are as follows:
 - a. 1 strike - The accused will receive a typed message with an explanation of the infraction by either a League Manager or Director.
 - b. 2 strikes - A League Manager or Vibe Director will host a restorative conversation with the accused over Discord voice chat to address the issue.

- c. 3 strikes - The options for sanctions are as follows:
 - i. No further sanctions
 - ii. Suspension from the current and following league season
 - iii. Ban from a specific league entirely
 - iv. Ban from CMSA eSports
- 5. The Executive Leadership Team shall notify the respondents in writing of their decision as soon as possible.
 - a. If the accused is known to be a due paying CMSA member this notification should include information about the right to appeal to the full CMSA Main Board within 3 business days.
 - b. If the accused is not known to be a due paying member, the CMSA Main Board may not be notified. Appeals must be made to the eSports Executive Leadership team, in writing, within 3 business days.
 - c. During any appeals process, the sanctions will be enforced.
- 6. If the accused party requests sanction revocation, the player should provide evidence to the CMSA eSports Board.
 - a. A majority vote by the Executive Leadership Team is needed to modify or overturn the sanctions.
 - b. In some cases, the player and League Manager may be informed verbally, but a follow up communication shall be sent afterwards.

Code of Conduct

CMSA eSports 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 eSports expects participants to abide by the CMSA Code of Conduct (*see Policies and Procedures, pp. 14 & 15*) for any CMSA events, games/matches, all social platforms, and activities involving CMSA leagues, tournaments, and/or any of its members, game officials, players, managers, or spectators.

Due to the nature of online gaming, the CMSA Code of Conduct extends to all events, messages, and digital communications between members. The venue for play is digital and events are inclusive of all activities occurring within the Discord server or other hosting environments.

CMSA eSports expects all members and guests to abide by the following rules in person and shared digital spaces:

- Help uphold a positive, engaging, and friendly environment
- Make sure to respect everyone's race, ethnicity, religion, pronouns, sexuality, and gender expression
- Not post content in a shared space that would be considered inappropriate within the community
- Not act in such a way that would put themselves or another person at risk or harm

Please report any issues to the Executive Leadership Team or League Manager of the game in which the incident took place.

SUSPENSION/REVOCATION Policy:

An individual's membership in CMSA eSports may be SUSPENDED or BANNED by a Director at any time, for cause, or by any Program/League/Division Coordinator acting within the guidelines set forth in the rules and regulations of the CMSA activity of which they are in charge. An individual's CMSA annual membership (due paying) may only be REVOKED by the CMSA Main Board.

Procedure: The Commissioner may advise the CMSA Main Board on due paying members who have been suspended or banned and for what reason(s).

Player Eligibility

CMSA eSports defines an eligible member as:

- Has participated in a full season within the last year (or)
- Is a registered player in a current league (or)
- Demonstrates community involvement outside of league play (volunteering for events, participating in community events, regularly chats in the Discord) (and)
- Has not been restricted from CMSA play due to any CMSA discipline in the past year

Registration deadlines for each week's games will be determined by the appropriate League Manager. Players must register by this deadline to be eligible to play.

Some leagues may utilize pickup players to fill rosters on a given date. Pickup players may not be used if eligible registered members want to play and are able to do so. These guests are expected to abide by the same code of conduct and guidelines as all CMSA members.

Communications and Streaming

Discord

CMSA eSports has elected to utilize Discord as the primary method for digital and voice communication within games to help encourage a safe space for all participants and reach a broader audience. When registering for a game which utilizes Discord, the League Manager shall make “Discord Name” a mandatory required field to help assure appropriate communication and safety among players.

Access to the Discord shall be restricted to CMSA eSport Members and Guests 18 years of age and older.

Additional Social Platforms

CMSA eSports utilizes a variety of social networking sites and platforms (Instagram, Facebook, Twitch, Twitter, YouTube, etc) to showcase league & programming information, accolades, and player experiences.

Website

CMSA eSports hosts a league management platform (<https://www.cmsaesports.com>) to showcase league & programming information, accolades, and player experiences on top of managing leagues. To participate in leagues managed by the website, players must have a Discord account in the CMSA eSports Discord server in good standing.

Streaming

There may be occasions when the league and/or participants are broadcasting league matches or events live on social platforms. No player shall be required to stream matches or events, but may be a part of the team in which streaming is occurring. If the player does not wish to be associated with a stream in any way, they may contact the League Manager directly.

Streaming clients have their own codes of conduct, and CMSA eSport members are expected to abide by those accordingly when streaming.

Finances

League Operating Budget

Prior to league creation, the League Manager and League Director must prepare a prizing budget for up to 4 seasons per calendar year. The Finance Director will approve or reject the prizing budget before the league starts its first season. Any changes to the prizes must be approved by the Finance Director.

Quarterly Finance Director Reports

The Finance Director will produce reports to be reviewed and approved within 30 days of the end of each quarter. These reports will include basic elements such as revenue, expenses, cash on hand, and actual revenue and expenses compared to budget. Approval of the report requires a majority vote of the board. Once approved, the Finance Director will reconcile this report with the CMSA Treasurer.

Amendment, Altering, and Repealing of Bylaws

Any current year Advisory Board Member, CMSA eSports member, or official may propose to amend, alter, or repeal bylaws at any time.

Any Director may call for an emergency vote, if in their opinion, the amendment is needed to maintain the proper operations of the league.

Changes to the bylaws document should be highlighted so that they are clearly visible to all voting. If changes are approved, the amendment date is to be included at the end of the document in MM/DD/YYYY format. A brief description of notes/changes may be included as well.

Dates of adoption and amendments

Date Adopted: 7/28/2021. Approved by: Ladimir Geake, Jason Moore, Kyle Palmer, Jacob Rhodes

Amendment #1

Bylaws updated to reflect organizational changes, redefining eligible CMSA eSport members and changes to procedures regarding elections and nominations.

Date Adopted: 5/14/2024. Approved by: Alec LeFors, Alexander Sweeney, Kevin Quach, Justin Hunt, Ladimir Geake