

# Athabasca Minor Ball Association

## Bylaws



NOTE: The original document was filed August 29<sup>th</sup>, 1996. At the Athabasca Minor Ball Association's Annual General Meeting on March 3<sup>rd</sup>, 2009, the By-laws were amended. The 2009 By-laws were amended as given in this document at the Athabasca Minor Ball Association's Annual General Meeting on February 23<sup>rd</sup>, 2010. The 2010 By-laws were amended as given in this document at the Athabasca Minor Ball Association's Annual General Meeting on March 3<sup>rd</sup>, 2011.

### Membership

1. Membership fee, if any, of the Athabasca Minor Ball Association (hereinafter referred to as the Association) shall be determined, from time to time, by the members at a general meeting.
2. Members of the Athabasca Minor Ball Association may include:
  - a. Individuals participating in ball programs organized by the Association,
  - b. The Board of Directors of the Association,
  - c. Active coaches and/or umpires under the jurisdiction of the Association,
  - d. Parents/Guardians of individuals participating in ball programs organized by the Association, and
  - e. Any person of adult age having an active interest in the Association. An interested individual must submit a letter to the Board of Directors acknowledging his or her desire to become a member of the Association.
3. Members are responsible to adhere to the objectives, code of conduct, policies, and by-laws of the Association.
4. Members of the Association may voluntarily withdraw membership at any time and shall submit written notice to the Board of Directors.
5. No member eligible to play within the Association's territorial jurisdiction as determined by Baseball Alberta's transfer policy shall be released without the approval of the Association's Board of Directors. Prior to approval, a written request stating the reasons for the release and indicating where the player intends to play is required.
6. Any member whose conduct is considered detrimental to the best interests of the Association may be expelled at any time upon majority vote of the Board of Directors. Upon the termination of any member's membership in the Association, he/she shall forfeit all rights, claims, and interests in the Association, including any refund of registration or membership fees.
7. Members in arrears for fees or assessments for any year will have no membership privileges or powers until fees are remitted.

# Athabasca Minor Ball Association

## Bylaws



8. At the discretion of the Association's Board of Directors, payment of membership fees may be waived in circumstances of financial hardship.

### **Board of Directors**

9. "Board of Directors" or "Board" shall mean the Board of Directors of the Association.
10. The Board shall, subject to the by-laws or direction given it by majority vote at any meeting properly called and constituted, have full control and management of the affairs of the Association between Annual Meetings.
11. The Board of Directors shall consist of at least five (5) and no more than ten (10) individuals elected at the Annual Meeting or a fall election meeting. The Board of Directors shall consist of the following positions: a President, Vice-President, Secretary, Treasurer, Registrar, Field and Umpire Coordinator/Coach Liaison, Equipment Manager, and Fundraising Coordinator. Vacancies on the Board of Directors may be filled through appointment by the Board of Directors. Retiring officers shall be eligible for re-election.
12. Any member residing outside of the Association's territorial jurisdiction, as defined by Baseball Alberta's transfer policy, cannot hold a position on the Association's Board of Directors.
13. The regular term of office for all Board members shall be one (1) year. Officers elected at the Annual Meeting will take office at the end of the meeting. Officers appointed after the Annual Meeting shall remain in office until the next Annual Meeting.
14. Any member of the Board may resign at any time provided written notice is provided to the President.
15. All Board of Directors shall work together to actively promote the sport within the Association and the community.
16. The President of the Association shall be ex-officio member of all sub-committees. A minimum of one member of the Board of Directors shall serve on any sub-committee.
17. The President, Vice-President, Secretary, and Treasurer shall be granted signing authority with two signatures required on any payments needing to be processed.
18. The President and the Treasurer each shall be given a key to the Association's post-office box and shall retrieve the mail on a weekly basis.
19. The Association may, by resolution, assign the duties of any officers to another member of the Board.
20. In the event that a quorum is present at a meeting of the Board of Directors, but the President and Vice-President are both absent, a Chairperson may be elected by the Board members present at the meeting from among themselves to preside over the meeting.

# Athabasca Minor Ball Association Bylaws



## 21. Duties of the Board of Directors:

### a. The President

- i. It shall be the duty of the President to set the agenda, preside at, and conduct all meetings of the Association and the Board of Directors, including the Annual General Meeting, regular meetings, and special meetings.
- ii. The President shall be responsible for the overall management of the Association and its minor ball programs.
- iii. He or she shall communicate with members of the Association, the media, Baseball Alberta, Softball Alberta, and the Government of Alberta on matters within the Association.
- iv. The President, along with other Directors, shall organize the registrations received within their respective levels and create teams. He or she shall give copies of the registration forms to the Registrar for official registration of participants' names with Baseball Alberta and Softball Alberta. He or she shall provide copies of the registration forms and forward all funds received from registration to the Treasurer. The President shall forward all coaching application forms to the Field and Umpire Coordinator/Coach Liaison.
- v. The President shall communicate with the Field and Umpire Coordinator/Coach Liaison to ensure that all application forms and criminal checks have been submitted by the coaches.
- vi. He or she shall present a yearly report at the Annual General Meeting.

### b. The Vice-President

- i. It shall be the duty of the Vice-President to attend all meetings of the Association and the Board of Directors, including the Annual General Meeting, regular meetings, and special meetings. In the absence of the President, the Vice-President shall set the agenda, preside at, and conduct meetings of the Association and the Board.
- ii. In the absence of the President, the Vice-President shall communicate with the media, Baseball Alberta, Softball Alberta, and the Government of Alberta on matters within the Association.
- iii. The Vice-President will assist the President in the day-to-day operations of the Association.
- iv. The Vice-President, along with the President and other Directors, shall organize the registrations received within their respective levels and create teams.

### c. The Secretary

- i. It shall be the duty of the Secretary to attend all meetings of the Association and the Board of Directors, including the Annual General Meeting, regular meetings, and special meetings. He or she shall keep accurate minutes of these meetings.
- ii. He or she shall provide copies of the previous meeting's minutes at regular meetings of the Association and Board as well as the Annual Meeting.
- iii. He or she shall have charge of the Seal of the Association which whenever used, shall be authenticated by the signature of the President, or, in the case of the death or inability to act, by the Vice-President. In the case of absence of the Secretary, his or her duties shall be discharged by such officer as may be appointed by the Board of Directors.

# Athabasca Minor Ball Association

## Bylaws



- iv. The Secretary shall have charge of all correspondence of the Association and be under the direction of the President and the Board of Directors.
- d. **The Treasurer**
  - i. It shall be the duty of the Treasurer to attend all meetings of the Association and the Board of Directors, including the Annual General Meeting, regular meetings, and special meetings.
  - ii. The Treasurer shall provide for the receipt of all monies paid to the Association and to be responsible for the deposit of same in whatever Bank, Trust Company, Credit Union, or Treasury Branch the Board of Directors may order.
  - iii. He or she shall provide for proper accounting for the funds of the Association and keep such books as may be directed.
  - iv. The Treasurer shall ensure a full detailed account of receipts and disbursements is presented to the Board of Directors whenever requested and shall prepare for submission to the Association a statement duly audited and retain a copy of the same for the records of the Association.
  - v. The Treasurer shall be responsible for maintaining accurate financial statements for any and all Alberta Gaming and Liquor Commission (AGLC) funds. This bank account will be maintained separately from all other funds of the Association.
  - vi. He or she shall provide a year-end financial statement for presentation at the Annual General Meeting.
  - vii. He or she shall forward any registrations received to the President.
  - viii. He or she shall make deposits, pay the Association's bills, and issue receipts in a timely manner.
  - ix. The Treasurer shall destroy members' cheques for uniform deposits by August 31st of each year after consulting with the Equipment Manager and provided the uniform has been returned in good condition. At this time, the Treasurer shall deposit members' cheques for uniforms which have not been returned or have been returned in poor condition.
- e. **The Registrar**
  - i. It shall be the duty of the Registrar to attend all meetings of the Association and the Board of Directors, including the Annual General Meeting, regular meetings, and special meetings.
  - ii. He or she shall register players at the annual registration sessions.
  - iii. He or she shall register players, coaches, and the Board of Directors with Baseball Alberta and Softball Alberta.
  - iv. The Registrar shall forward a list of player names, teams, coaches, and contact information to other members of the Board of Directors.
- f. **The Field and Umpire Coordinator/Coach Liaison**
  - i. It shall be the duty of the Field and Umpire Coordinator/Coach Liaison to attend all meetings of the Association and the Board of Directors, including the Annual General Meeting, regular meetings, and special meetings.
  - ii. He or she shall schedule and secure diamonds for the Association's teams.
  - iii. He or she shall communicate with the appropriate organizations to ensure accurate billings to the Association for diamond usage.
  - iv. The Field and Umpire Coordinator/Coach Liaison shall organize local coaching and umpire clinics. He or she shall communicate to interested individuals any opportunities to attend Softball Alberta or Baseball Alberta coaching and umpire clinics held in the province.

# Athabasca Minor Ball Association

## Bylaws



- v. The Field and Umpire Coordinator/Coach Liaison shall communicate with coaches and umpires on a regular basis, identifying and relaying any issues back to the Board of Directors. He or she shall distribute the team lists, contact information, and coaching packages to coaches, collect umpire fee forms from coaches, and ensure that umpires have received their payments.
  - vi. The Field and Umpire Coordinator/Coach Liaison shall collect criminal check forms from coaches and forward them to the President.
- g. The Equipment Manager**
- i. It shall be the duty of the Equipment Manager to attend all meetings of the Association and the Board of Directors, including the Annual General Meeting, regular meetings, and special meetings.
  - ii. He or she shall check the condition of the equipment and uniforms on an annual basis.
  - iii. He or she will be responsible for allocating equipment and uniforms to teams, as required, managing the equipment and uniform inventory, and working with coaches to collect uniforms and equipment in good-working condition. The Equipment Manager shall forward the names of any people who have not returned uniforms or who have returned uniforms in poor condition to the Treasurer by August 31<sup>st</sup> of each year.
  - iv. The Equipment Manager shall purchase, upon Board approval, new equipment and uniforms.
- h. The Fundraising Coordinator**
- i. It shall be the duty of the Fundraising Coordinator to attend all meetings of the Association and the Board of Directors, including the Annual General Meeting, regular meetings, and special meetings.
  - ii. The Fundraising Coordinator shall identify fundraising opportunities for the Association and present this information at a Board meeting for approval. He or she shall coordinate volunteers and other necessary resources to implement approved fundraising opportunities. The Fundraising Coordinator shall then report back to the Board of Directors on the success of the fundraising activity.
  - iii. He or she shall be responsible for acquiring, completing, and submitting the required forms for grants/casinos/licenses.
  - iv. He or she shall attend any information sessions required by the Alberta Gaming and Liquor Commission.
  - v. The Fundraising Coordinator shall collect funds on behalf of the Association, and forward acquired funds to the Treasurer.
22. If a Board member demonstrates a lack of interest in the Association, misses more than two consecutive Board meetings in a year, is unable to handle his/her appointed tasks, or conducts himself/herself in an improper manner which is likely to negatively impact the Association, such Director may be removed from the Board by a resolution passed by a majority of the Directors present at a meeting.
23. Any Director who is removed from the Board of Directors in accordance with #19 above shall have the right to receive notice of and reasons for the removal. However, the removed Director shall have no right to appeal such removal.

# Athabasca Minor Ball Association

## Bylaws



### Meetings

24. Any member of the Association may attend any meeting of the Board of Directors or of the Association as a whole. Members will be notified via e-mail, the Association's website, and/or telephone.
25. The Association shall hold an Annual Meeting prior to March 15<sup>th</sup> of each year. Quorum for any meeting of the Association shall be set at five (5) members in good standing.
26. Notice of the Annual Meeting shall be advertised in the community newspaper and on the Association's website at least fourteen (14) days prior to the date of the meeting.
27. The Board of Directors of the Association shall meet at least once every three months and members will receive at least fourteen (14) days notice prior to the date of the meeting. Additional meetings may be called at the discretion of the President. Quorum for meetings of the Board shall be set at three (3) Board members present.
28. A Special Meeting of the Association may be called by the majority decision of the Board of Directors. Members will be notified by phone with a minimum of 24 hours (1 day) notice. Only items stated on the agenda as expressed in the purpose of the meetings may be dealt with at a Special Meeting, with guests present.

### Voting

29. Any member in good standing present at the Annual Meeting or Special Meeting of the Association has a right to vote. Members under the age of eighteen (18) years may be represented by parent(s) or legal guardian(s) with a maximum of two (2) votes per family. Voting must be made in person and not by proxy.
30. Any member residing outside of the Association's territorial jurisdiction, as defined by Baseball Alberta's transfer policy, will not have voting privileges within the Association.
31. At all meetings of the Association, voting shall be by show of hands unless a vote by ballot is requested and approved by a majority of the members. Decisions shall be reached by a simple majority unless otherwise required by the bylaws of the Association.
32. Only members of the Board of Directors shall have the right to vote at Board meetings. Such votes must be made in person and not by proxy or otherwise.

### Remuneration

33. Board members shall not receive any remuneration for services provided to the Association.

### Borrowing Powers

34. The Association does not have the right to exercise borrowing powers.

# Athabasca Minor Ball Association

## Bylaws



### Financial Policy

35. The Board of Directors shall decide all matters pertaining to the finances of the Association, and it shall place all income in a common Association treasury account. No individual or team will be given advantage over another as to equipment, uniforms, or monies of the Association. The Treasurer shall be responsible for the safe-keeping of all the Association's financial records.
36. Fundraising shall be considered to be done under the name of the Association and will be collected as common funds back to the Association. However, Provincial teams may raise funds to support travel and expenses related to participating in Provincial games and the Provincial Finals. Teams hosting league and/or Provincial tournaments may raise funds to cover expenses associated with hosting the tournament. Any profits shall be added to the common treasury of the Association. On behalf of team players and their parents/guardians, coaches of teams who raised funds for Provincial play or hosted a league and/or Provincial tournament may make a request to the Board of Directors for a share of these profits to be used for a specified purpose.
37. Apart from a regular Association fund-raiser, any team wishing to solicit funds must receive approval from the majority of the Board of Directors. This involves making an appearance at a Board meeting and providing details about the fundraising activity including but not limited to the date, location, volunteers, and purpose.
38. The books, accounts, and records of the Association shall be audited at least once each year by a duly qualified accountant or by two members of the society appointed by the Board of Directors for that purpose. The fiscal year of the Association in each year shall be January 1<sup>st</sup> to December 31<sup>st</sup>.
39. The Association's members have the right to inspect the books and records annually at the Annual Meeting.
40. In the event of the final dissolution of Athabasca Minor Ball Association, the Association's funds will be dispersed to other non-profit organizations in the Athabasca area.

### By-Laws

41. The By-laws may be rescinded, altered, or added to by Special Resolution of the members of the Association. To pass, a Special Resolution must be supported **by a minimum of 75%** of the Association's members, in good standing, present at the Annual Meeting.

### Appeal Procedures

42. Any member who is expelled from the Association pursuant to the "Membership" section #5, shall be entitled to appeal such expulsion in accordance with the following procedure:
  - a. such member shall submit a written notice of the decision to appeal the expulsion within 30 days following the receipt of the written notice of expulsion;



# Athabasca Minor Ball Association Bylaws



- b. such member's appeal shall be heard by an appeal committee of the Board of Directors composed of at least three (3) Directors within 30 days of receipt of such member's notice of appeal;
- c. the procedure governing the hearing of such member's appeal shall be determined by the Board of Directors' appeal committee;
- d. the decision of the Board of Director's appeal committee shall be final and such member shall have not further right to appeal.

## **Volunteers**

43. The President, with the approval of the Board of Directors, may appoint members to perform such duties as prescribed by the Board of Directors to further the objectives of the Association. These appointments may include but are not limited to the following:
- a. division and/or team managers
  - b. special event organizer
  - c. fundraising committee members
  - d. photo day organizer
  - e. tournament organizer and workers