

Tofield & District Minor Ball Association By-Laws

March 2024

1.0 The name of this Society shall be the Tofield & District Minor Ball Association (herein called the Association).

NON-PROFIT RESTRICTION

2.0 No part of the income or the assets of the Association shall be payable to or ensure to the benefit of any private individual or member.

MEMBERSHIP

3.0 A member shall be a parent(s), or guardian of a child(ren) properly registered with the Association and that person must be over the legal age of 18 and will have voting rights.

3.1 Members in Good Standing: Shall be a member that has no outstanding financial obligations to the Association and who has fulfilled their volunteer requirements. Shall abide by all By-Laws and resolution of the Association and Executive members.

BOARD OF DIRECTORS

4.0 The Board of Directors (herein called the Executives) shall consist of the President, Vice President, Secretary, Treasurer, Registrar, Coach and Player Development, Tournament Coordinator, Equipment Coordinator, Umpire Coordinator, and Softball Coordinator.

- All Executives are to be elected at the Annual General Meeting (AGM) for a one year term. In the event that an executive position is not filled or becomes vacant, Executives may appoint a person to the vacant position at an Executive meeting.
- All Executives are expected to conduct their duties such as to promote good business practices throughout the Association.
- Two or more Executive positions can be held by one member through the motion of the Executive.
- Each Executive must be over 18 years old and submit a criminal check that will be active for 2 years.

4.1 President

- 4.1.1 Preside at all General and Executive meetings. In the absence, the Vice-President will chair and in the absence of both, a chairperson may be elected by the meeting to preside thereat.
- 4.1.2 Shall only vote when there is a tie thus casting the deciding vote.
- 4.1.3 Sit on all committees as an ex officio voting member.
- 4.1.4 Shall be the voice of the Association or appoint a member to represent the Association when called upon to do so.
- 4.1.5 To ensure that all Executives follow the By-laws of the Association
- 4.1.6 To ensure all committees are active and have adequate volunteer support.
- 4.1.7 To ensure the Association operates in a cost efficient and effective manner.
- 4.1.8 Shall be one of the signing authorities of the Association.
- 4.1.9 To perform such other duties as shall be necessary for the good and welfare of the Association.

4.2 Vice-President

- 4.2.1 To attend Executive and special meetings.
- 4.2.2 Support the President in the day to day operations of the Association and in the absence of the President the VP would then assume the role of the President.
- 4.2.3 In the event that the President is removed or steps down the Vice President shall assume the role of the President until an election of Executive for the Association can be completed.
- 4.2.4 Shall chair the disciplinary committee.
- 4.2.5 Shall be one of the signing authorities of the Association.
- 4.2.6 To perform such other duties as shall be necessary for the good and welfare of the Association.

4.3 Secretary

- 4.3.1 To attend Executive and special meetings.
- 4.3.2 Shall notify the Executive of the time and place of meetings.
- 4.3.3 Shall keep accurate record of the minutes of all Executive, operational, general and special meetings of the Association for the duration of tenure.
- 4.3.4 To keep records for all of the criminal check forms, coaches and Executives.
- 4.3.5 To perform such other duties as shall be necessary for the good and welfare of the Association.

4.4 Treasurer

- 4.4.1 To attend Executive and special meetings.
- 4.4.2 Shall keep an accurate record of all monies received and disbursed in a timely manner.
- 4.4.3 Review and update the Executive on account balances at each Executive meeting.
- 4.4.4 Ensure all financial reports of the Association are audited and all reports to be submitted to Alberta Gaming.
- 4.4.5 Shall be one of the signing authorities of the Association.
- 4.4.6 To perform such other duties as shall be necessary for the good and welfare of the Association.

4.5 Registrar

- 4.5.1 To attend Executive and special meetings.
- 4.5.2 Shall coordinate all phases of player registration in accordance with Baseball Alberta.
- 4.5.3 Shall ensure all conditions of registration for each individual are met.
- 4.5.4 Shall maintain a list of all members of the Association along with their addresses and provide the list to the Executives and coaches
- 4.5.5 To perform such other duties as shall be necessary for the good and welfare of the Association.

4.6 Coach and Player Development

- 4.6.1 To attend Executive and special meetings.
- 4.6.2 In cooperation with the Executives and coaches, shall develop skill programs to meet the needs and abilities of the participants of the Association following the Alberta Baseball program.
- 4.6.3 Shall chair on the coaching selection committee along with collecting criminal record checks and online coaching courses that are required for all coaches.
- 4.6.4 Shall chair on the player team selection, if more than one team for each level.
- 4.6.5 Shall conduct pre-season meetings with coaches and managers.
- 4.6.6 Shall be responsible for the coordination of coaching and player development clinics for the Association.
- 4.6.7 Shall sit on the disciplinary committee.
- 4.6.8 To perform such other duties as shall be necessary for the good and welfare of the Association.

4.7 Tournament Coordinator

- 4.7.1 To attend Executive and special meetings.
- 4.7.2 Shall chair the tournament committee (if needed) and organize all meetings and report action of this committee to the executive
- 4.7.3 Obtain a raffle license and to track all documents.
- 4.7.4 Prepare a raffle report for the treasurer for submission to the Alberta Gaming License.
- 4.7.5 To perform such other duties as shall be necessary for the good and welfare of the Association.

4.8 Equipment Coordinator

- 4.8.1 To attend Executive and special meetings.
- 4.8.2 Review and update the equipment inventory.
- 4.8.3 Working with Coach and Player development to provide equipment needs to all coaches and each team.
- 4.8.4 Organize equipment bags with supplies necessary for each team.
- 4.8.5 Document equipment and uniform inventory at the end of the season.
- 4.8.6 To perform such other duties as shall be necessary for the good and welfare of the Association.

4.9 Umpire and Diamond Coordinator

- 4.9.1 To attend Executive and special meetings.
- 4.9.2 Coordinate umpires with game schedules and diamonds.
- 4.9.3 Track umpires and umpire training requirements.
- 4.9.4 Explain payment methods and provide payment forms to umpires, coordinate with the treasurer.
- 4.9.5 Coordinate the diamond schedule for practices, exhibition games, and tournaments
- 4.9.6 To perform such other duties as shall be necessary for the good and welfare of the Association.

4.10 Softball Coordinator

- 4.10.1 To attend Executive and special meetings
- 4.10.2 Coordinate umpires with softball game schedules and diamonds
- 4.10.3 Track umpires and umpire training requirements.
- 4.10.4 Explain payment methods and provide payment forms to umpires, coordinate with the Treasurer.

- 4.10.5 Shall chair the softball tournament committee (if needed) and organize all meetings and report action of this committee to the executive
- 4.10.6 Obtain a raffle license and to track all documents.
- 4.10.7 Prepare a raffle report for the treasurer for submission to the Alberta Gaming License.
- 4.10.8 To perform such other duties as shall be necessary for the good and welfare of the Association.

MEETINGS AND VOTING

5.0 General Meetings

5.0.1 The Annual General Meeting (AGM) of the Association shall be held in the Town of Tofield. The Secretary shall give notice of the AGM by advertisement in local media at least 30 days prior to the meeting event.

5.1 Executive Meetings

5.1.1 Shall be held at the call of the President.

5.1.2 Executives are to submit in writing items of their agenda and email to the Secretary before each meeting.

5.1.3 All meetings shall be governed by the Robert's Rules of Order.

5.1.4 Only members of the Executive present in person are eligible to vote.

5.1.5 A quorum for the transaction of business shall consist of not less the 75% of total Executives.

5.1.7 Voting can also apply on email.

COMMITTEES

6.0 Committees shall be established by the Executive and shall report to all Executive meetings. The decisions and resolutions of all Committees are subject to approval of the Executive, except the decisions of the Appeals Committee which will be final and binding.

CONFLICT OF INTEREST

7.0 Any Executive who has a private or personal interest sufficient to appear to influence the objective exercise of his or her official duties, shall not be entitled to act on the behalf of the Association, or vote on any matter that might reasonably be construed to be a conflict of interest.

DISPOSITION OF ASSETS UPON DISSOLUTION

8.0 In the event of the dissolution of this Association, any assets remaining after paying debts and liabilities shall be transferred in a trust to the Town of Tofield until such a time as the assets can be transferred from the Town of Tofield to a charitable or religious group approved by the Board of the Alberta Gaming and Liquor Commission.