

# **Tofield & District Minor Ball Association By-Laws**

September 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 the benefit of any private individual or member.

## **MEMBERSHIP WITHIN THE ASSOCIATION**

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 eighteen (18).

3.1 Members in Good Standing: Shall be a member that has abided by all the By-laws and resolutions of the association, have no outstanding financial obligations to the Association, and who has fulfilled their volunteer requirements.

3.2 Members in good standing have full voting privileges within the association and can be elected to any of the executive positions listed within the bylaws.

3.3 Any member of the Association may voluntarily request to be withdrawn from membership by indicating in writing their intent to withdraw from the Association to the elected secretary who will notify the Board of Directors.

3.4 Should a member of the association no longer be found in good standing (for any of the reasons noted in 3.1) notice will be sent to the member via email and they shall be given seventy-two (72) hours from the date of that email to rectify that standing. Should the member refuse to respond, or not comply with bylaws of membership, they will be expelled from the Association.

3.5 Should members wish to inspect the minutes of the Board of Directors; minutes will be posted on the official Association website. Financial records will be supplied by the treasurer upon request.

## **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, Softball Coordinator & Special Projects Director.

4.0.1 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, the Executive may appoint a person to the vacant position at an Executive meeting.

4.0.2 All Executives are expected to perform their duties to promote good business practices throughout the Association.

4.0.3 Two or more Executive positions can be held by one member through the motion of the Executive.

4.0.4 Each Executive must be over 18 years old and submit a criminal check that will be active for 2 years.

4.0.5 Qorum for Executive meetings shall be set as fifty percent (50%) plus one (1)

4.0.6 Executive members will not be remunerated for their work within the Association.

4.0.7 The Executive may, upon a seventy five percent (75%) vote of all its members present, suspend any member of the executive who, in the opinion of the executive, has been, or is being remiss or neglectful of their duty or by conduct tending to impair their usefulness and/or discretion as a member of the executive.

### **4.1 President**

4.1.1 Preside over 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 there at.

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-effective 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 criminal check forms of coaches and Executive members.

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 and organize all meetings.

4.7.3 Obtain a raffle license and 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 Responsible for all purchases of equipment for all teams of the association unless they, the equipment coordinator, authorize a member of the executive to do so on their behalf.
- 4.8.7 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 Schedule all indoor and outdoor practice schedules for all teams.
- 4.9.10 Communicate the league schedule and coordinate the scheduling of the outdoor diamonds for games
- 4.9.11 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 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.

#### **4.11 Special Projects Director**

- 4.11.1 To attend Executive and Special Meetings
- 4.11.2 In co-operation with the Executive at the start of each season ensure that each team has access to the appropriate number of jerseys and arrange for jersey drop off to the coaches.

4.11.3 In co-operation with the Executive at the end of each season take inventory of the returned jerseys and follow up with coaches about any that are missing.

4.11.4 Organize and chair a special projects committee to organize fundraising activities such as, but not limited to, bottle drives, raffles, 50/50's.

4.11.5 Source a photographer and organize the annual TMBA Picture day.

4.11.6 In co-operation with the Executive, source and organize the sales of TMBA Apparel

4.11.7 To perform such other duties as shall be necessary for the good and welfare of the Association.

## **FINANCES OF THE ASSOCIATION**

5.0 All finances will be managed by the Treasurer of the Association and reported to all executive meetings. The Treasurer is also expected to produce a yearly report of the finances to the Annual General Meeting of the Association

5.1 At any time members of the Association may request to review the financial statements of the association

5.2 the Association is not authorized to borrow money for any reason.

5.3 The yearly financial records must be audited by two members of the association not currently holding executive positions

5.4 The Association's fiscal year is September to October. The fiscal year end will be October 31<sup>st</sup>.

## **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 twenty-one (21) days prior to the meeting event.

5.0.2 All other General meetings outside of the Annual General Meeting must follow the same process for notice and location listed in 5.0.1

5.0.3 Voting at the meetings will be done via show of hands. In the case that secret ballot is requested, voting will be done by secret ballot. Only those present at the meeting will have the right to vote. Proxy voting will not be allowed.

5.0.4 Quorum for general meeting and the annual general meeting will be set as a minimum of 20 members present

5.0.5 The accidental omission to give notice of a general meeting to, or the non-receipt of notice by, any of the members entitled to receive notice does not invalidate proceedings at that meeting

## **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 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 than fifty percent (50%) plus one (1) of the total Executive.

5.1.7 motions and voting can also take place for the executive via 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.

## **ALTERING, RESCINDING, AND ADDING BYLAWS**

8.0 the bylaws of the Association shall not be rescinded, altered, or added to except by special resolution of the Association. Association bylaw amendments do not take effect until they have been registered by the Registrar of Corporations.

8.1 A special resolution can be presented and passed only at a general or special meeting of the association. General and special meetings must be called following bylaw 5.0.1 which notes that twenty-one (21) days notice must be given.

8.2 Voting on the special resolution will follow all the same rules at bylaw 5.0.3 and must be passed with not less than seventy five percent (75%) of those members who are present.

## **DISPOSITION OF ASSETS UPON DISSOLUTION**

9.0 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 Millet to a charitable or religious group approved by the Board of the Alberta Gaming and Liquor Commission.