

Braves Athletic Club  
Bylaws 2019

**EDMONTON (N.E.Z.) BRAVES ATHLETIC CLUB BYLAWS**  
Corporate Access Number 503080038  
And hereinafter referred to as the "Club"  
Revised June 2019

**TABLE OF CONTENTS**

MEMBERSHIP .....	1
BOARD OF DIRECTORS .....	2
EXECUTIVE COMMITTEE .....	2
STANDING AND SUB COMMITTEES .....	2
MEETINGS .....	3
VOTING AT MEETINGS .....	3
PROCEDURE .....	3
ORDER OF BUSINESS .....	4
AMENDMENTS .....	4
ARBITRATION .....	4
ELECTION OF BOARD OF DIRECTORS & STANDING COMMITTEE CHAIRPERSONS .....	4
DUTIES, RESONSIBILITIES & AUTHORITY OF BOARD OF DIRECTORS .....	5
DUTIES, RESPONSIBILITIES & AUTHORITY OF STANDING COMMITTEES .....	6
SUB COMMITTEES .....	6
REGULATIONS OF STANDING & SUB COMMITTEES .....	7
GENERAL .....	7



**MEMBERSHIP**

Membership of the Club annually shall consist of:

1. The Parent(s) of all players currently registered with the Braves Athletic Club holding valid Community League Membership.
2. An appointed Community Representative of Area 4, as acknowledged by the North East Zone Sports Council, currently including:

Bannerman  
Evergreen  
Fraser  
Hairsine  
Homesteader  
Horsehill  
South Clareview  
Miller

3. The Elected and Appointed Executive members
4. The Executive Appointed Committee Chairpersons
5. Such other persons as the Club may choose to recognize for long term and or meritorious service that have been approved at any meeting, where quorum is met.
6. The Coaches of all Club teams.

Braves Athletic Club  
Bylaw 2019

ALL MEMBERS MUST BE CURRENT MEMBERS IN GOOD STANDING OF THE COMMUNITY OF RESIDENCE AND WITH THE BRAVES ATHLETIC CLUB. Players will not be permitted to sign the Players Registration Card until this condition has been met.

A Member in Good Standing:

To be in good standing means a member or club must comply with the duties and requirements set out by the bylaws and other governing documents. It also requires that a member be of good character and good community standing

ALL ELECTED AND APPOINTED MEMBERS, AS WELL AS ANY CLUB REPRESENTATIVES, MAY BE SUBJECT TO A CRIMINAL CHECK.

### BOARD OF DIRECTORS

The Board of Directors shall consist of:

1. The Elected President
2. The Immediate Past President (if available)
3. The Elected Vice-President of Administration
4. The Elected Vice-President of Hockey Operation
5. The Elected Vice-President of Finance

### EXECUTIVE COMMITTEE

The Executive Committee shall consist of the Board of Directors and all Standing and Sub Committee Chairpersons/Directors, as well as one (1) appointed Representative per Community.

### STANDING AND SUB COMMITTEES

The following shall constitute Standing Committees:

1. Hockey Operations
  - a. Ice Allocator
  - b. Equipment/Apparel
  - c. Tournament
  - d. Technical
  - e. Junior
2. Administration
  - a. Website
  - b. Public Relations
  - c. Special Events
  - d. Grants/Fundraising
3. Finance
  - a. Casino
  - b. Bingo
  - c. Sports Services
  - d. Registration

The following shall constitute Sub Committees:

1. Bylaws
2. Category Directors
3. Coaches Selection
4. Evaluations
5. Discipline / Arbitration / Appeals
6. Nomination Committee

Braves Athletic Club  
Bylaw 2019

The Board of Directors shall be empowered to appoint such Sub Committees as deemed necessary and approved by majority of the Board of Directors. Standing Committee Chairpersons/Directors shall be elected. Each Standing Committee Director position will consist of a two (2) year term.

**MEETINGS**

1. The Annual General Meeting of the Club shall be held on the First Sunday of June of each year.
2. Regular General Meetings of the Club shall be held from August to June on the third Monday of the Month.
3. Regular General Meetings of the Club may be rescheduled from the third Monday of the Month if there is a conflict with Stat Holidays or Hockey Operations. Notification of change to the meeting night shall be given at least 1 week prior to the meeting and posted on the club's website.
4. A schedule of Regular General Meetings shall be presented to the membership at the Annual General Meeting and posted on the Club Website.
5. Special Meetings must be called by the President upon request of three or more members of the Executive Committee.
6. The President shall call Board of Directors Meetings whenever they shall be deemed necessary.
7. The Committee Chairperson shall call Standing and Sub Committee meetings.
8. A quorum for any Executive meeting shall be Seven (7) Executive or appointed representative members in good standing entitled to vote at such meetings.
9. All regular meetings, including the Annual General meeting, shall be open to the public, but only members and Delegations with permission of the President shall address the meeting.
10. Regular meetings shall convene promptly at 19:00 (7:00 pm) or within fifteen (15) minutes of that time. In the event that a quorum is not present no motions may be passed. and must be presented at the next regular meeting.
11. Regular meetings shall close before 22:00 (10:00 pm) unless extended by a majority vote of the persons present and entitled to vote.

**VOTING AT MEETINGS**

The Board of Directors & Standing Committee Chairpersons personally present at a regular meeting shall be entitled one (1) vote.

1. All duly elected or appointed members of Standing or Sub Committees shall be entitled to one (1) vote at any meeting of the Standing or Sub Committee.
2. All members present at the Annual General Meeting shall be entitled to one (1) vote per family holding a valid current Community League Membership.
3. Each individual shall exercise no more than one (1) vote.
4. Voting may be by show of hands or by standing vote or by secret ballot, but only those persons present entitled to vote, shall be recognized. Any two persons present and entitled to vote may demand a vote by secret ballot, prior to commencement of the vote.
5. All voting at elections, when an office or position is contested, shall be by secret ballot.
6. The President or Vice President shall be an ex-office member of every committee.
7. In the event of a tie, the President shall cast the deciding vote.

Cont.' next page

Braves Athletic Club  
Bylaw 2019

8. The President or Vice President of Administration may accept written proxies when all Executive Members have been informed of the pending motion, in writing, seven (7) days prior to the vote

9. Regular meetings only the Board of Directors & standing and sub committees will vote. All members will have voting rights at the AGM.

### **PROCEDURE**

The rules contained in "Robert's Rules of Order, Revised" shall govern all meetings in all cases where they are applicable. The Bylaws of the Club will supersede where they are applicable to the Club.

### **ORDER OF BUSINESS**

The order of business at every Regular Meeting, including the Annual General Meeting shall, unless it is varied by the majority consent of those present and entitled to vote at the meeting, be as follows:

1. Approval of Agenda
2. Approval of the Minutes of Previous Meeting
3. Finance Report
4. Correspondence
5. Reports -of past Club Events, Meetings attended by Executive Committee Members
6. Unfinished Business
7. New Business - including declaration of accredited representatives, elections and ratification of appointments
8. Adjournment

### **AMENDMENTS**

Subject to compliance with the requirements of the Societies Act, these Bylaws may be rescinded, altered or added to by special resolution of the Club, with notice of such resolution to be given at least thirty (30) days prior to the Annual General Meeting, at which time, they are to be presented. Unanimous consent of those present and entitled to vote at the Annual General Meeting will be required to consider any changes to the Bylaws that has not had notice given as above, and 75% of those present and entitled to vote shall be required to carry any such change.

### **ARBITRATION**

Disputes arising out of the interpretation of the objectives or these Bylaws of the Club shall be decided by the Arbitration Board. The Arbitration Board will be the Board of Directors. The decision of the Arbitration Board is final. No member of the Board of Directors may sit on the Arbitration Board to hear any dispute that involves his or her position, decision, or could imply a benefit accruing to himself or herself, or a family member.

### **ELECTION OF BOARD OF DIRECTORS & STANDING COMMITTEE CHAIRPERSON(S)**

Any member in good standing shall be eligible for election as a member of the Board of Directors or as Chairperson of any Standing Committee provided that the President elected shall not be President of any Community League at the same time. No Member of the Board of Directors may participate as a Coach

Braves Athletic Club  
Bylaw 2019

At each Regular Meeting, including the Annual General Meeting of the Club:

1. The President shall report on all decisions made and all actions taken by the Board of Directors or the Executive Committee since the last meeting.
2. The Treasurer shall submit a report on the current financial condition of the Club and its various Committees. The un-audited financial statement shall be submitted at the May meeting. The previous year's Annual Audited Financial Statement will be made available, at the Annual General Meeting.
3. The Chairpersons of each Standing Committee and each Sub Committee shall report on all decisions and actions taken by their committee.

**DUTIES, RESPONSIBILITIES & AUTHORITY OF STANDING COMMITTEES**

Standing Committees shall be administratively responsible to the First Vice President.

1. The annual operating budget, that being the previous year's actual expenditure, of each Standing Committee shall be submitted to the Board of Directors for approval at least one month prior to the September Regular Meeting and shall be operative only when approved by the Board Directors.
2. No Standing Committee shall:
  - a. Expend or commit itself to spend any amount in the excess of its budgeted expenses in any fiscal year without the prior approval of the Board of Directors, or
  - b. Pay any amount in excess of \$500.00 without the authorization of a resolution by the Executive Committee.
3. The Chairperson of each Standing Committee shall be responsible for ensuring that a written and/or verbal report is given to Regular, Executive and Annual General Meetings of the Club. Written reports must be submitted at the termination of the Committee's responsibility.

**SUB COMMITTEES**

The Board of Directors may create, from time to time, such Special Committees as may be deemed necessary, and shall carry out such functions. And otherwise act in accordance with such resolutions as may, from time to time, be passed. All provisions of the bylaws related to Sub Committees shall apply to each Special Committee.

In absence of an operating directive from the Board of Directors to the contrary, the Chairperson of each Sub Committee may select and appoint as many members to the committee as they deem necessary. The term of office of each committee member so appointed shall expire at the end of the Chairperson's term of office.

Any person, who is a *member in good standing*, shall be eligible for appointment and reappointment as a member of Standing or Sub Committee.

Subject to compliance with these bylaws and with the resolution by which a committee is established, a committee may adopt such rules and regulations for the internal administration it may deem appropriate. Rules and regulations shall be subject to review and amendment at any time by resolution of the Board of Directors.

Braves Athletic Club  
Bylaw 2019

Manager, or Trainer of any team registered within the Club during their term in office, unless under extenuating circumstances and the issue is voted upon at a regular meeting.

Nomination Committee shall be appointed by the Board of Directors during the month of April.

Nominations shall be received by the Nominating Committee of the Club and from the floor of the Annual General Meeting.

All vacancies occurring in any office or committee as a result of resignation, death, removal or otherwise, shall be filled by appointment made by the Board of Directors for the remainder of the term, subject however, to the confirmation of such appointment by the next Regular Meeting of the Club.

Any Member of the Board of Directors, Standing Committee Chairperson or Sub Committee Chairperson may be removed by passing of a special resolution at a Regular Meeting of the Club. The Community Representative shall, however, remain subject to the provision of removal in the Bylaws of their respective Community Leagues.

The Community Leagues shall each name their Representative at the Annual General Meeting of the Club. The Community Leagues shall have the right to change their Representative according to the rules and elections of the respective Community Leagues.

Each elected position will consist of a two (2) year term. Positions will be up for elections based on the year ending in Odd or Even as follows:

**ODD**

President  
Vice-President of Administration  
Casino Director  
Equipment Director  
Technical Director  
Grants/Fundraising  
Special Events

**EVEN**

Vice-President of Hockey Operations  
Vice-President of Finance  
Secretary  
Bingo Director  
Ice Allocator  
Registrar  
~~Public Relations~~  
Tournament Director

No Husband / Wife combinations will be permitted to serve on the Board of Directors. All Members of the Board of Directors must reside within the NEZ Boundaries. No Members of the Braves Athletic Club Board of Directors may sit on the Board of Directors of any other operating Athletic Club.

**DUTIES, RESONSIBILITIES & AUTHORITY OF BOARD OF DIRECTORS**

The Board of Directors shall implement and oversee all resolutions, exercise all powers and undertake all acts that the Club is authorized to do.

The Board of Directors shall be responsible for recommending Operating Directive to the Regular Meeting of the Club; however, such policy shall not be implemented or acted upon until approved by the passing of a resolution at an Annual General Meeting of the Club.

Braves Athletic Club  
Bylaw 2019

**REGULATIONS OF STANDING & SUB COMMITTEES**

Committees shall meet at the call of the Chairperson of the Committees at such intervals as the Chairperson shall deem necessary provided however that a committee Chairperson shall call a meeting of his or her committee immediately if requested to do so by the Executive Committee of the Club.

All monies received or collected by any Committee or Member from the operation of the Committee shall immediately be paid over to the Treasurer Nice-President of Finance or deposited in the Club's bank account and the Treasurer Nice-President of Finance shall be so advised by delivery of a stamped copy of the deposit slip.

Each Committee Chairperson shall be responsible to a Vice President for the actions of their Committee. A Committee Chairperson shall not make a contractual or financial arrangement on behalf of the Committee or on behalf of the Club except to the extent previously authorized by the Board of Directors.

Each Committee Chairperson shall submit an income/expense Statement to the Treasurer Nice-President of Finance at least one (1) month prior to the end of each fiscal year and it shall relate to and indicate the actual amount of expenditure and revenue of the Committee for the current fiscal year.

**GENERAL**

Notwithstanding, anything contained herein to the contrary every committee of the Club shall be responsible to and shall comply with any decision of the Board of Directors of the Club in Regular Meetings.

