

# Lac La Biche Minor Ball Association Bylaws

## Glossary of Terminology

Lac La Biche Minor Ball Association herein after referred to as “the Association.”

Lac La Biche Minor Ball Association Board of Directors herein after referred to as “the Board.”

## Membership

1. Membership fee, if any, shall be determined, from time to time, by the members at a general meeting.
2. Membership of the Association is:
  - open to the general public; any person residing in Alberta, and being of the full age of 18 years
  - representative of the larger community;
  - not restricted by gender, ethnic, racial or cultural background; and
  - eligible for one vote per member.
3. Membership stands for one year.
4. Members can resign at any time in writing.
5. 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. Upon the termination of any membership, that member shall forfeit all rights, claims, and interests in the Association.

## Board of Directors

7. The Board shall, subject to the bylaws 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.
8. The Board shall consist of at least 4 and no more than 10 individuals elected at the Annual General Meeting. The Board shall consist of the following positions: President, Vice-President, Secretary, Treasurer, Registrar, Field and Umpire Coordinator/Coach Liaison, Equipment Manager, Volunteer Commitment Director. Vacancies on the Board may be filled through appointment by the Board. Retiring officers shall be eligible for re-election.
9. The regular term of office for all Board members shall be one year. Officers elected at the Annual General Meeting, will take office at the end of the meeting. Officers appointed after the Annual General Meeting shall remain in office until the next Annual General Meeting.
10. Any member of the Board may resign at any time with written notice to the board.

11. Any member of the Board may be expelled from his/her position if he/she is found guilty of verbal, physical, or sexual abuse or a minor or if he/she is found guilty of theft.
12. The Board shall work together to actively promote the sport within the Association and the community.
13. The President, Vice-President, Secretary, and Treasurer shall be granted signing authority with two signatures required on any payments needing to be processed.
14. The President and the Treasurer each shall be given a key to the Association's post-office box and shall retrieve the mail in a timely manner.
15. The Association may, by resolution, assign the duties of any officers to another member of the Board.
16. In the event that a quorum is present at a meeting of the Board, 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.

#### **Duties of the Board:**

17. Duties of the President:
  - set the agenda, preside at, and conduct all meetings of the Association and the Board, including the Annual Meeting, regular meetings, and special meetings.
  - be responsible for the overall management of the Association and its programs.
  - communicate with members of the Association, Baseball Alberta, Softball Alberta on matters within the Association.
  - along with other Directors,
    - organize the registrations received within their respective levels and create teams.
    - give copies of the registration forms to the Registrar for official registration of participants' names with Baseball Alberta and Softball Alberta.
    - provide copies of the registration forms and forward all funds received from registration to the Treasurer.
  - attend league and zone meetings.
  - present a yearly report at the Annual Meeting.
  - schedule and secure diamonds for the Association's teams.
18. Duties of the Vice President:
  - attend all meetings, including the Annual Meeting, regular meetings, and special meetings.
  - In the absence of the President, set the agenda, preside at, and conduct the meetings.
  - In the absence of the President, communicate with members of the Association, Baseball Alberta, Softball Alberta on matters within the Association.
  - assist the President in the day-to-day operations of the Association.

- along with the President and other Directors, organize the registrations received within their respective levels and create teams.
- organize local coaching and umpire clinics; communicating to interested individuals any opportunities to attend Softball Alberta or Baseball Alberta coaching and umpire clinics held in the province.

19. Duties of the Secretary:

- attend all meetings, including the Annual Meeting, regular meetings, and special meetings; keeping accurate minutes of these meetings (these minutes will be sent out to all Board Members within 1 week of the meeting taking place)
- read minutes at all meetings
- shall have charge of all correspondence and be under the direction of the President and the Board.

20. Duties of the Treasurer:

- attend all meetings, including the Annual Meeting, regular meetings, and special meetings.
- responsible for the Association cheques and financial documents
- provide for proper accounting for the funds of the Association and keep such books as may be directed.
- keep record of all fees, paid and outstanding
- make deposits, pay the Association's bills, and issue receipts in a timely manner.
- all registration, uniform and volunteer deposits will be deposited; cheque refunds made at the end of the season if uniforms are returned and volunteer commitments made.

21. Duties of the Registrar/Coach Liaison

- attend all meetings, including the Annual Meeting, regular meetings, and special meetings.
- register players at the annual registration sessions.
- register players, coaches, and the Board with Baseball Alberta and Softball Alberta.
- forward a list of player names, teams, coaches, and contact information to other members of the Board.
- no registrations will be accepted until all money deposits and paperwork are filled out properly.
- no children will play ball unless registration papers are received by Minor Ball.
- communicate with coaches and umpires on a regular basis, identifying and relaying any issues to the Board.

- distribute team lists, contact information, and coaching packages to coaches, collect umpire fee forms from coaches, and ensure umpires have received payments.

22. Duties of the Equipment Manager:

- attend all meetings, including the Annual Meeting, regular meetings, and special meetings.
- check the condition of the equipment and uniforms on an annual basis.
- 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.
- forward names of any person who have not returned uniforms or who have returned uniforms in poor condition to the Treasurer by August 31st of each year.
- purchase, upon Board approval, new equipment and uniforms.

23. Duties of the Volunteer Commitment Director:

- attend all meetings, including the Annual Meeting, regular meetings, and special meetings.
- identify fundraising opportunities for the Association and present this information at a Board meeting for approval.
- coordinate volunteers and other necessary resources to implement approved fundraising opportunities; reporting back to the Board on the success of the fundraising activity.
- after a season is completed; go over the volunteer commitment section on the registration forms. Identify commitment received; decide on if cheques are returned or cashed. Forward all information to the Treasurer.
- be responsible for acquiring, completing, and submitting the required forms for grants/casinos/licenses.

24. Duties of all Directors:

- Attend all meetings
- Perform duties as designated by the Association.

25. 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.

26. Any Director who is removed from the Board in accordance with section #25 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.

## **Meetings**

27. Any member of the Association may attend any meeting of the Board or Association as a whole. Members will be notified via e-mail, the Association's website, and/or telephone.

28. The Association shall hold an Annual General Meeting in the fall each year. Quorum for the Annual Meetings shall be 4 members.

29. Notice of the Annual General Meeting shall be advertised in the community newspaper and/or community social media at least 15 days prior to the date of the meeting.

30. The Board shall meet at least once every four months and members will receive at least 5 days notice prior to the date of the meeting; by phone or email. Additional meetings may be called at the discretion of the President. Quorum for meetings of the Board shall be 3 Board Members.

31. A Special Meeting may be called by the majority decision of the Board. Members will be notified by phone or email 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. Quorum for the Special Meeting shall be 3 Board Members.

### **Voting**

32. Any member in good standing present at the Annual Meeting or Special Meeting of the Association has a right to vote. Voting may be made in person or by electronic transmission and not by proxy.

33. At all meetings, voting shall be by show of hands or by electronic transmission unless a vote by ballot is requested and approved by a majority of the members. Vote by ballots must be done in person. Decisions shall be reached by a simple majority unless otherwise required by the Bylaws.

34. Only members of the Board shall have the right to vote at Board meetings. Such votes must be made in person or by electronic transmission and not by proxy.

### **Borrowing Powers**

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

### **Society Seal**

36. The Lac La Biche Minor Ball Association is not adopting a society seal.

### **Financial Policy**

37. The Board shall decide all matters pertaining to finances, and it shall place all income in a common Association treasury account. The Treasurer shall be responsible for the safe-keeping of all the Association's financial records.

38. Fundraising shall be considered to be done under the name of the Association and will be collected as common funds. However, Provincial teams may raise funds to support travel and expenses related to participating in Provincial games and 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. 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 for a share of these profits to be used for a specified purpose.

39. Apart from a regular fundraiser, any team wishing to solicit funds must receive approval from the majority of the Board. 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.

40. The books, accounts, and records shall be audited at least once each year by a duly qualified accountant or two members of the society appointed by the Board for that purpose. The fiscal year shall be September 30th to October 1<sup>st</sup>.

41. The members have the right to inspect the books and records annually at the Annual Meeting.

42. In the event of the final dissolution of Association, any assets remaining after payment of debt and liability will be dispersed to eligible charitable or religious groups or purposes.

## **Bylaws**

43. The bylaws may be rescinded, altered, or added to by special resolution which is by a  $\frac{3}{4}$  majority vote not less than 21 days' notice. This would be at a Special Meeting (as outlined in #31) or at the Annual General Meeting.

## **Volunteers**

44. The President, with Board approval, may appoint members to perform such duties as prescribed by the Board to further the objectives of the Association. These appointments may include but are not limited to the following:

- division and/or team managers
- special event organizer
- fundraising committee members
- photo day organizer
- tournament organizer and workers

## Remuneration

45. Unless authorized at any meeting and after notice for same shall been given, no director or member of the society shall receive any remuneration for his/her services.

Dated at Lac La Biche in the Province of Alberta, this  
5th day of October A.D. 2017