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**Millet & District Minor Ball Association By-Laws
March 2021**

ARTICLE 1- NAME

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

ARTICLE 2- NON-PROFIT RESTRICTION

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

ARTICLE 3- MEMBERSHIP

A member shall be a parent(s) or guardian of a child(ren) properly registered with the Association, has purchased a membership for a fee, or is a Life member. That person must be over the age of 18, in good standings, and will have voting rights.

3.1 Members in good standing shall have no outstanding financial obligations to the Association and who has fulfilled their volunteer requirements. They shall not have faced any disciplinary action or penalties. They shall abide by all Bylaws and resolutions of the Association and Executive members.

3.2 Any member can withdraw from membership with written notice to the Executive.

3.3 Any member upon a special resolution of members in good standing at a General Meeting may be expelled from membership. Such member shall be given notice of the meeting and be allowed to attend and be heard with or without representation and may appeal such expulsion to the Appeals Committee.

ARTICLE 4- BOARD OF DIRECTORS

The Board of Directors (herein called the Executives) shall consist of the President, Vice-President, Secretary, Treasurer, Registrar, Coach and Player Development, Concession Coordinator, Tournament Coordinator, Equipment Coordinator, Field and Maintenance Coordinator, Umpire Coordinator, and Public Relations Coordinator.

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4.1 All Executives are to be elected at the Annual General Meeting (AGM) for the following terms:

- I. President, Vice-President, Secretary, and Treasurer hold a (2) year term with the President and Secretary being elected on odd years and Vice-President and Treasurer being elected on even years.
- II. Registrar, Coach and Player Development, Concession Coordinator, Tournament Coordinator, Equipment Coordinator, Field and Maintenance Coordinator, Umpire Coordinator, and Public Relations Coordinator hold (1) year terms.
- III. In the event that an executive steps down part way through a term, the member elected at the following AGM will only be filling the remaining portion of the initial term as an interim position.

4.1.1 In the event that an executive position is not filled at the AGM or becomes vacant during the term, Executives may appoint a person to the vacant position at an Executive meeting. Nominations are to be approved by the President and voted on by the Executive. Interim positions are open to a challenge nomination at any point until the next AGM is held to permanently elect the member into that position. AGM elections are final.

4.1.2 Two or more Executive positions can be held by one member through the motion of the Executive. This does not allow for more than one vote per motion.

4.1.3 Each Executive must be over the age of 18 years and submit a criminal record check and vulnerable sector check that will be active for (2) years.

4.1.4 All Executives are expected to attend a minimum of 75% of called meetings. Missing more than 2 consecutive meetings will cause the Executive member to be subject to having their membership suspended or terminated. This will be determined by a vote made by the Executive.

4.2 All Executives are expected to conduct their duties such as to promote good business practices throughout the Association. The Executive shall have the following specific powers and duties:

4.3 President

4.3.1 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.

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4.3.2 Shall only vote when there is a tie thus casting the deciding vote. (1) vote will be allowed at the AGM.

4.3.3 Shall sit on all committees as an ex officio voting member.

4.3.4 Shall be the voice of the Association or appoint a member to represent the Association when called upon to do so.

4.3.5 To ensure that all Executives follow the By-laws of the Association.

4.3.6 To ensure all committees are active and have adequate volunteer support.

4.3.7 To ensure the Association operates in a cost efficient and effective manner.

4.3.8 Shall chair the Disciplinary Committee

4.3.9 Shall be one of the signing authorities of the Association.

4.3.10 Shall have access to the Google Drive and President email.

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

4.4 Vice-President

4.4.1 Shall attend Executive and Special meetings.

4.4.2 Shall support the President in the day to day operations of the Association and in the absence of the President, the Vice-President will then assume the role of the President.

4.4.3 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 the Executive for the Association can be completed.

4.4.4 Shall have access to the Google Drive and Vice-President email.

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

4.5 Secretary

4.5.1 Shall attend Executive and Special meetings

4.5.2 Shall notify the Executive of the time and place of meetings.

4.5.3 Shall take minutes and keep accurate record of minutes of all Executive, operational, general and special meetings of the Association for the duration of tenure.

4.5.4 To keep records for all of the criminal and vulnerable sector checks collected from all Executives and coaches.

4.5.5 Shall be one of the signing authorities of the Association.

4.5.6 Shall oversee the organization and accuracy of the Google drive.

4.5.7 Shall have access to the Google Drive and Secretary email and will hold the master email account for all emails.

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

4.6 Treasurer

4.6.1 Shall attend Executive and Special meetings.

4.6.2 Shall keep an accurate record of all monies received and disbursed in a timely manner.

4.6.3 Review and update the Executive on account balances at each Executive meeting.

4.6.4 Ensure all financial reports of the Association are audited and all reports to be submitted to Alberta Gaming, Liquor and Cannabis Commission.

4.6.5 Shall be one of the signing authorities of the Association.

4.6.6 Shall have access to the Google Drive and Treasurer email.

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

4.7 Registrar

4.7.1 Shall attend Executive and Special meetings.

4.7.2 Shall coordinate all phases of player and coach registration in accordance with Baseball Alberta.

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4.7.3 Shall ensure all conditions of registration for each individual are met.

4.7.4 Shall maintain a list of all members of the Association along with their addresses and contact information. The list will be provided to the Executives and coaches, then submitted to the Google Drive.

4.7.5 Shall assist the Tournament Coordinator with the registration process for any tournaments.

4.7.6 Shall be in charge of ensuring all volunteer shifts are scheduled and fulfilled in collaboration with the Concession Coordinator and Tournament Coordinator.

4.7.7 Shall have access to the Google drive and Registrar email.

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

4.8 Coach and Player Development

4.8.1 Shall attend Executive and Special meetings.

4.8.2 In cooperation with the Executives and coaches, help develop skill programs to meet the needs and abilities of the participants of the Association following the Alberta Baseball program and guidelines, as well as monitor Rally Cap programs.

4.8.3 Shall chair the coaching selection committee and the player team selection, if more than one team is required for any level.

4.8.4 To collect criminal and vulnerable sector checks and confirmation of completion for online coaching courses that are required for all coaches.

4.8.5 Shall conduct pre-season meetings with coaches and managers.

4.8.6 Shall be responsible for the coordination of coaching and player development clinics for the Association.

4.8.7 Shall sit on the disciplinary committee.

4.8.8 Shall collaborate scheduling games with coaches and Umpire Coordinator.

4.8.9 Assist Tournament Coordinator with vetting teams for hosted tournaments.

4.8.10 Shall have access to the Google Drive and Coach and Player Development email.

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

4.9 Concession Coordinator

4.9.1 Shall attend Executive and Special meetings.

4.9.2 Shall organize start-up and shut-down of the concession.

4.9.3 Purchase inventory and organize the menu while collaborating with the Public Relations Coordinator and Tournament Coordinator.

4.9.4 Acquire food handling course and food handling permit as per Alberta's food regulation.

4.9.5 Establish concession operating hours while collaborating with the Public Relations Coordinator.

4.9.6 To be responsible for the cash float and any form of electronic payment options. Ensuring it is balanced and all monies are handed back to the treasurer for deposit.

4.9.7 Shall be liaison with the health inspector.

4.9.8 Shall have access to the Google Drive and Concession Coordinator email.

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

4.10 Tournament Coordinator

4.10.1 Shall attend Executive and Special meetings.

4.10.2 Shall chair the tournament committee and organize all meetings.

4.10.3 To obtain a raffle license and to track all documents.

4.10.4 Shall prepare a raffle report for the treasurer for submission to the AGLC.

4.10.5 To be responsible for collecting all tournament funds and handing them over to the treasurer for deposit.

4.10.6 Shall assist all teams with registering for away tournaments.

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4.10.7 Shall have access to the Google Drive and Tournament Coordinator email.

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

4.11 Equipment Coordinator

4.11.1 Shall attend Executive and Special meetings.

4.11.2 To review and document the equipment and uniform inventory prior to first practice and after last practice or game of the season.

4.11.3 Shall work with Coach and Player Development to ensure all equipment needs are met for all coaches and teams.

4.11.4 Shall organize equipment bags with supplies necessary for each team

4.11.5 Shall have access to the Google Drive and Equipment Coordinator email.

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

4.12 Field and Maintenance Coordinator

4.12.1 Shall attend Executive and Special meetings.

4.12.2 To ensure all 3 diamonds are safe for league use.

4.12.3 To maintain the concession and to organize contractors when required.

4.12.4 To work with the president to determine what needs are required from the town. e.g. shale, safe fencing.

4.12.5 To have access to the Google Drive and Field and Maintenance Coordinator email.

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

4.13 Umpire Coordinator

4.13.1 Shall attend Executive and Special meetings.

4.13.2 Shall coordinate umpires with game schedules and diamonds.

4.13.3 Shall track umpires and umpire training requirements.

4.13.4 Shall explain payment methods and provide payment forms to umpires, while in coordination with the treasurer.

4.13.5 Shall collaborate with coaches to fulfill game requirements.

4.13.6 To update Coach and Player Development with rule changes and updates.

4.13.7 To have access to the Google Drive and Umpire Coordinator email.

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

4.14 Public Relations Coordinator

4.14.1 Shall attend Executive and Special meetings.

4.14.2 Shall be responsible for liaison with the press to coordinate reporting of minor ball.

4.14.3 Shall be authorized to issue press releases on minor ball happenings.

4.14.4 Shall organize picture day and all fundraising.

4.14.5 Shall solicit corporate sponsorships.

4.14.6 Shall organize special events including but not limited to Minor Ball Wrap Up.

4.14.7 Shall be recognized as a public relations officer with all sponsors, service clubs, and agencies that conduct business with the association.

4.14.8 To manage the website and all social media accounts.

4.14.9 To have access to the Google Drive and Public Relations Coordinator email.

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

4.15 Executive members shall not be entitled to remuneration, but may be reimbursed for expenses incurred on behalf of the Association.

4.16 Any member of the Executive upon a resolution of the Executive or of the members in good standing at a General Meeting may be removed from office. Such Executive member shall

be given notice of the meeting and be allowed to attend and be heard with or without representation and may appeal such removal to the Appeals Committee.

ARTICLE 5- MEETINGS

5.1 General Meetings

5.1.1 The Annual General Meeting (AGM) of the Association shall be held in the Town of Millet in the month of February. The Secretary shall give notice of the AGM by advertisement in local media at least 14 days prior to the meeting event. AGM minutes will be posted to the Associations website upon approval at the following AGM.

5.1.2 Special General Meetings (SGM) of the Association shall be at the call of the President, or upon the written request of the Executive, or of at least 10 members in good standing. The secretary will give notice of the SGM by advertising on the Associations social media accounts at least 7 days prior to the meeting date.

5.1.3 The proceedings of such a meeting shall be confined to the matters specified in the request and business shall be conducted by the following of Robert's Rules of Order.

5.1.4 The Quorum of all general and special meetings shall consist of not less than 10 members in good standing.

5.1.5 The President will chair all meetings. In the event the President is unable, the Vice-President will fill in.

5.2 Executive Meetings

5.2.1 Shall be held at the call of the President.

5.2.2 Executives are to submit the items of their agenda they wish to discuss by email to the Secretary prior to each meeting at a timeline outlined by the Secretary.

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

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

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

5.2.6 In the event a meeting can not be held in person, votes by email are acceptable.

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5.2.7 Executive meetings minutes will be posted to the Associations website upon approval at the following Executive meeting.

ARTICLE 6- VOTING

6.1 Only members in good standing shall be entitled to vote.

6.2 There will be no proxy votes except as required by the Societies Act of Alberta.

6.3 No person shall have more than one vote.

6.4 The Chairperson of the meeting shall not be entitled to vote except to cast the deciding vote in case of a tie.

6.5 Voting at all meetings may be by a show of hands, standing vote, or by secret ballot, but only those persons present and entitled to vote shall be recognized. Any (2) persons present and entitled to vote may demand a vote by secret ballot.

6.6 In all votes a simple majority shall be sufficient.

ARTICLE 7- NOMINATIONS FOR EXECUTIVE

7.1 Nominations may be made by (2) eligible voters (with consent of the nominee) on the floor of the AGM, or in absentia if in writing received by the Secretary 7 days prior to the AGM, together with written acceptance from the person being nominated.

7.2 If more than one nomination is made for an Executive position, each nominee will introduce themselves to the Association. At that point each nominee will exit the room and a secret ballot vote will take place in an election style process.

7.3 To be eligible for election to the Executive a candidate must:

- (a) Be a member in good standing;
- (b) Be over the age of 18 years;
- (c) Have not received disciplinary action
- (d) Have a clear criminal record and vulnerable sector check and be bondable.

ARTICLE 8- LIFE MEMBERSHIP

Life membership is the highest of honor that can be bestowed by this Association. It is awarded only for the distinctive service to the Association. Life members shall be elected

at the Annual General Meeting of the Association by 75% majority of the members voting thereon. A life member shall have full voting rights at all meetings.

ARTICLE 9- COMMITTEES

Committees shall be established by the Executive and shall report to all Executive meetings. The decision and resolutions of all committees are subject to approval of the Executive, except the decision of the Appeals Committee which will be final and binding. Standing committees are as follows:

9.1 Disciplinary Committee

9.1.1 To be chaired by the President

9.1.2 To include Vice-President, Coach and Player Development, and the Secretary.

9.1.3 All complaints to be made within 48 hours of the initial incident or disclosure of initial incident, in writing to the President.

9.1.4 Shall meet as soon as possible at the request of the President following the receipt of a complaint in writing which in the opinion of the President may adversely affect the right of any member (including an executive member), team, team official, or player as a result of conduct on or off the diamonds.

9.1.5 Shall follow the Discipline Policy established by the Executive.

9.1.6 Any person who is the subject of the Disciplinary committee shall be entitled to 48 hours notice of the meeting being held and the reason for the meeting. Each person involved will be given this time to present in writing their take on the situation along with any evidence or witness statements if applicable.

9.1.7 A Disciplinary Committee meeting may proceed without the written explanations if the persons who are subject fail to provide them within the 48 hours.

9.1.8 Initial grievance or incident can be submitted in confidence to any Executive by phone, email, text, or in person. At which point, the complainant will be asked to fill out an incident form.

9.2 Appeals Committee

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9.2.1 Any person, player, team or combination thereof, feeling aggrieved by the decision of any person or meeting pursuant to the Bylaws may appeal to the Appeal committee. The appeal shall be in writing addressed to the President setting forth the decision appealed and a concise statement of the alleged aggrievement.

9.2.2 All notices of Appeal must be made in writing within 7 days following the Executive meeting in which any decision of the Disciplinary Committee is approved, and must be accompanied by a fee, the amount of which is set from time to time by the Executive. Such fee shall be returned to all successful applicants.

9.2.3 Shall consist of one (1) member of the Executive, one (1) member at large, and a third party mutually selected by the first two (2) committee members. The committee members shall not be actively connected with the teams or individual(s) involved.

9.2.4 The President shall forthwith direct the three (3) members of the tribunal to hold a hearing at the appointed time and place and notify the appellant and any other person who has an obvious interest in the same thereof.

9.2.5 The appeals Committee shall, at the conclusion of the hearing, or as soon thereafter as is practicable, in written form, render its decision, which shall be final and binding on all persons involved.

9.3 Other Committees

Shall be struck by the Executive to accomplish any such special tasks that may from time to time be necessary for the good and welfare of the Association.

ARTICLE 10- CHANGES TO BYLAWS

These bylaws may only be changed by a Special Resolution of the members as defined by Section 1 (d) of the Societies Act, being:

(A) at a general meeting of which not less than 21 days; notice specifying the intention to propose the resolution has been duly given, and

(B) by the vote of not less than 75% of those members who, if entitled to do so, vote in person or by proxy.

ARTICLE 11- AUDITING

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11.1 All financials are to be audited and approved yearly by 2 members elected at the Annual General meeting, and semi annually by a duly qualified accountant.

11.2 The books and records of Millet & District Minor Ball Association may be inspected by any member at the AGM or at any time upon giving 14 days notice to the Treasurer and accompanied by the Treasurer and one other signing authority.

11.3 Each member of the Executive shall at all reasonable times, have access to such books and records, including bank statements which shall be made available at all Executive meetings.

ARTICLE 12- BORROWING POWER

For the purpose of carrying out its objectives, the Association may borrow and raise or secure the payment of money in such a manner as it seems fit, and in particular by the issue of debentures, but this power shall be exercised only under the authority of the Association, and in no case shall debentures be issued without the sanction of a Special Resolution of the Association.

ARTICLE 13- CONFLICT OF INTEREST

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 behalf of the Association, or vote on any matter that might reasonably be construed to be a conflict of interest. If necessary, a replacement will be delegated from the existing Executive by the President.

ARTICLE 14- DISPOSITION OF ASSETS UPON DISSOLUTION

In the event in the dissolution of the Association, any assets remaining after paying all debts and liabilities shall be transferred in a trust to the Town of Millet 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.

ARTICLE 15- SEAL

Millet & District Minor Ball Association shall have no seal.