



ST. ALBERT MINOR BASEBALL ASSOCIATION

BY-LAWS

Amended
October 24, 2002
February 12, 2010

TABLE OF CONTENTS

Article 1 - Objects

Article 2 - Interpretation

Article 3 - Jurisdiction

Article 4 - Members

Article 5 – Board of Directors

Article 6 – Officers

Article 7 – Committees

Article 8 – Volunteers

Article 9 – Accounts

Article 10 – Books and Records

Article 11 - Execution of Documents and Sea

Article 12 – Amendment of By-Laws

ARTICLE 1 - OBJECTS

1.1 General Objects

The objects of the Society are:

- to encourage and promote the development and growth of baseball in the territorial jurisdiction of the Society;
- to promote the ideals of good sportsmanship, honesty, loyalty, courage and respect;
- to help the player members mature into responsible, respectable, healthy and trustworthy-citizens

1.2 Specific Objects

Without restricting the generality of section 1.1, the Society will provide a comprehensive program of recreational and competitive baseball consistent with rules and policies established from time to time by Baseball Alberta and St. Albert Minor Baseball Association's Handbook

ARTICLE 2 - INTERPRETATION

2.1 Definitions

Unless otherwise provided in these By-laws, the following terms shall have the following meanings:

- (a) 'Annual General Meeting' means an annual general meeting of the Members duly called and constituted in accordance with these By-laws;
- (b) 'By-laws', means these by-laws of SAMBA together with any amendments to or replacements of these by-laws;
- (c) 'Directors' means the persons who are elected or appointed as directors of SAMBA from time to time in accordance with these By-laws;

- (d) "Majority" means a simple majority of the eligible voters who are present and voting at the time the vote is taken;
- (e) "Members" means the persons who are members of SAMBA from time to time in accordance with these By-laws;
- (f) "Officers" means the persons who are elected or appointed as officers of SAMBA from time to time in accordance with these By-laws;
- (g) "Societies Act" means the Societies Act (Alberta), as amended from time to time, and every statute that may be substituted there for and in the case of any such amendment or substitution, any reference in these By-laws to the Societies Act shall be read as referring to the amended or substituted provisions there for;
- (h) "SAMBA" or "Society" means St. Albert Minor Baseball Association.

2.2 Number and Gender

Words importing the singular number only in these By-laws shall include the plural number and vice versa and words importing one gender only in these By-laws shall include all genders.

2.3 Headings

The headings used in these By-laws are for ease of reference only and shall not affect the meaning or the interpretation of these By-laws.

ARTICLE 3 - JURISDICTION

3.1 Territorial Jurisdiction

The territorial jurisdiction of SAMBA shall be as defined by Baseball Alberta.

ARTICLE 4 – MEMBERS

4.1 Categories of Members

SAMBA shall have the following categories of Members:

(a) Player / Coach Member

Any eligible person, who meets the requirements of Baseball Alberta and SAMBA, upon registration and/or selection and payment of fees, will become a player and/or coach member. Payment of said registration and/or selection fee shall constitute membership until May 1 of the following year.

(b) Family Members

Parent(s) or legal guardian(s) of a player Member.

(c) Members at Large

Any person who wishes to support the objects of SAMBA may become a member at large of SAMBA upon application for membership, payment of the membership fee prescribed by the board of Directors and receipt of approval from the board of Directors in their absolute and unfettered discretion.

(d) Import Player

Players residing outside SAMBA's territorial jurisdiction, as defined by Baseball Alberta transfer policy, may be admitted as non voting members to play within the program on a year to year basis with the approval of the members of the Board.

Members admitted under Section 4.1(d) will not have voting privileges within the Association and will be subject to the annual surcharge as determined by the members of the Board.

4.2 Membership Register

- (a) SAMBA shall maintain a register of all members.
- (b) Any member shall be entitled to inspect the register of members at SAMBA's registered office on any regular business day and during such hours and on such conditions as may be determine by the Board of Directors.

4.3 Fees

- (a) Registration fees and membership fees shall be determined from time to time by the Board of Directors and shall be due and payable at the time prescribed by the board of Directors.

- (b) The board of Directors, in their absolute and unfettered discretion, may waive the payment of registration fees or membership fees in circumstances of demonstrated financial hardship.

4.4 Meetings of Members

The terms and conditions governing meetings of the Members are as follows:

- (a) an Annual General Meeting shall be held once a year for the purpose of electing the Board of Directors, approval of the year-end financial statement and any resolutions so advertised. The AGM shall be held no later than October 30 at such date, time and place, as the board of Directors shall determine.
- (b) notice of the Annual General Meeting of the Members shall be given, not less than 21 days before such meeting, by written notice published in a newspaper circulating in the St. Albert area.
- (c) A special meeting of the Members shall be called by the President of SAMBA upon receipt of a written request from at least a majority of the board of Directors or upon receipt of a written request for such meeting signed by at least 10% of all voting members. Such special meeting shall be held within 45 days following receipt of such written request at such time and place as the board of Directors may determine.
- (d) notice of a special general meeting shall indicate the date, time and place of the meeting via publication in a newspaper circulated in St. Albert at least three days prior to said meeting. Such notice must specify the general nature of the business to be transacted there at and no other business, than that specified, shall be transacted without the unanimous consent of all the members present.
- (e) no error or omission in giving notice of any meeting of the Members shall invalidate such meeting or invalidate or make void any proceedings -taken at such meeting and any Member at any time may waive notice of any such meeting and may ratify and approve any and all proceedings taken at such meeting;
- (f) the president of SAMBA shall preside over any meeting of the Members and, at his discretion; he may appoint a chairman to chair any meeting of the Members;
- (g) a quorum at any meeting of the Members shall be 10 voting Members in good standing provided that if a quorum is not present within 30 minutes after the time at which such meeting is to commence, then the following terms and conditions shall be applicable:

- (i) such meeting shall be postponed for a period of not more than 28 days and such meeting shall be held on such date, such time and at such place as the President of SAMBA may designate;
 - (ii) at such postponed meeting, those Members present shall constitute a quorum provided that at least 2-days' prior written notice of such postponed meeting has been given in the manner described in Section 4.4(c) hereof;
- (h) every question at a meeting of the Members shall be decided by a Majority of the votes of the Members present at such meeting unless otherwise required by these By-laws or by the Societies Act provided that if there is an equality of votes, then the chairman of such meeting shall have a casting vote in order to eliminate such equality;
- (i) every question at a meeting of the Members shall be decided in the first instance by a show of hands (unless a poll is demanded by a Majority of the Members) and, upon such show of hands, a declaration by the chairman of such meeting that a resolution has been carried or not carried and an entry to that effect in the minutes of the meeting - shall be sufficient evidence of that fact without proof of the number or proportion of the votes recorded in-favour of or against such resolution, In case of equality of votes at any meeting, whether upon a show of hands or at a poll, the Chairman shall be entitled to a casting vote.
- (j) if a poll is demanded, then the question shall be decided by a Majority of the votes given by the Members present in person and the poll shall be taken in such manner as the chairman of the meeting shall direct and the results of such poll shall be deemed to be the decision of the Members with respect to such question;
- (k) voting at a meeting of the Members shall not be by secret ballot unless the Majority of the Members present and entitled to vote at such meeting request that a secret ballot be held or unless otherwise specified in these By-laws;
- (l) a resolution in writing signed by all of the Members shall be as effective as a resolution passed at a meeting of the Members duly held and constituted;
- (m) all meetings of the Members shall be conducted in accordance with these By-laws and where these Bylaws are silent, such meeting shall be conducted in accordance with "Robert's Rules of Order Newly Revised" or any summary thereof;
- (n) the business at an Annual General Meeting shall be:
 - (i) to receive and consider the report of the board of Directors;
 - (ii) to receive and consider the audited financial statements for the most recent fiscal year;
 - (iii) to elect Officers and Directors;

- (iv) to consider any resolution or resolutions as may be properly brought before the meeting;

4.5 Voting Rights of Members

All Members in good standing shall be entitled to vote at an Annual General Meeting or at a special meeting of the Members, subject to the following restrictions:

- (a) Members who are under 18 years of age shall not be entitled to vote;
- (b) Members who have not been Members for at least 30 days prior to the meeting in question shall not be entitled to vote at such meeting;
- (c) Members shall vote in person only and not by proxy, mail or other method;
- (d) the President shall vote only where necessary to break a tie vote.

4.6 Liability of Members

A Member, when duly authorized to act for SAMBA, shall not be personally liable for any loss or damage or depreciation to the property of SAMBA except if such Member acted fraudulently, dishonestly or committed acts of gross misconduct or negligence.

4.7 Termination of Memberships

A Member's membership in SAMBA shall terminate upon the occurrence of one or more of the following events:

- (a) the board of Directors receives written notice from such Member stating that such Member wishes to terminate his membership in SAMBA and such request is not requesting a release;
- (b) such Member fails to pay his registration or membership fees as prescribed by the board of Directors;
- (c) such Member dies;
- (d) a committee of the board of Directors composed of at least 3 Directors, upon review of the conduct of such Member, decides to expel such Member on the basis that such Member has conducted himself in an improper or unbecoming manner which is likely to endanger the interest or reputation of SAMBA or on the basis that such Member has willfully breached these By-laws and policies set out in the SAMBA Handbook. Such expulsion shall not be effective until written

notice of such expulsion has been forwarded by registered mail to such member at the address shown on his registration. Such notice shall be deemed to have been received by such Member on the 5th day following the mailing of such notice. Such expulsion shall be subject to the appeal procedure described in Section 4.8 hereof;

- (e) a majority of the Members present and entitled to vote at a meeting of the Members vote in favour of the expulsion of such Member provided that such expulsion shall not be effective until written notice of such expulsion has been forwarded by registered mail to such Member at the address on his registration. Such notice shall be deemed to have been received by such Member on the 5th day following the mailing of such notice. Such expulsion shall be subject to the appeal procedure described in Section 4.8 hereof.
- (f) Any member who does not conduct himself in accordance with the policies, rules and regulations of the association or Baseball Alberta may have his membership suspended upon a majority decision of the members of the Board.

Upon the termination of any Member's membership in SAMBA, all rights, claims and interests of such Member in SAMBA, including but not restricted to any refund of registration or membership fees, shall be forfeited by such Member.

4.8 Appeal Procedure Applicable to Termination of Memberships

Any Member who is expelled from SAMBA pursuant to Section 4.7(d), 4.7(e) or 4.7(f) hereof shall be entitled to appeal such expulsion in accordance with the following procedure:

- (a) such Member shall forward to the board of Directors, within 30 days following receipt or deemed receipt of written notice of such-expulsion, written notice of such Member's decision to appeal such expulsion;
- (b) such Member 's appeal shall be heard by a committee of the board of Directors composed of at least 3 Directors (excluding those Directors who sat on the committee described in Section 4.7(d) hereof) within 30 days of receipt of such Member's notice of appeal;
- (c) the procedure governing the hearing of such Member's appeal shall be determined by such committee of the board of Directors;
- (f) the decision of such committee of the board of Directors shall be final and such Member shall have no further right of appeal.

4.9 Member Releases

No member eligible to play within the Association's jurisdiction shall be released without the approval of the members of the Board and in accordance with Baseball Alberta's transfer policy.

Prior to approval, a written request stating the reasons for the release and indicating where the player intends to play is required.

ARTICLE 5 - BOARD OF DIRECTORS

5.1 Powers of Directors

Subject to the provisions of these By-Laws and the Societies Act, the board of Directors shall manage the business and affairs of SAMBA and exercise all such powers of SAMBA as are not required to be exercised by the Members. Without restricting the generality of the foregoing, the board of Directors shall be empowered to:

- (a) receive donations, bequests, funds, trusts, grants, benefits and property for the purpose of furthering the objects of SAMBA provided that the board of Directors in its absolute and unfettered discretion may refuse to accept any donations, bequests, funds, trusts, benefits and property;
- (b) borrow money on the credit of SAMBA;
- (c) mortgage, charge, hypothecate or pledge any real or personal property of SAMBA in order to secure any obligations or liabilities of SAMBA;
- (d) establish and maintain a banking relationship with one or more chartered banks, trust companies, credit unions or treasury branches and, in that regard:
 - (i) open one or more bank accounts;
 - (ii) designate signing officers for the signing of cheques, bills of exchange, promissory notes or other evidences of indebtedness or orders for the - payment of money;
- (e) appoint agents and employees of SAMBA to perform such duties as may be prescribed by the board of Directors or these By-laws;
- (f) institute and amend policies, procedures and standards of conduct of SAMBA's business and affairs;
- (g) establish committees of the board of Directors, standing or otherwise, as the board of Directors deems necessary or desirable in order to carry on the business and affairs of SAMBA and, for such purpose, the board of Directors

may delegate any of its power to such committees provided that at least one member of each such committee shall be a Director;

- (h) exercise any powers which, in the opinion of the board of Directors, pertain to or promote the carrying out of the objects of SAMBA.

5.2 Number of Directors

The board of Directors shall consist of not more than 13 Directors at any given time.

5.3 Qualifications of Directors

Each Director shall meet all of the following qualifications at all times that he is a Director:

- a Member in good standing;
- 18 years of age or older; and
- shall not be an employee of SAMBA.

5.4 Election and Term of Directors and Officers

The terms and conditions governing the election or appointment of Directors and Officers are as follows:

- (a) subject to Sections 5.4(c), 5.4(d) and 5.4(e) hereof, all Directors and Officers shall be elected by the Members at an Annual General Meeting from the list of eligible persons presented at the Annual General Meeting duly nominated from the floor at the Annual General Meeting.
- (b) at each Annual General Meeting the Members shall elect:
- (i) the President, Secretary, Registrar, Junior Rep Director, Facilities Director, Technical Director; every even numbered year, for a two year term,
 - (ii) the Vice-President, Treasurer, House League Director, Senior Rep Director, Marketing/Fundraiser Director, Special Events Director every odd numbered year, for a two year term
- (c) the immediate past President of SAMBA shall serve as a Director for a one year term following his term as President;

- (d) in the event any vacancies exist on the board of Directors following the election of Directors and Officers described in section 5.4(b) hereof, such vacancies shall be filled by persons appointed by a majority of the board of Directors provided.
- (e) any vacancy occurring in the board of Directors between Annual General Meetings shall be promptly filled by persons appointed by a majority of the board of Directors provided that such newly appointed Director or Director and Officer shall hold office only for the unexpired portion of the vacating Director's term.

5.5 Removal of Directors

The terms and conditions governing the removal of a Director are as follows:

- (a) a Director shall be deemed to have resigned immediately upon such Director ceasing to meet all of the qualifications set out in Section 5.3 hereof;
- (b) any Director, who without prior notice to the board of Directors is absent from 3 consecutive meetings of the board of Directors, may be removed by the board of Directors by a resolution passed by a majority of the Directors present at a meeting of the board of Directors duly held and constituted;
- (c) if any Director demonstrates a lack of interest in SAMBA by inactivity or if any Director is incompetent or unable to handle his elected or appointed tasks or if any Director conducts himself in an improper or unbecoming manner which is likely to endanger the interest or reputation of SAMBA, then such Director may be removed from the board of Directors by a resolution passed by a majority of the Directors present at a meeting of the board of Directors duly held and constituted;
- (d) any Director who is removed from the board of Directors in accordance with this Section 5.5 shall have the right to receive notice of and reasons for such removal but such removed Director shall have no right to appeal such removal.

5.6 Resignation of a Director

A Director may resign by notice in writing to the board, which shall be effective upon the acceptance of the Board of Directors by a majority vote.

5.7 Meetings of Directors

The terms and conditions governing meetings of the board of Directors are as follows:

- (a) meetings of the board of Directors shall be held at such times and dates as the board of Directors may from time to time determine provided that at least 8 meetings of the board of Directors shall be held in each fiscal year of SAMBA;
- (b) a meeting of the board of Directors may be convened at any date, time or place upon proper notice by the President of SAMBA;
- (c) notice of meetings of the board of Directors shall be given to each Director not less than 2 days before the meeting is to take place and such notice may be telephoned, e-mailed or included as part of the minutes of a previous meeting of the Directors provided that any meeting of the board of Directors may be held at any time without formal notice if all of the members of the board of Directors are present or those present have waived notice and those absent have signified their consent in writing to the meeting being held in their absence or without notice;
- (d) notice of any meeting of the board of Directors or any irregularity in any meeting or notice thereof may be waived by any Director and no error or omission in giving such notice for a meeting of the board of Directors shall invalidate such meeting or invalidate or make void any proceedings taken at such meeting and any Director may at any time waive notice of any such meetings and may ratify and approve any and all proceedings taken at such meetings;
- (e) a quorum at any meeting of the board of Directors shall be 7 of the members of the board of Directors;
- (f) each Director shall have one vote and all matters shall be decided by a majority of votes. If there is an equality of votes, then the chairman of that meeting of the board of Directors shall have a casting vote in order to eliminate such equality;
- (g) resolutions in writing signed by all of the Directors shall be as effective as a resolution passed at a meeting of the board of Directors duly held and constituted;
- (h) any Director may participate in a meeting of the board of Directors by means of telephone or other communication facility that permits all persons participating in the meeting to hear each other and any Directors participating in a meeting by such means are deemed to be present in person at the meeting;
- (i) the board of Directors may invite any interested persons to attend any meeting of the board of Directors provided that such invitees shall not be entitled to vote at such meeting.

5.8 Limitation of Liability

Every Director and Officer in exercising his powers and discharging his duties shall act honestly and in good faith with a view to the best interests of SAMBA and exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances. No Director or Officer shall be liable for the acts, omissions or defaults of any other Director or Officer or an employee, or for any loss, damage or expense happening to SAMBA through the insufficiency or deficiency of title to any property acquired for or on behalf of SAMBA, or for the insufficiency or deficiency of any security in or upon which any of the moneys of SAMBA shall be invested, or for any loss or damage arising from the bankruptcy, insolvency or tortuous or criminal acts of any person with whom any of the moneys, securities or effects of SAMBA shall be deposited, or for any loss occasioned by any error of judgment, or oversight on his part, or for any other loss, damage or misfortune whatever which shall happen in the execution of the duties of his office or in relation to it.

5.9 Indemnity

Subject to the Societies Act, SAMBA shall indemnify Directors, Officers, former Directors or former Officers, and their heirs and legal representatives, against all costs, charges and expenses, including any amount paid to settle an action or satisfy a judgment, reasonably incurred by such Directors or Officers in respect of any civil, criminal or administrative action or proceeding to which he is made a party by reason of being or having been a Director or Officer if:

- (a) he acted honestly and in good faith with a view to the best interests of SAMBA; and
- (b) in the case of a criminal or administrative action or proceeding that is enforced by a monetary penalty, he had reasonable grounds for believing that his conduct was lawful.

SAMBA shall also indemnify such persons in other circumstances as the Societies Act permits or requires. Nothing in these By-laws shall limit the right of any person entitled to indemnity to claim indemnity apart from the provisions of these By-laws.

5.10 Remuneration of Directors and Officers

All Directors and Officers shall serve SAMBA without remuneration provided that the board of Directors shall be entitled to reimburse any Director or Officer for all reasonable, authorized and substantiated expenses incurred by such person with respect to the business and affairs of SAMBA.

ARTICLE 6 - OFFICERS

6.1 Designation of Officers

The Officers shall be as follows:

- (a) President;
- (b) Vice-President;
- (c) Secretary;
- (d) Treasurer;
- (e) Junior Rep Director;
- (f) Senior Rep Director;
- (g) Facilities Director;
- (h) Marketing/Fundraising Director;
- (i) Registrar;
- (j) Technical Director;
- (k) House League Director;
- (l) Special Events Director.

6.2 Election or Appointment of Officers

Subject to section 5.4 of these By-laws, the terms and conditions governing the election or appointment of Officers are described in sections 5.4(b), 5.4(d) and 5.4(e) of these By-laws.

6.3 Duties and Responsibilities of Officers

(a) President

The President shall:

- be the chief executive officer of SAMBA;
- preside at all meetings of the board of Directors and at all meetings of the Members;
- present the report of the board of Directors to the Annual General Meeting;
- be an ex-officio member of all committees of the board of Directors;
- be responsible for the formulation of policies governing the management of SAMBA's business and affairs, and
- perform such other duties as may be specified from time to time by the board of Directors or these By-laws.

(b) Vice President

The Vice-President shall:

- perform such duties and assignments as may be delegated by the President;
- be an ex-officio member of all committees of the board of Directors;
- perform the duties and responsibilities of the President in the absence of the President;
- coordinate the activity of all appointed division- heads; and
- perform such duties as may be. specified from time to time by the board of Directors or these By-laws.

(c) Secretary

The Secretary shall:

- be responsible for the keeping of accurate minutes of the meetings of the board of Directors and the meetings of the Members;
- prepare and send notices of meetings of the board of Directors and meetings of the members;
- oversees the Bingo Coordinator;
- oversees SAMBA's annual newsletter; and
- perform such other duties as may be specified from time to time by the board of Directors or these By-laws.

(d) Treasurer

The Treasurer shall:

- be responsible for the financial affairs of SAMBA, including but not limited to the preparation of budget, the dispensing of funds, and the maintenance of proper records and accounts;
- arrange for the annual review of SAMBA following the close of each fiscal year for submission to the board of Directors and Members at the Annual General Meeting;
- monitor expenditures as compared to budgeted expenditures and recommend corrective action when required;
- file the financial statements, annual returns and other necessary documents with the Registrar of Corporations as required by the Societies Act;
- coordinate with Registrar in overseeing registrations, camps and clinics; and
- perform such other duties as may be specified from time to time' by the board of Directors or these By-laws.

(e) Junior Rep Director

The Junior Rep Director shall:

- be responsible for heading up the operation of the Rep teams in the Mosquito and Pee Wee divisions;
- prepare a brief summary of the Junior Rep Division for the A.G.M.;
- prepare a final Baseball Alberta registration form and give same to the Registrar a week before filing of such registration forms with Baseball Alberta;
- work with the Senior Rep Director, House League Director, and the Facilities Director in preparing the field schedule;
- work with the Senior Rep Director and House League Director in preparing and executing player evaluations; and
- perform such other duties as may be specified from time to time' by the board of Directors or these By-laws.

(f) Senior Rep Director

The Senior Rep Director shall:

- be responsible for heading up the operation the Rep teams in the Bantam and Midget divisions;
- prepare a brief summary of the Senior Rep Division for the A.G.M.;
- prepare a final Baseball Alberta registration form and give same to the Registrar a week before filing of such registration forms with Baseball Alberta;
- work with the Junior Rep Director, House League Director, and Facilities Director in preparing the field schedule;
- work with the Junior Rep Director and House League Director in preparing and executing player evaluations; and
- perform such other duties as may be specified from time to time by the board of Directors or these By-laws.

(g) House League Director

The House League Director shall:

- be responsible for heading up the operation the House League teams in the T-Ball, Rookie, Mosquito, Pee Wee and Bantam divisions;
- prepare a brief summary of the League Division for the A.G.M.;
- work with the Junior Rep Director, Senior Rep Director, and Facilities Director in preparing the field schedule;

- work with the Junior Rep Director and Senior Rep Director in preparing and executing player evaluations;
- work as a liaison between House League division coordinators, coaches, players and parents, and
- Perform such other duties as may be specified from time to time by the board of Directors or these By-laws.

(h) Facilities Director

The Facilities Director shall:

- be responsible for contacting the City of St. Albert to book fields for House League games;
- work with the Junior Rep Director, Senior Rep Director and House League Director in preparing the field schedule;
- oversee the Legion fields and clubhouse;
- oversee the Equipment Coordinator, and
- perform such other duties as may be specified from time to time by the board of Directors or these By-laws.

(i) Marketing/Fundraising Director

The Marketing/Fundraising Director shall:

- be responsible for developing and implementing a marketing and fundraising strategy;
- look for and pursue grants, and
- perform such other duties as may be specified from time to time by the board of Directors or these By-laws.

(i) Registrar

The Registrar shall:

- be responsible for registration of all SAMBA members;
- maintain the members' register;
- file the appropriate forms and pay the required fees to Baseball Alberta on such date(s) as defined by Baseball Alberta;
- coordinates with the Treasurer in overseeing registrations, camps and clinics, and
- perform such other duties as may be specified from time to time by the board of Directors or these By-laws.

(k) Technical Director

The Technical Director shall:

- be responsible for developing a technical program for coaches and players;
- be responsible for player evaluation process;
- oversee camps and clinics;
- work with the treasurer and registrar;
- develop a program for the House League and Rep divisions;
- arrange N.C.C.P. certification clinics for coaches; and
- perform such other duties as may be specified from time to time by the board of Directors or these By-laws

(l) Special Events Director

The Special Events Director shall:

- be responsible for the running of the Early Bird Tournament;
- be the committee chairperson for the Volunteer Appreciation Night and SAMBA House League tournament;
- prepare a budget for medals and trophies and order same;
- develop and maintains a volunteer database, and
- perform such other duties as may be specified from time to time by the board of Directors or these By-laws.

6.4 Terms of Office of Officers

The Directors and/or Officers shall be entitled to serve a maximum term of two consecutive years in the same position.

ARTICLE 7 - COMMITTEES

The Board of Directors shall establish any committee, name a chairman and set forth the terms of reference and dissolve any special committee. The chairman of each committee shall be a member of the Board of Directors, and if so empowered under the terms of reference given, select the members of the said committee

7.1 List of Committees

The committees of the board of Directors shall consist of the following:

- (a) Nominating Committee;
- (b) Technical Development Committee;
- (c) Finance Committee;
- (d) Publicity and Special Events Committee;
- (e) any other committees as may be established from time to time by the board of Directors.

(a) Nominating Committee

- The Nominating Committee shall be composed of two Members and either the immediate past President of SAMBA or any other Director, and be appointed by the board of Directors, on an annual basis, at least 3 months prior to each Annual General Meeting. The board of Directors shall also appoint the chairman of the Nominating Committee.
- The Nominating- Committee shall be responsible for the nomination of eligible candidates for election as Directors and Officers. The list of candidates for election as Directors and Officers shall be prepared for submission to the board of Directors and the Members at each Annual General Meeting.
- The notice requirements, procedure for voting, quorum and other rules regarding meetings of the Nominating Committee shall be determined by that committee from time to time.

(b) Technical Development Committee

- The Technical Development Committee shall be composed of a minimum of three Members, who shall be appointed by the board of Directors on an annual basis. The board of Directors shall also appoint the chairman of the Technical Development Committee.
- The Technical Development Committee shall be responsible for implementing and modifying from time to time as necessary a program to advance the technical development of baseball within SAMBA focusing on athletes, coaches and officials. In addition, the Technical Development Committee shall perform other functions as may be specified from time to time by the board of Directors.
- The notice requirements, procedure for voting, quorum and other rules regarding meetings of the Technical Development Committee shall be determined by that Committee from time to time.

(c) Finance Committee

- The Finance Committee shall be composed of one Director, who shall serve as chairman of that committee and any other Director or Member who may be appointed to the board of Directors on an annual basis.
- The Finance Committee shall be responsible for seeking and implementing ways to improve and stabilize the financial affairs of SAMBA. In addition, the Finance Committee shall perform other functions as may be specified from time to time by the board of Directors.
- The notice requirements, procedure for voting, -quorum and other rules regarding meetings of the Finance Committee shall be determined by that Committee from time to time.

(d) Publicity and Special Events Committee

- The Publicity and Special Events Committee shall be composed of a minimum of three Members, who shall be appointed by the board of Directors on an annual basis. The board of Directors shall also appoint the chairman of the Publicity and Special Events Committee.
- The Publicity and Special Events Committee shall be responsible for establishing a program of public relations and membership information as well overseeing SAMBA's social and related special events. In addition, the Publicity and Special Events Committee shall perform other functions as may be specified from time to time by the board of Directors.
- The notice requirements, procedure for voting, quorum and other rules regarding meetings of the Publicity and Special Events Committee shall be determined by that Committee from time to time.

ARTICLE 8 - VOLUNTEERS

8.1 Appointment of Volunteers

The President, with the approval of the board of Directors, may appoint Members to perform such duties as may be prescribed by the board of Directors to further the objects of SAMBA. These appointments may include but not be limited to the following:

- (a) t-ball coordinator;
- (b) rookie coordinator

- (c) mosquito coordinator;
- (d) pee wee coordinator
- (e) bantam coordinator
- (f) equipment coordinator
- (h) umpire coordinator;
- (i) bingo coordinator

8.2 Appointment of Baseball Alberta representative

The President, with the approval of the board of Directors, may appoint, on an annual basis, any Director to act as SAMBA' S Baseball - Alberta representative.

ARTICLE 9 - ACCOUNTS

9.1 Accounts

The board of Directors shall cause accounts to be kept of all assets and liabilities of SAMBA, all monies received and expended by SAMBA and all matters in respect of which such receipts and expenditures took place.

9.2 Fiscal Year

The fiscal year of SAMBA shall end on the 30th day of September in each year or such other date as may from time to time be determined by the board of Directors.

9.3 Annual Audit

An audited financial statement setting out SAMBA's assets, liabilities, income and expenses shall be prepared on an annual basis and presented at each Annual General Meeting.

The annual audit shall be completed by:

- 1) Two members of the Association, duly appointed by the Board of Directors as set out in these By-Laws; or
- 2) an independent public accountant duly appointed by the Board of Directors as set out in these By-Laws.

ARTICLE 10 - BOOKS AND RECORDS

10.1 Books and Records

The board of Directors shall ensure that all necessary books and records of SAMBA required by the Societies Act or these By-laws or by any other applicable statute or law are regularly and properly kept by SAMBA.

10.2 Records Office

The books of account, minute book and other books and records of SAMBA shall be kept at such place in the Province of Alberta as the board of Directors think fit and such books of account, minute book and other books and records shall be open for inspection by any Director at any reasonable time.

10.3 Inspection of Books and Records by Members

The minute book of SAMBA may be inspected by any Member in good standing at any Annual General Meeting. Any Member in good standing who wishes to inspect the books of account, minute book or other books and records of SAMBA shall forward a written request to the board of Directors and, at their next meeting, the board of Directors shall designate a time and place at which such-books of account, minute book and other books and records of SAMBA may be inspected by such Member. No Member shall be entitled to remove the books of account, minute book or other books and records of SAMBA from SAMBA's records office. Any Member in good standing wishing to copy any portion of the books of account, minute book or other books and records of SAMBA shall indicate that desire in such Member's written request to the board of Directors and the board of Directors shall be entitled, in its absolute and unfettered discretion, to determine whether or not such request is granted. All inspections of the books of account, minute book or other books and records of SAMBA by a Member - in good standing shall be performed in the presence of a Director or Officer and if the duration of such inspection exceeds one hour, then such Director or Officer shall be entitled to receive payment from such- inspecting Member at such reasonable hourly rate as the board of -Directors may determine from time to time.

10.4 Annual Budget

The Board shall cause a budget to be prepared and it must be approved by a majority of the members of the Board of Directors in attendance at the meeting. The budget shall form the basis for the registration fee.

No budget, which provides for a deficit shall be either submitted or approved by the Board of Directors. A contingency fund in an amount not to exceed 10% of the total budget shall be incorporated in the budget.

The proposed budget shall be approved at the Annual General Meeting.

10.5 Non-Budget Expenditure

Any expenditures not included in the budget may be approved by the Board of Directors on a majority vote of those present, provided such expenditures do not exceed the amount of the contingency in any one year, or the amount approved replaces a budget amount no longer required.

10.6 Building Fund

The building fund of the Association shall not be used for any other purpose except to fund capital expenditures to the baseball facilities for the Association. Said funds may only be expended with the approval of a majority of the members of the Board present at the time of voting.

10.7 Representative Team Surcharge

A representative player and or team surcharge may be established by the members of the Board and approved by such members present at the time of the vote.

10.8 Travel Fund

The Association may give financial assistance to a representative team or player qualifying for Westerns or Nationals.

The amount will be established by SAMBA's Handbook and/or the Board and approved by the members of the Board present at the time of the vote.

10.9 Team Accounting

Each representative team must keep a set of financial records and provide a full accounting of funds raised and used to the Association by August 31 of the current year.

10.10 Distribution of Assets on Dissolution of a Team

Any surplus funds that may have accrued to a team upon the dissolution of the team, the surplus funds which are over and above the parent's contribution, must be donated to a baseball cause in the St Albert Minor Baseball Association.

10.11 Distribution of Assets on Dissolution of the Association

Any surplus that may accrue to the Association during the time it is in operation shall be used for the purpose of the Association as the Directors may see fit. In the event of the winding up of the affairs of the Association, all the assets of the Association, including cash on hand or in the bank, after the payment of all outstanding accounts and other liabilities, shall be donated to a charity in St. Albert or non-profit organization in St. Albert as determined by a resolution passed by the members at a general meeting.

Article 11 - Execution of Documents and Seal

11.1 Signing Officers

Unless otherwise resolved by the board of Directors with respect to any specific document, all contracts, documents or other instruments in writing (excluding cheques) requiring execution and delivery by SAMBA -shall be signed and delivered by the President and any Director of SAMBA and all contracts, -documents or other instruments in writing so signed shall be binding upon SAMBA without any further authorization or formality.

Article 12 - Amendment of By-laws

12.1 Special Resolution

These By-laws shall not be rescinded, altered or amended except by a special resolution of the Members as defined in Section 1(d) of the Societies Act.

12.2 Registration of Amendments

Each rescission, alteration or amendment to these By-laws shall be registered with the Registrar of Corporations (Alberta) in accordance with the Societies Act.