

Irricana, Kathryn, Beiseker and Keoma Ball Association By-Laws

BYLAW 1.0 - GENERAL

- 1.1 The name of the Association shall be **Irricana, Kathryn, Beiseker and Keoma Minorball Association**, hereinafter referred to as **IKBK Minorball Association**.
- 1.2 The object of IKBK Minorball is to encourage, promote and administer the development and growth of amateur baseball and softball in the town of Irricana, Kathryn, Beiseker and Keoma and the rural areas within these towns, Baseball Alberta and Softball Alberta.
- 1.3 The **playing year** shall be deemed to extend from March 1 of one calendar year to February 28 of the next calendar year. The **playing season** shall be deemed to extend from March 1 to August 31 of each calendar year.
- 1.4 The **fiscal year** shall be January 1 to December 31.

BYLAW 2.0 - MEMBERSHIP

- 2.1 IKBK Minorball is strictly a parent run organization. General membership shall be granted to the following:
 - All registered players who are deemed to be in good standing (fees are paid, forms are complete and follow the codes of conduct)
 - Parent(s)/legal guardian(s) of all registered players who are deemed to be in good standing
 - Non-Parent Executive, Coaches, and Managers approved by the Executive's majority vote only
- 2.2 Voting privileges at AGM Meetings will be extended to the following members in good standing:
 - **One** parent/legal guardian of every registered player under the age of 18

- For registered players 18 years of age or older, either the player or one parent/legal guardian
- 2.3 Membership of both categories shall automatically cease at the end of every playing year or when the player represented by the Member(s) is no longer registered with the Association. A Member may voluntarily withdraw membership in the Association by either withdrawing his/her son or daughter from the Association or by notifying the Executive in writing of their intention to withdraw.
- 2.4 IKBK Minorball may revoke or suspend membership and/or voting privileges to any member(s) who are deemed by the Executive to be not in good standing.

BYLAW 3.0 - GOVERNANCE

- 3.1 The Association shall be guided by Baseball Alberta bylaws and Softball Alberta bylaws, rules and guidelines.
- 3.2 The Association shall be a not-for-profit volunteer organization governed by an Executive elected by the General Membership each year at the Annual General Meeting.
- 3.3 There shall be an **Executive Committee** comprised of the following elected Officers:
- President
 - Vice President
 - Secretary
 - Treasurer
- 3.3.1 There shall be director positions who shall hold their position for one year and have voting privileges.
- Uniform Coordinator
 - Fundraising Coordinator
 - Umpire Coordinator

- 3.4** Each Executive Member shall hold their position for a duration of two years. The President and the Secretary position will be elected together. The following year, the Vice President and the Treasurer will be elected, and so on.
- 3.5** In the event that there are vacant Executive positions following the Annual General Meeting elections, the Executive may appoint a person(s) to fill such vacancies through a majority vote.
- 3.6** All Executive members shall consent to a background check in the manner proscribed by the RCMP. In the event a background check result is negative, the Executive shall immediately remove said Member and a replacement Member shall be appointed by a majority of the Executive.
- 3.7** All Executive Members agree to fulfill their assigned duties, to the best of their ability, for the term of their position; all Executive Members also agree to attend the majority of Executive meetings, activities and workshops.
- Executive Members will fulfill assigned duties outlined by “Executive Duties” (see attachment 1). This attachment may be amended by the Executive through a majority vote at any meeting.
- 3.8** If an Executive member is absent from a meeting, they shall contact either the Secretary or the President as soon as their absence is known.
- 3.9** The Secretary shall be responsible for recording and circulating the minutes of Meetings. These minutes shall reside with the Secretary and be kept in an orderly fashion. They shall be circulated to the Executive within one week from the meeting.
- 3.10** An Executive member can be removed from the association by a majority vote of the Executive only if the member has committed a breach of the Association Bylaws or Discipline Policy/Code of Conduct, the Baseball Alberta Bylaws, Code of Conduct or rules, the Canadian Federation of Amateur Baseball rules, or has committed a criminal offence. In such circumstances the member shall be notified of the Executive’s intention and decision.

- 3.11 No paid employee of this Association may sit as an elected member of the Board or the Executive of this Association.
- 3.12 Should there arise any situation whereby there is, or there is the appearance of, conflict of interests of any Executive member, it is incumbent upon that member to bring the potential conflict of interest to the attention of the Executive. The Executive shall make a decision regarding acceptance or rejection of the potential conflict situation and its decision shall be final.

BYLAW 4.0 – FINANCIALS

- 4.1 The schedule of fees shall be determined annually by the Executive. The Schedule of Fees shall be made public and, if amended, the amendments to the Schedule of Fees shall be made public in a timely fashion.
- 4.2 The Treasurer or any other member designated by the Treasurer shall deposit all funds received in a Chartered Bank or federally bonded Trust Company or Credit Union to the credit of IKBK Minorball Association. Withdrawal of monies shall be by a cheque requiring two signatures: that of the Treasurer **and** any one of the President or Vice President. Association deposits and payments should be made on a regular basis (minimum of bi-weekly, as needed).
- 4.3 The Executive shall be empowered to sponsor, organize and conduct schemes for the purpose of raising funds for the promotion and development of amateur baseball/softball and the Association.
- 4.4 A **budget** for each fiscal year shall be prepared and approved by the Executive prior to the AGM. The current income/expense statement, updated through the end of the playing season, will be presented to Members at the AGM held during that fiscal year.
- 4.5 For the purpose of carrying out its objectives, the Association may borrow or raise funds or secure the payment of money in any manner it determines

fit, and in particular shall have the authority to issue debentures. The power of the Association to issue debentures shall be exercised under the authority of the bylaws of the Association and in no case shall debentures be issued without the sanction of a Special Resolution of the Association approved at a General Meeting.

- 4.6 The Treasurer shall be responsible for ensuring that the daily financial records of the Association are kept in good order and in accordance with generally accepted accounting principles. The Treasurer shall provide updated financial statements to the Executive, as approved by the Executive.
- 4.7 An official Association financial statement shall be prepared before fiscal year end by a legally recognized accounting person/firm who is approved by the Executive each year. The official financial statement must either be audited by an Executive-approved, accredited auditing designate or signed by two (2) Executive members of the Association. The official financial statement shall be presented to the general membership at the Annual General Meeting.
- 4.8 The books and records of the Association may be inspected by any general member of the Association at the Annual General Meeting or at any time upon giving reasonable notice to the Treasurer. Each Member of the Executive shall have access to such books and records at all times.
 - All monies owing to the Association shall be due and payable within thirty (30) days of invoicing unless otherwise stipulated;

BYLAW 5.0 - MEETINGS

- 5.1 The Annual General Meeting (AGM) of the Association must be held by Nov 30th of that year. Notice of the AGM shall be given in writing at least 30 days in advance of the meeting, by mail or email to all holders of valid membership, and shall be posted on the Association's website. In addition,

a public service announcement shall be sent to all major media outlets two weeks prior to the AGM.

- 5.2 Any two Executive members may call a Special General Meeting by notifying each Member, 7 days prior to the meeting date.
- 5.3 The Executive of the Association shall meet a minimum of four times a year with the option of meeting more often should the business of the Association require it. The first regular meeting must be held within 30 days of the AGM. A quorum consisting of 75% of the Executive must be present to hold an Executive meeting and to pass motions.
- 5.4 Information or data entrusted to members for use in their capacity or position shall not be disclosed or disseminated in a manner that may cause embarrassment to the Association, or that betrays a trust or confidence.

BYLAW 6.0 - PLAYERS

- 6.1 A **registered player** is one who is accepted on a team and who fulfills all the following criteria:
 - Registration fees are paid in full
 - All required documents must be fully and properly submitted to the Association.
 - Player fits eligibility requirements of Baseball/Softball Alberta.
 - Parent/legal guardian/player member must accept all requirements and commitments set by the Association.
 - Player/member is in good standing with IKBK Minorball and governing Associations
- 6.1.1 Only Registered Players may sign IKBK Minorball rosters.
- 6.2 Registration numbers may be restricted by or subject to the availability of qualified coaches, monetary resources and the availability of positions on established teams. Try-outs for positions may be conducted to determine player selection.

- 6.3 Players advancing to inter-provincial competition must abide by Baseball/Softball Alberta, Western Canada and/or Baseball Canada/Softball Canada rules as dictated by the event.
- 6.4 Players who are found to be in arrears to Baseball Alberta/Softball Alberta, IKBK Minorball and/or its affiliate Teams, may be suspended until such time as the payment has been made.
- 6.5 If a player has not previously registered with IKBK Minorball, that player/parent/legal guardian must submit a copy of his/her birth certificate to substantiate the player's age.
- 6.6 Maximum player age limits for each Division are as set by Baseball Canada and Baseball Alberta/ Softball Alberta/ Rockyview League and Wildrose League. IKBK Minorball may run any program/division as set out by these governing Associations
- 6.7 Players may be allowed to play in a higher age group, according to Association rules and guidelines. Decisions regarding player movements will be made by the Executive and will be binding.
- 6.8 Lateral player transfers will only be considered if IKBK Minorball has successfully registered a teams(s) within the age group of the player requesting a transfer.

BYLAW 7.0 – TEAMS, TECHNICAL PERSONNEL AND VOLUNTEERS / OFFICIALS

- 7.1 Teams shall be governed by the Bylaws of the Association and of Baseball Alberta and Softball Alberta, and the official rules/guidelines for the current playing season as revised and adopted by Baseball Alberta and Baseball Canada Softball Alberta and Softball Canada. Teams participating in events hosted by bodies other than Baseball Alberta and Baseball Canada, Softball

Alberta and Softball Canada will follow the rules and regulations set out as part of that event.

- 7.2** All coaches, managers, technical resource personnel and volunteers of IKBK Minorball must be members of the Association. The Association will register all players, coaches, managers, umpires and individuals participating as the Executive.
- 7.3** All coaches, managers, umpires and Executive registered with IKBK Minorball, and any technical personnel and volunteers having any player contact whatsoever shall consent to a background check in the manner proscribed by the RCMP. In the event a background check result is negative, the Executive shall immediately remove said Member from active participation in the sport.

BYLAW 8.0 - PENALTIES

- 8.1** Fines and suspensions set out by Leagues, Baseball Alberta, the Western Canada Baseball Association and Baseball Canada, Softball Alberta and Softball Canada will also be adhered to by the Association; any team or member fined and/or suspended by the above affiliated bodies will be held in a state of suspension with IKBK Minorball, until such time as the fine has been paid, the suspension has been served or the suspension has been revoked. Such members may be deemed by the Executive to be not in good standing.
- 8.1.1** IKBK Minorball reserves the right to suspend teams/members who are in arrears to the Association and/or its affiliate teams and/or associations until such monetary commitment has been paid in full; such members may be deemed by the Executive to be not in good standing.
- 8.1.2** Registered members are responsible for the actions of their guests and relations at all IKBK Minorball activities and events and can be fined and/or suspended due to the actions of their guests and/or relations at such

activities and events. Such members may be deemed by the Executive to be not in good standing.

- 8.2** Any team, manager, coach or player registered with the Association who knowingly plays with or against a suspended team, manager, coach or player shall be automatically suspended for the balance of the season and shall be ineligible to participate in any playoffs.
- 8.3** Any Member of the Executive involved in a protest shall be disqualified from voting on the merits of the protest.

BYLAW 9.0 – PROTECTION OF EXECUTIVE MEMBERS

9.1 Limitation of Liability

No Executive Member shall be liable for the acts, receipts, neglects or defaults of any other Executive Member, or for joining in any receipt or other act for conformity, or for any loss, damage or expense happening to the Association through the insufficiency or deficiency of title to any property acquired for or on behalf of the Association, or for the insufficiency or deficiency of any security in or upon which any of the moneys of the Association shall be invested, or for any loss or damage arising from the bankruptcy, insolvency or tortuous acts of any person with whom any of the moneys, securities or effects of the Association shall be deposited, or for any loss occasioned by any error of judgment or oversight on his/her part, or for any other loss, damage or misfortune whatever which shall happen in the execution of the duties of his/her office or in relation thereto, unless the same are occasioned by his/her own willful neglect or default; provided that nothing herein shall relieve any Executive Member from the duty to act in accordance with the Societies Act and the regulations hereunder or from liability for any breach thereof.

9.2 Indemnity:

The Executive shall authorize the Association to pay or reimburse any present or former Executive Member of the Association for any and all costs, expenses and payments actually and necessarily incurred by him or her in any action, suit or proceeding to which he or she is made a party by reason of his or her holding such position; provided however, that he or she shall not receive such indemnification if he or she be finally adjudicated therein to be liable to gross negligence or wanton and reckless misconduct in office. The indemnification herein provided shall also extend to good faith expenditures incurred in anticipation of, or preparation for, threatened or proposed litigation. The Executive may, if it seems fit, extend the indemnification to cover the good faith settlement of any such action, suit or proceedings, whether formally instituted or not.