



Glossary of Terminology

Athabasca Minor Ball Association herein after referred to as “the Association.”

Athabasca Minor Ball Association Board of Director herein after referred to as “the Board.”

Athabasca Minor Ball Association Annual General Meeting herein after referred to as the “Annual Meeting.”

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;
 - not dependent on an individual’s relationship with a particular individual(s);
 - representative of the larger community;
 - not restricted by gender, ethnic, racial or cultural background; and
 - eligible for one vote per member.
3. Members are responsible to adhere to the objectives, code of conduct, policies, and bylaws of the Association.
4. Members may voluntarily withdraw membership at any time and shall submit written notice to the Board.
5. No member eligible to play within the Association’s territorial jurisdiction as determined by Baseball Alberta’s transfer policy should be released without the approval of the Board. Prior to approval, a written request stating the reasons for the release and indicating where the player intends to play is required.
6. 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, including any refund of registration or membership fees.
7. Members in arrears for fees or assessments for any year will have no membership privileges or powers until fees are remitted.
8. At the discretion of the Board, payment of membership fees may be waived in circumstances of financial hardship.



Board of Directors

9. 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.
10. The Board shall consist of at least 5 and no more than 10 individuals elected at the Annual Meeting or a fall election meeting. The Board shall consist of the following positions: President, Vice-President, Secretary, Treasurer, Registrar, Field and Umpire Coordinator/Coach Liaison, Equipment Manager, and Fundraising Coordinator. Vacancies on the Board may be filled through appointment by the Board. Retiring officers shall be eligible for re-election.
11. Any member residing outside of the Association's territorial jurisdiction, as defined by Baseball Alberta's transfer policy, cannot hold a position on the Board.
12. The regular term of office for all Board members shall be one year. Officers elected at the Annual Meeting will take office at the end of the meeting. Officers appointed after the Annual Meeting shall remain in office until the next Annual Meeting.
13. Any member of the Board may resign at any time provided written notice is provided to the President.
14. The Board shall work together to actively promote the sport within the Association and the community.
15. The President shall be ex-officio member of all sub-committees. A minimum of one member of the Board shall serve on any sub-committee.
16. The President, Vice-President, Secretary, and Treasurer shall be granted signing authority with two signatures required on any payments needing to be processed.
17. The President and the Treasurer each shall be given a key to the Association's post-office box and shall retrieve the mail on a weekly basis.
18. The Association may, by resolution, assign the duties of any officers to another member of the Board.
19. 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:

20. The President shall:

- 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, the media, Baseball Alberta, Softball Alberta, and the Government of 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.
- forward all coaching application forms to the Field and Umpire Coordinator/Coach Liaison.
- communicate with the Field and Umpire Coordinator/Coach Liaison to ensure application forms and criminal checks have been submitted by the coaches.
- present a yearly report at the Annual Meeting.

21. The Vice-President shall:

- 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 the media, Baseball Alberta, Softball Alberta, and the Government of 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.

22. The Secretary shall:

- attend all meetings, including the Annual Meeting, regular meetings, and special meetings; keeping accurate minutes of these meetings.
- provide copies of the previous meeting's minutes at regular meetings of the Association and Board as well as the Annual Meeting.
- have charge of the Seal which whenever used, shall be authenticated by the signature of the President, or, in the case of the death or inability to act, by the Vice-President. In the case of absence of the Secretary, duties shall be discharged by such officer as may be appointed by the Board.
- shall have charge of all correspondence and be under the direction of the President and the Board.



23. The Treasurer shall:

- attend all meetings, including the Annual Meeting, regular meetings, and special meetings.
- provide for the receipt of all monies paid to the Association and to be responsible for deposit in whatever Bank, Trust Company, Credit Union, or Treasury Branch the Board may order.
- provide for proper accounting for the funds of the Association and keep such books as may be directed.
- ensure a full detailed account of receipts and disbursements is presented to the Board whenever requested and shall prepare for submission to the Association a statement duly audited and retain a copy for the records of the Association.
- be responsible for maintaining accurate financial statements for any and all Alberta Gaming and Liquor Commission (AGLC) funds. This bank account will be maintained separately from all other funds of the Association.
- provide a year-end financial statement for presentation at the Annual Meeting.
- forward any registrations received to the President.
- make deposits, pay the Association's bills, and issue receipts in a timely manner.
- destroy members' cheques for uniform deposits by August 31st of each year after consulting with the Equipment Manager and provided the uniform has been returned in good condition. At this time, the Treasurer shall deposit members' cheques for uniforms that have not been returned or have been returned in poor condition.

24. The Registrar shall:

- 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.

25. The Field and Umpire Coordinator/Coach Liaison shall:

- attend all meetings, including the Annual Meeting, regular meetings, and special meetings.
- schedule and secure diamonds for the Association's teams.
- communicate with the appropriate organizations to ensure accurate billings to the Association for diamond usage.
- 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.
- 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.
- collect criminal check forms from coaches and forward them to the President.

26. The Equipment Manager shall:

- 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.

27. The Fundraising Coordinator shall:

- 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.
- be responsible for acquiring, completing, and submitting the required forms for grants/casinos/licenses.
- attend any information sessions required by the Alberta Gaming and Liquor Commission.
- collect funds on behalf of the Association, and forward acquired funds to the Treasurer.

28. 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.

29. Any Director who is removed from the Board in accordance with section #28 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

30. 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.



31. The Association shall hold an Annual Meeting prior to March 15th of each year. Quorum for any meeting of the Association shall be set at 5 members in good standing.
32. Notice of the Annual Meeting shall be advertised in the community newspaper and on the Association's website at least 14 days prior to the date of the meeting.
33. The Board shall meet at least once every three months and members will receive at least 14 days notice prior to the date of the meeting. Additional meetings may be called at the discretion of the President. Quorum for meetings of the Board shall be 3 Board members.
34. 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.

Voting

35. Any member in good standing present at the Annual Meeting or Special Meeting of the Association has a right to vote. Voting must be made in person and not by proxy. Paid umpires cannot be voting members.
36. Any member residing outside of the Association's territorial jurisdiction, as defined by Baseball Alberta's transfer policy, will not have voting privileges within the Association.
37. At all meetings, voting shall be by show of hands unless a vote by ballot is requested and approved by a majority of the members. Decisions shall be reached by a simple majority unless otherwise required by the Bylaws.
38. Only members of the Board shall have the right to vote at Board meetings. Such votes must be made in person and not by proxy or otherwise.

Remuneration

39. Board members shall not receive any remuneration for services provided to the Association.

Borrowing Powers

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



Financial Policy

41. The Board shall decide all matters pertaining to finances, and it shall place all income in a common Association treasury account. No individual or team will be given advantage over another as to equipment, uniforms, or monies of the Association. The Treasurer shall be responsible for the safe-keeping of all the Association's financial records.
42. 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.
43. 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.
44. 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 January 1st to December 31st.
45. The members have the right to inspect the books and records annually at the Annual Meeting.
46. 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

47. The bylaws may be rescinded, altered, or added to by presentation at a Special Meeting (as outlined in #34) or Annual Meeting.

Appeal Procedures

48. Any member who is expelled from the Association pursuant to the "Membership" section, shall be entitled to appeal such expulsion in accordance with the following procedure:



- such member shall submit a written notice of the decision to appeal the expulsion within 30 days following the receipt of the written notice of expulsion;
- such member's appeal shall be heard by an appeal committee of the Board composed of at least 3 Directors within 30 days of receipt of such member's notice of appeal;
- the procedure governing the hearing of such member's appeal shall be determined by the Board appeal committee;
- the decision of the Board's appeal committee shall be final and such member shall have not further right to appeal.

Volunteers

49. 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

Trevor Martin
President, Athabasca Minor Ball Association

Carmen Jensen-Tebb
Vice- President, Athabasca Minor Ball Association

Dated: March 7, 2013