



ROUND HILL MINOR BASEBALL ASSOCIATION BYLAWS

REVISION 0, March 13, 2012

1. GENERAL MEMBERSHIP

1.1 Name

The name of this organization shall be "Round Hill Minor Baseball Association": hereinafter referred to as RHMBA.

1.2 Aims and Objectives

The aims and objectives of this society shall be:

- a) To promote, govern, and improve organized baseball within the territory under *its* control.
- b) To stress the values, appreciations, and skills involved in baseball
- c) To promote good sportsmanship, honesty, courtesy, good will and a sense of fair play amongst Round Hill Minor Baseball players and in every branch of league and inter-town/city play.
- d) To exercise a general supervision and direction over the playing interests of its players, coaches, managers and executives with the emphasis on the enhancement of good character, citizenship, and sportsmanship.
- e) To ensure that there is enjoyment of the game at the same time that good competition is involved. To develop as many teams at each level as are practical and economically feasible.
- f) To develop for each of our baseball programs (Learn to Play, Rookie, Mosquito, Pee Wee, Bantam, Midget) an outline of aims and objectives consistent with the aims and objectives of the RHMBA and further to provide a program outline to meet these specified aims and objectives. To promote an educational program to familiarize the membership with the aims, purpose, bylaws, rules and regulations of RHMBA.
- g) To ensure that every player registered in the RHMBA has the opportunity to play at his/her highest level or tier possible

1.3 Boundaries

Shall be those as defined by the Local Association and approved by Baseball Alberta.

1.4 Membership

A Member shall be:

- a) Any family registered with the Round Hill Minor Baseball Association;
- b) Any coach, assistant coach or manager that is officially registered with the Round Hill Minor Baseball Association and in this capacity to a maximum of five (5) persons per team; or
- c) Any volunteer who has previously been a Member of the Round Hill Minor Baseball Association under Article 1.4 a) or 1.4 b) and who is approved by the Executive Board to be a Member, or

- d) Any other person who is approved by the Executive Board to be a member.

1.5 Membership Fees

The Membership Fee for Members under article 1.4:

- a) Shall be the registration fee per baseball player, such fee being determined by the Executive Board before each new baseball season;
- b) There shall be no membership fee for a Member admitted under Article 1.4 b) or 1.4c) or 1.4d).

1.6 Withdrawal from Membership

Any member wishing to withdraw from membership to the Round Hill Minor Baseball Association may do so upon written notice to the Executive Committee. The effective date of withdrawal shall be the date on which the President or Vice President of Round Hill Minor Baseball Association receives the Notice of Withdrawal.

1.7 Removal of Membership

Any Member of the Round Hill Minor Baseball Association who does not conduct him or herself in accordance with the Rules and Regulations of Baseball Alberta, Baseball Canada or either the By-Laws or Policies of the Round Hill Minor Baseball Association can, upon a 2/3 majority vote of the Executive Board at an RHMBA meeting, be expelled as a Member of the Round Hill Minor Baseball Association for the remainder of the present baseball season or such longer period of time as the Executive Board may decide upon.

1.8 Meetings

a) Annual General

The Round Hill Minor Baseball Association shall hold their Annual General Meeting on or before the 31 day of January each year. Such meeting shall be called by the President and notice shall be given to the general membership in a Camrose weekly newspaper for 1 week prior to the meeting date. Notice may also be posted on the Association website and sent by general e-mail to members. Such Annual General Meeting will deal with:

- i. The associations Bylaws - Notice of the Special Resolutions to amend the Bylaws must be received by the President in writing at least 10 days prior to the General Meeting.
- ii. The associations yearly review of operations

b) General and Special Meetings

- i. General and Special Meetings of the general membership of the Round Hill Minor Baseball Association will be called at any time by the President, or on written request of three Members of the Executive Board, or upon receipt by the Executive Board of a

petition signed by 1/3 of the Members of the Round Hill Minor Baseball Association who are in good standing, which petition shall set forth the reasons for calling the General Meeting. Notice of the General and Special Meetings shall be provided to the general membership by notice in a Camrose weekly newspaper for 1 consecutive weeks prior to the meeting date.

1.9 Voting Rights

- a) In the case of a family membership as specified in Article 1.4 a), voting rights are restricted to persons over the age of eighteen (18) years with only one vote per family.
- b) Voting rights for the Members identified in Article 1.4 b) shall be one vote per person.
- c) Voting rights for those Members identified in Article 1.4 c) and 1.4 d) shall be one vote per member.
- d) No person attending any meeting shall be entitled to more than one vote on each motion at the meeting. Where a person is entitled to vote as a Member in more than one capacity, they must select in which capacity they are voting as a Member.
- e) Every motion shall be decided by a show of hands. A declaration by the President that a motion has been carried or not carried shall be sufficient evidence of the fact without proof of number or proportion of the votes accorded in favor of or against such motion. A member may demand a poll on any vote which vote shall then be counted by a written ballot.

1.10 Quorum

A quorum at any Special Meeting or Annual General Meeting of Members shall be equal to Twenty (20) voting Members. This number can include the members of the Executive Board in attendance.

1.11 Majority Vote

Except in the case of a Special Resolution, all motions shall be adopted by majority vote of those Members in attendance at a meeting.

1.12 Special Resolution

A "Special Resolution" means:

- a) A resolution passed at a General Meeting of which not less than ten (10) 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.
- c) A resolution proposed and passed as a Special Resolution at a General Meeting of which less than 10 days notice has been given, if all Members entitled to attend vote at the General Meeting so agree, or
- d) A resolution consented to by all Members who would have been entitled at a General Meeting to vote on the resolution in person.

- e) Notice of the Special Resolution shall be provided to the General Membership by notice on the association website for 10 days prior to the meeting date.

1.13 Nominations

Every Member of the Round Hill Minor Baseball Association shall have the privilege of nominating a qualified representative for each Executive Board position open for election in any given year.

1.14 Qualifications of Executive Members

Any person nominated for an Executive position must be a Member in good standing under Article 1.4.

1.15 Election of Executive Board

At every Annual General Meeting there shall be an election of Officers as follows:

- a) Elected on even numbered years (2010, 2012, etc.) shall be the Vice President and Treasurer.
- b) Elected on odd numbered years (2009, 2011, etc.) shall be the President and Secretary.
- c) The elected officers shall form part of the Executive Board until their successors are elected and installed.
- d) Each of the remaining Directors shall serve two year terms, with 50% being elected in each year.

1.16 Conduct of Meetings

All Regular, Special, and Annual General Meetings shall be conducted under the Robert's Rules of Order.

1.17 Dissolution

Should the Round Hill Minor Baseball Association dissolve or vote to conclude its activities all assets held by the Round Hill Minor Baseball Association after payment of all debts shall be transferred to the control of the Round Hill District Agricultural Society until such assets can be distributed to eligible donee.

2 THE EXECUTIVE BOARD

2.1 Composition

The affairs and business of the RHMBA shall be managed and supervised by an executive committee with a minimum of three (3) and a maximum of four members (4) and minimum of six (6) and maximum of ten (10) Directors (also referred to as the Executive Board). The Executive Board will exercise all such powers and do all such acts and things as may be exercised or done by the RHMBA and are not by these by-laws or by Statute expressly directed or required to be done by the RHMBA at meetings of the Members.

The Board shall meet the second week of the month from December to June or as determined by the President.

2.2 Qualification

Directors must be 18 years of age or older.

2.3 Withdrawal

Any Member of the Executive Board can withdraw from the Executive Board by providing to the President or Secretary of the Executive Board written notice of withdrawal. The effective date of the withdrawal shall be the date on which the President or the Secretary of the Round Hill Minor Baseball Association receives the notice of withdrawal.

2.4 Removal

A Member of the Executive Board shall be relieved of his/her duties and removed as a Member of the Executive Board in the following circumstances:

- a) Upon the failure to attend 3 consecutive meetings without a reasonable excuse;
- b) Upon 75% majority vote of the Members of the Executive Board on the basis that a Member is doing an unsatisfactory job;
- c) Upon a Special Resolution of the general membership at a General Meeting.

2.5 Elections

The Board must be determined by election at the Annual General Meeting in January.

- a) Each year, before the Annual General Meeting, a Nomination Committee shall be formed to obtain the names of all interested persons wishing to run for election to RHMBA.
- b) This committee shall establish a list of all persons wishing to run, complete with telephone numbers. One (1) week prior to the general meeting, all persons on the list should be notified of the meeting to ensure attendance.
- c) At the meeting, at the request of the President the list shall be distributed to all in attendance to be used as an election ballot. If a position remains vacant after the annual General Meeting, new Directors may be appointed to the Board by the current Executive Board.
- d) If more than one nomination is made for any position, an election by secret ballot will be required by all persons attending. Those persons nominated who don't wish to run may refuse their nomination. The nominees with the most votes shall then comprise the Executive Board for the following year.
- e) Following these elections, the incumbent President shall turn over the meeting to the President-elect (if a change has been made). The President for the following year may then make any statements regarding the Board, welcoming the new members, etc. and close the meeting. After this meeting, their responsibility for the efficient change of Directors shall be placed upon the President.

2.6 Filling of Vacancies

In the event that the President is unable to perform the required duties, the Vice President will assume the position of President for the balance of the term or until the next Annual General Meeting, whichever event first occurs. In the event that the Vice President cannot assume the President's position, or in the event that any other Member of the Executive Board withdraws or is removed from the Executive Board, or should an Executive Board position not be filled by an election of the general membership at an Annual General Meeting, then the Executive Board shall elect a Member from the general membership to fill the vacancy until the next Annual General Meeting. Any such executive position filled will be up for election at the next Annual General Meeting with the balance of the length of the term for the position decided in accordance with the time limitations in Article 1.12.

2.7 Meetings

There shall be a minimum of 6 general meetings of the Executive Board held each year. The date and time of such meetings shall be set by the President.

2.8 Voting

Each Member of the Executive Board shall be entitled to one vote. In the case of a tie vote the President of the Round Hill Minor Baseball Association shall be entitled to a second or casting vote.

2.9 Quorum

A quorum at any Executive Board Meeting shall be 50% plus 1 of the Members of the Executive Board at the time of the meeting.

2.10 Powers

The Executive Board shall be subject to the By-Laws or directions given by majority vote at any General Meeting of the Round Hill Minor Baseball Association properly called and constituted:

- a) have full control and management of the affairs of the Round Hill Minor Baseball Association;
- b) have the power to adopt or amend policy, guidelines, procedures or regulations, at any General or Special Meeting, by motion, which shall be binding upon all members of the Round Hill Minor Baseball Association;

2.11 Majority Vote

- a) On any general motion a majority vote of the quorum shall pass the motion. A motion to adopt a policy, guideline, procedure or regulation requires a 2/3-majority vote of the quorum to pass the motion;
- b) Every motion shall be decided by a show of hands or written ballots as declared by the Chairperson;
- c) A declaration by the President that a motion has been carried or not carried shall be sufficient evidence of the fact without proof of number or proportion of the votes accorded in favor of or against such motion;

- d) A Member may demand a poll on any vote which vote shall then be counted by a written ballot.

2.12 Executive Board Structure

The Board shall consist of the following, and each will have specific duties, roles and responsibilities:

- a) Executive Officers (Committee):
- President
 - Vice President
 - Treasurer
 - Secretary
 - Past President (upon request by executive board) see 2.15.3
- b) Directors of the Board
- Sponsorship, Promotions and Public Relations
 - Equipment
 - Umpires
 - Registration
 - Evaluation
 - Coaches
 - Discipline
 - Appeals
 - Diamond Scheduling
 - Community Organizations Representative

The Board shall also establish the following sub-committees, and each will have specific duties, roles and responsibilities:

- c) Committees of the Board
- Finance
 - Diamond Scheduling
 - Registration
 - Equipment
 - Coaches
 - Discipline
 - Sponsorship, Promotions & Public Relations
 - Umpire

2.14 Executive Board Committees and Duties

1. Finance:

- a) The Finance Committee shall consist of the President, Vice President, Treasurer and Secretary.

- b) A proposed budget for the RHMBA shall be prepared by the Executive Committee by February 28 of the year; same shall be submitted to the Board of Directors for consideration and approval.
- c) All funds earned by the RHMBA through its activities shall be credited to the account.
- d) All expenditures shall be covered by invoice.
- e) Bank signing officers shall be any two of the President, Vice President, Treasurer or Secretary.
- f) Each player registering with the RHMBA shall be assessed a registration fee to assist in payment of expenses in connection with the operation of the RHMBA.
 - i. In order for a member to be in good standing, the registration fees must be paid upon registration or by May 15th.

2. Diamond Scheduling Committee:

- a) The RHMBA Diamond Scheduling Committee shall consist of three members including the Director and other members.
- b) Schedules are to be drawn up as soon as the number of teams in each program is known, and copies of the schedules will be made available to all concerned.

3. Registration Committee:

- a) The RHMBA registration Committee shall consist of three members including the Director and other members.
- b) The committee shall be responsible for collecting and maintaining a list of all registrants.
- c) The committee shall be responsible for making recommendations of player movement to allow for balanced team numbers at all age levels.

4. Equipment Committee:

- a) The RHMBA Equipment Committee shall consist of three members including the Director and other members.

5. Coaches Committee:

- a) The RHMBA Coaches Committee shall consist of three members including the Director and two other members of the executive board.

6. Discipline Committee:

- a) The RHMBA Discipline Committee shall consist of three members including the Director and two other members of the executive board.

7. Sponsorship, Promotions and Public Relations Committee:

- a) The RHMBA Sponsorship Committee shall consist of three members including the Director and other members.

8. Umpires Committee

- a) The RHMBA Umpires Committee shall consist of three members including the Director and other members.

2.15 Executive Committee of the Board Positions

1. President

- a) Will serve as a member of the Executive Committee of the Round Hill Minor Baseball Association.
- b) Will be responsible for the general administration of the operations.
- c) Will be a signing authority along with the Vice President, Treasurer or Secretary.
- d) Will preside at all meetings.
- e) Will exercise the powers of the Executive Board in case of emergency. Such exercise of power must be ratified by the executive (within 48 hrs of the president exercising such powers) Emergency — defined where immediate action is required in the best interest of the members and Association.
- f) Will suspend clubs or coaches, subject to ratification at the following meeting of Executive Board.
- g) Will serve on all committees as an ex-officio voting Member.
- h) Will liaise or appoint a designate to liaise directly with the Round Hill & District Agricultural Society.
- i) Will attend or appoint a designate to attend Baseball League Meetings as necessary.
- j) Will ensure that coaches are ratified by Executive Board.
- k) Will receive the reports from the Discipline Committee and the Coaches Committee in respect to disciplinary actions within the Operational Policies, Rules and Guidelines of the Association.
- l) Will be responsible for developing the RHMBA operating budget in co-operation with the Treasurer and the Vice President.
- m) Will be responsible for developing and maintaining the RHMBA administrative operating policies and procedures.
- n) Will be responsible for developing agenda for yearly Annual General Meeting.
- o) Will authorize player releases/tryouts and affiliations forms in conjunction with the Vice President & Director of Baseball Operations.

2. Vice President

- a) Will assume responsibility of duties of the President in the absence of the President.
- b) Will serve as a member of the Executive Committee of the Round Hill Minor Baseball Board.
- c) May be a signing authority along with the President, Treasurer & Secretary.
- d) Will serve on all committees as an ex-officio voting Member.
- e) Will be responsible for developing the RHMBA operating budget in co-operation with the Treasurer and the President for approval by the Executive Board.

- f) Will be responsible for developing and maintaining the RHMBA administrative operating policies and procedures
- g) May take on additional position as Director
- h) Will report to the President.

3. Past President

- a) Will attend meetings of the Executive Board when requested by the Executive Committee.
- b) Will report to the President.

4. Secretary

- a) Will attend all General Membership, Annual General Membership and Executive Board Meetings and shall maintain accurate minutes of same.
- b) Will distribute notices and minutes of all meetings.
- c) Will serve as a member of the Executive Committee of the Minor Baseball Board.
- d) Will have charge of all Executive Board records.
- e) Will maintain and update the By-Laws as required
- f) Will handle all correspondence on behalf of RHMBA.
- g) Will take care of such correspondence as is delegated to him/her by the executive of RHMBA.
- h) Will be responsible for the safekeeping of all committee reports, minutes, By-laws and Policies.
- i) Will prepare in an orderly manner all documents which are forwarded to a printer for duplication.
- j) Will perform such other duties as designated by the President.
- k) Will report to the President.

5. Treasurer

- a) Will be a signing authority along with the President, Vice President, or Secretary.
- b) Will immediately after annual meeting make changes to signing authority as required.
- c) Will have charge of all Executive Board financial records.
- d) Will present an annual statement of all operations.
- e) Will work in co-operation with the President and Vice President in developing the RHMBA's operating budget for approval by the Executive Board.
- f) To keep an accurate record of all moneys received and disbursed and report same at each regular meeting.
- g) Will pay all accounts receivable / invoices by cheque.
- h) Will make application where applicable for grants to benefit RHMBA.
- i) Will report to the President.

2.17 Executive Board Directors and Duties

1. Registration Director

- a) Shall serve as the chairperson of the Registration Committee; the committee shall consist of a minimum of three members.
- b) Will be responsible for all registration issues for all participants in the Association
- c) Will approve all players, registered in the Association in accordance with Baseball Alberta criteria and RHMBA residential boundaries.
- d) Will keep accurate register of all players, coaches, and managers registered with RHMBA.
- e) Will work with Director of Baseball Operations to ensure all players, coaches and teams are registered correctly with Baseball Alberta.
- f) Will be the second signing authority next to the President for player releases.
- g) Will provide final verification that a player within RHMBA is eligible for release.
- h) Will report to the President and Vice President.

2. Evaluation Director

- a) Shall serve as the Chairperson of the Evaluation Committee; the committee shall consist of a minimum of 3 members.
- b) Will be responsible for organizing all evaluation programs in the Learn to Play, Rookie, Mosquito, Pee Wee, Bantam, Midget divisions.
- c) Will ensure the association has clear policies and procedures for the evaluation of all players and coaches at all levels.
- d) Will ensure each division, Learn to Play, Rookie, Mosquito, Pee Wee, Bantam, Midget follow the evaluation policies.
- e) Will report to the Vice-President.

3. Director of Baseball Operations

- a) Will be responsible for general management and operations of baseball.
- b) Will keep current on Baseball Alberta Regulations and advise Executive Board of same.
- c) Will register all RHMBA teams with Baseball Alberta
- d) Will register all RHMBA teams with Baseball Alberta for provincial completion if required
- e) Will work with Registration Director & Coaches Director ensure all coaches and managers have required certifications.
- f) Will work with coaches & managers to obtain all information pertinent to any league tournaments and advise the applicable division of these tournaments.

- g) Will assist the President in preparing a list of duties to be assigned to officers appointed by the Executive.
- h) Will ensure that each coach has an up-to-date Rule Book and Association Rules and Regulations
- i) Will file a report of operations at the AGM.
- j) Will report to the President

4. Equipment Director

- a) Shall serve as the Chairperson of the Equipment Committee; the committee shall consist of a minimum of three members.
- b) Will ensure that, if equipment is released during the off season, a substantial deposit is paid.
- c) Will submit a list of equipment required.
- d) Will meet with the President, and / or Vice President, Treasurer, and Sponsorship Director to determine the equipment requirements.
- e) Will arrange for handling, storage, repairing, cleaning and inventory of equipment as required.
- f) Will ensure that all equipment is returned to stock by August 1st or immediately after season concludes.
- g) Will prepare a minimum of two tenders for equipment for the upcoming playing season each year. The lowest tender is not necessarily the winning tender.
- h) Will file a report of operations at the AGM.
- i) Will report to the President.

5. Coaches Director

- a) Shall serve as the Chairperson of the Coaches Committee; the committee shall consist of a minimum of three members.
- b) Will work with Director of Baseball Operations to arrange and supervise a definite period of training for all coaches, and players, in order that technical knowledge is conveyed at the necessary level of instruction, that is:
 - i. approved and accredited coaches clinics;
 - ii. approved and accredited players clinics;
 - iii. approved and accredited sport medicine clinics.
- c) Will establish and maintain a coaching mentoring system for the Association.
- d) Will consult Coaches Committee and recommend the Head Coach for each team and submit to the Executive Board for ratification.
- e) Will establish and maintain a team management mentoring system for the Association.
- f) Will conduct pre-season meetings with coaches & managers to establish expectations for the season.
- a) Will work with Director of baseball Operations to establish, as required specific camps, for Round Hill Minor Baseball programs.

- g) Will work with Director of baseball Operations to ensure that each coach has an up-to-date Rule Book and Association Rules and Regulations.
- h) Will report to the President and Vice-President.

6. Discipline Director

- a) Shall serve as the Chairperson of the Discipline Committee.
- b) No member of the discipline Committee shall have voting rights as a member of the Executive Committee.
- c) The Discipline Director shall report findings or decisions to the Executive Board on behalf of the Discipline Committee.
- d) The Discipline Committee shall consist of a minimum of three (3) and a maximum of five (5) Members of the RHMBA as follows:
 - i. The Executive Board shall appoint the Chairperson of the Discipline Committee. Such appointment shall be for a term of two years and may be renewed at the discretion of the Executive Committee.
 - ii. The members of the Discipline Committee shall be members of the Executive Board elected by the membership. Each member shall serve for a term of two years such that two members are elected at each Annual General Meeting of the Association.
 - iii. In the event that there are less than four elected members following the Annual General Meeting, the Discipline Committee shall have the power to search for and appoint sufficient Members of the Association to fill any vacancies. These appointed members of the committee shall serve until the next Annual General Meeting of the Association.
- e) The chairperson shall be responsible for the conduct of meetings of the Discipline Committee within the Operational Policies, Rules and Guidelines of the Association and shall attend meetings of the Executive Board only as required to provide information regarding the Discipline Committee.
- f) The Discipline Committee shall conduct its meetings as required. During such meetings a quorum shall comprise two members.
 - i. Disciplinary hearings and investigations conducted by the Discipline Committee shall be conducted in accordance with the Operational Policies, Rules and Guidelines established by the Association for such deliberations.
 - ii. The Discipline Committee, in conjunction with the President of the Association, shall make recommendations for any changes to the Operational Policies, Rules and Guidelines to the Executive relating to the Discipline Procedure. The Executive Board shall ensure that such policies exist and that such policies ensure that:
 - a. The Discipline Committee deals with each disciplinary incident in a timely manner.

- b. Not less than two (2) members of the Disciplinary Committee shall deal with each disciplinary incident.
 - c. Fairness and consistency is maintained in the application of the disciplinary procedure and policies.
- g) The Discipline Committee shall be empowered to issue discipline against any member of RHMBA which includes but is not limited to: Officer, Executive Board Member, Team Player, Coach, Assistant Coach, Trainer, Manager, Parent or Spectator which it determines is guilty of a breach of the By-Laws, Code of Conduct or Operational Policies, Rules & Guidelines as adopted by the Association. Such discipline may take the form of, but is not limited to:
 - i. A verbal reprimand
 - ii. A written reprimand.
 - iii. A demand for an apology, either written or verbal, to any affected party.
 - iv. A suspension from participation in or at specific and defined Association activities, or a recommendation to the Executive for a complete suspension from participation in or attendance at all Association activities.
 - v. A recommendation to the Executive for expulsion from the Association.
 - vi. A combination of two or more of the above.
- h) The individual receiving such discipline has the right to appeal to an Appeal Committee.

7. Appeals Director

- a) Shall serve as the Director of the Appeals Committee.
- b) The Appeals Committee:
 - i. Shall consist of three members of the RHMBA Board of Directors.
 - ii. Participation on the Appeals Committee by members of the Association's Board of Directors will be rotated with each Appeal Hearing; except for the Appeals Director.
 - iii. No member of the Association's Board of Directors shall sit on more than one (1) consecutive hearing; except for the Appeals Director.
 - iv. Shall convene a hearing to hear the evidence from both the Respondent and the Complainant and any other party it feels should be required to appear.
 - v. The hearing process will be that as set out in the Operational Policies, Rules and Guidelines of the Association.

8. Diamond & Facility Scheduling Director

- a) Will complete and maintain a schedule of use for the Baseball Diamonds in Round Hill.
- b) Will schedule use of Hall or Elks Recreation building with Ag Society. Round Hill Ag Society facility booking representative must be consulted for verification of availability of facilities and diamonds.
- c) Will provide copies of the diamond schedule to the Round Hill Ag Society facility booking representative
- d) Will attend Executive meetings and advise of facility and schedule issues.
- e) Will file a report of operations at the AGM.
- f) Will report to the President and Vice-President.

9. Sponsorship, Promotions and Public Relations Director

- a) Shall serve as the Chairperson of the RHMBA Sponsorship Committee; the committee shall consist of a minimum of three members.
- b) Will solicit and secure sponsors for RHMBA.
 - i. Will seek to have annual baseball program sponsors as well as individual sponsors for each team.
- c) Will investigate all potential for grants from Government and sporting agencies.
- d) Will work with the Treasurer, in the absence of the Treasurer will coordinate grant applications in conjunction with other Officers.
- e) Will monitor marketplace and propose annual budget adjustments and sponsorship fees.
- f) Will co-ordinate with the business community with respect to recognition for sponsorship.
- g) Will promote the Association and Association's activities through to the community at large through appropriate promotional vehicles and be the liaison for such activities for the association in general.
- h) Will be responsible for the maintenance of the Associations' web page.
- i) Will prepare all required press releases and advertising to all media as required by the Association.
- j) To be Public Relations liaison with parents, coaches, and volunteers and assist in recruiting and training.
- k) Will assume responsibility to manage special projects as identified by the Association.
- l) Will file a report of operations at the AGM.
- m) Will report to the President.

10. Umpires Director

- a) Shall serve as the Chairperson of the Umpires Committee; the committee shall consist of a minimum of three members.
- b) Will recruit and assist local umpires to get training & certifications required.

- c) Will work with coaches and managers to schedule umpires for all League, Exhibition and provincial games as required.
- d) Will arrange training programs for all referees.
- e) Will monitor supervisions on all umpires.
- f) Will see that all games are handled in accordance with the RHMBA Rules and the Baseball Canada rules.
- g) Will submit to the Executive Board in writing the details of any recommendations or observations of Umpire issues.
- h) Will file a report of operations at the AGM.
- i) Will report to the President.

11. Community Organizations Director

- a) Shall serve as the representative for RHMBA with other community organizations.
- b) Will designate in place another member to attend community organization meetings or events.
- c) Will be the liaison of RHMBA to the Round Hill Elks and Round Hill and District Agricultural Society.
- d) Will file a report of operations at the AGM.
- e) Will be a member of the RHMBA Executive Board and will report to the Vice President of RHMBA.

2.19 Committees

The Executive Board or a Committee thereof may create Committees or Subcommittees including a nominating Committee. Such Committees may be composed of Members or non-members of the Executive Board. Notwithstanding the foregoing all Members of Committees or Sub-Committees must be Members in good standing of the RHMBA.

2.21 Indemnity of Executive Committee, Members, Directors and Officers

No Member of the RHMBA is, in his individual capacity, liable for a debt or liability of the RHMBA.

The RHMBA shall indemnify an Executive Board Member, Director or Officer, his heirs, legal representatives and assigns from and against any and all claims, costs charges, expenses and losses including payment of legal fees on a solicitor and client basis necessary to settle or defend an action or satisfy a Judgment reasonably incurred by such person as a result of them having been an Executive Board Member, Director or Officer in those cases where they were acting in their course and scope of duty and acted honestly and in good faith with the view to the best interests of the RHMBA.

The RHMBA shall indemnify a Discipline Committee Member, his heirs, legal representatives and assigns from and against any and all claims, costs charges, expenses and losses including payment of legal fees on a solicitor and client basis necessary to settle or defend an action or satisfy a Judgment reasonably incurred by such person as a result of them having been an Discipline Committee Member in those cases where they were acting in their course and scope of duty and acted honestly and in good faith with the view to the best interests of the RHMBA.

2.22 Remuneration

No Directors, Officers or members of the Executive Board shall receive any remuneration for their services.

3 DISCIPLINE

3.0 Actions

The Operational Policies, Rules and Guidelines adopted by the Association provide for the general rules of conduct for all members including Directors, Officers, Coaches, Assistant Coaches, Managers, Players, Parents or Spectators.

Any Officer, Executive Board Member, Team Player, Coach, Assistant Coach, Trainer, Manager, Parent or Spectator who violates the By-Laws, Code of Conduct or Operational Policies, Rules and Guidelines of the Association is subject to discipline under the Discipline Procedure.

3.1 Procedures

The Discipline Procedure shall be administered as follows:

- a) The Coordinator or President shall direct complaints as follows:
 - i. Discipline matters relating to activities governed by the rules of the league in which a particular team participates or which is specifically covered by Baseball Alberta or Baseball Canada rules shall be administered by the Executive Board;
 - ii. Discipline matters relating to activities of umpires acting in their capacity as umpires shall be administered by the Umpires Committee, or Baseball Alberta.
 - iii. Discipline matters not covered by i) or ii) (in other words matters not involving the rules governing the game of baseball) shall be administered by the Discipline Committee.
 - iv. The Coordinator or the President shall maintain a log of the complaints received providing the date the complaint was received, the log number, the name of the complainant, the name of the respondent and the date the file was closed. The log shall not include any details of the nature of the complaint.
- b) Upon the conclusion of the hearing, whether informal or formal, of the complaint by either the Executive Board or the Discipline Committee, all documents pertaining to the complaint shall be held by the Chairman of the Discipline Committee and/or the President of the RHMBA and shall not be accessed by any other party.
- c) In Order to ensure consistency in the application of the discipline:
 - i. Monthly, the Discipline Committee will summarize the complaints where discipline was issued. These summaries shall identify the issues giving rise to the discipline and the discipline issued by the Discipline Committee. These summaries shall not make reference to either the complainant or to the individual being disciplined.

- ii. Monthly, the Executive Board will summarize the complaints where discipline was issued and forward this summary to the Chairman of the Discipline Committee. These summaries shall identify the issues giving rise to the discipline and the discipline issued by the Executive Board. These summaries shall not make reference to either the complainant or to the individual being disciplined.
 - iii. Monthly, the Umpires Committee will provide a summary of the complaints where discipline was issued by it. These summaries shall identify the issues giving rise to the discipline and the discipline issued by the Umpires Committee. These summaries shall not make reference to either the complainant or to the individual being disciplined.
- d) The files in respect of specific discipline matters will be retained for a period of three years after which they shall be destroyed and disposed of in accordance with policies established by the Executive Board.

4 MISCELLANEOUS

4.0 Seal

There is no seal for the Round Hill Minor Baseball Association.

4.1 Fiscal Year End

December 31st in each year shall be the fiscal year end for the Round Hill Minor Baseball Association.

4.2 Auditing

The financial records, books and accounts of Round Hill Minor Association may be audited at least once yearly by a duly qualified accountant or committee of the Executive Board. A complete and proper statement shall be submitted by the auditor at the Annual General Meeting.

4.4 By-Laws

The By-Laws of the Round Hill Minor Baseball Association may only be rescinded, altered or added to by a Special Resolution passed at a general meeting of the General Membership.

4.5 Inspection of Books and Records

The books and records of the Round Hill Minor Baseball Association may be inspected by any Member in good standing at the Annual General Meeting or any other time upon giving reasonable notice to the Executive Board and arranging a mutually satisfactory time with the Member of the Executive Board. The books and records of the Round Hill Minor Baseball Association will be available at all Executive Board meetings for review by the Executive Board Members. The books and records of the Association shall be available to the President at all times.

4.6 Borrowing Powers

For the purpose of carrying out its objects, the Association may borrow, raise or secure the payment of money in such manner as it thinks fit. The Round Hill Minor Baseball Association may issue Debentures or General Security Agreements only under the sanction of a Special Resolution passed at a general meeting of the General Membership.

4.7 Code of Conduct

All members of the Executive Board, Commissioners, Committee Members, Coaches and staff of Round Hill Minor Baseball Association are required to sign a Code of Conduct.

4.8 Oath of Confidentiality

All Board Members, Commissioners, Committee Members, and staff of Round Hill Minor Baseball Association are required to sign an Oath of Confidentiality.