

BEETON ATHLETIC ASSOCIATION

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**BYLAWS**

**Presented and Adopted at**

**The Annual General Meeting, 31 May 2010**

**The Beeton Athletic Association  
P.O. Box 309  
Beeton, Ontario L0G 1A0  
Canada**

## **PREAMBLE**

**The Beeton Athletic Association Inc. shall herein be referred to as the BAA.**

**The original Constitution of the BAA was ratified and adopted by a simple majority of one by the Regular Members present at the Annual General Meeting of the Association in the year 1975**

**The BAA was incorporated in 1988**

**The first major revision to the Constitution as the result of a process begun in 1986 was ratified and adopted by a simple majority of the Regular Members present at the Annual General Meeting of the Association held on May 15, 1991**

**Henceforth the Constitution shall now be called the By-Laws in accordance with the Corporation Act of the Province of Ontario**

## **GENERAL**

**Notwithstanding all statements contained within these By-Laws, the laws and regulations of the Province of Ontario, including the Corporations Act shall prevail.**

**Within these By-Laws, the use of the masculine gender, as a pronoun or adjective, shall be deemed to also include the feminine gender, and the use of the singular shall also be deemed to include the plural as applicable.**

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**BEETON ATHLETIC ASSOCIATION BYLAWS**

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**1        LOCATION**

**1.0        The Official Location of the BAA shall be in the Village of Beeton in the Town of New Tecumseth.**

**2        MISSION STATEMENT**

**2.0        The BAA shall promote sports and related activities for children of Beeton and surrounding area.**

**2.1        The BAA will organize and manage minor sports as determined by the members.**

**2.2        The BAA shall promote the ideals of competitive sport, good sportsmanship and fair play.**

**3        MEMBERSHIP**

**3.0        There shall be three categories of Membership.**

**3.1        A Registered Member shall be: a resident of the Village of Beeton or surrounding area, 18 years or older and in good financial standing with the BAA. He will have a child(ren) registered for sporting events, or be a board or committee member in the current operating year (July 1 to June 30). He must fulfil all of the above requirements; He shall have full voting privileges at all Membership and Annual Meetings.**

**3.2        An Associate Member shall be: a resident of the village of Beeton or surrounding area; who has an interest in and promotes the mission of The BAA; who is or has been a sponsor, coach, trainer, or manager; who is or has been a member of the board or committee member of the BAA; of the full age of 18 years or older. He shall have full voting privileges at all Annual General Meetings and Membership Meetings, and must attend at least 50% of**

**Membership Meetings throughout the previous year and/or the current year and be in good standing with the BAA.**

**3.3 An Honorary Member shall be: any person who, by virtue of personal example, efforts and leadership, has made an outstanding contribution to sports and related activities in the Beeton and surrounding area. This member shall be nominated by the membership and may be awarded annually. This Member shall have voting privileges at all Annual General Meetings and Membership Meetings.**

**3.4 A member is considered to be in “good financial standing’ with the BAA when all financial amounts or debts owing to the BAA have been settled and that no other outstanding issues are unresolved as determined by the current Board of Directors.**

#### **4 BOARD OF DIRECTORS**

**4.0 The BAA shall be managed by a group of 12 Directors**

**4.1 Directors may be nominated by a Nominating Committee prior to the Annual General Meeting or by the Membership at the Annual Meeting where no nominations have been submitted for vacant positions.**

**4.2 The Directors shall be elected by the members, by ballot and requires a vote by a simple majority of one.**

**4.3 The position of Director shall be automatically vacated if the current Board of Directors finds a ‘conflict of interest’ or a contravention of any of the statues of the Corporations Act of the Province of Ontario; must be enacted or ratified by a vote of the General membership. Any Director found to be in “conflict of interest” and ultimately removed from**

their position as a Director will not be able to hold a position within the BAA for a minimum of (2) years.

- 4.4 Directors are volunteer positions and as such receive no remuneration.
- 4.5 Directors shall assume their positions effective July 1<sup>st</sup>.

| <u>Directors Effective</u>   | <u>Term</u> |
|------------------------------|-------------|
| President                    | 1 Year      |
| Vice President               | 1 Year      |
| Past President               | 1 Year      |
| Treasurer                    | 2 Years     |
| Secretary                    | 2 Years     |
| Hockey Rep. Convenor         | 2 Years     |
| Hockey Local League Convenor | 2 Years     |
| Car Drew Chairperson         | 2 Years     |
| Equipment Manager            | 2 Years     |
| Registrar                    | 2 Years     |
| Referee In Chief             | 2 Years     |
| Ice Scheduler                | 2 Years     |

- 4.6 The Board of Directors may appoint Committees or such others as it may consider appropriate.
- 4.7 The Directors shall be BAA Members, over 18 years of age, must be of sound mind and not be of an undischarged bankruptcy as per the Corporation Act.
- 4.8 The powers of the Directors shall be to administer the affairs of the Corporation, enter into contractual agreements, authorize expenditures, accept grants, donations, endowments, etc. on behalf of the Corporation, and perform all such other acts that it lawfully can perform and as directed by the membership.

**4.9 In the event of a vacancy of a specific position, the Board of Directors shall appoint person(s) in the interim as required, and would ratify at the next Membership Meeting.**

**4.10 DUTIES AND RESPONSIBILITIES: PRESIDENT**

**4.10a He shall office for a one (1) year term**

**4.10b He shall be the chairperson and preside at all meetings of the BAA**

**4.10c He shall exercise a vote only in the case of a tie vote at a Board of Directors meeting.**

**4.10d He may represent the BAA at all official functions.**

**4.10e He shall have signing authority (contractual obligations)**

**4.11 DUTIES AND RESPONSIBILITIES: VICE PRESIDENT**

**4.11a He shall hold office for a one (1) year term.**

**4.11b He shall fulfil all duties and responsibilities of the President in the absence of the President.**

**4.11c He shall assume the position of the President for the ensuing term.**

**4.11d He shall be the recording Officer for attendance at all Membership meetings.**

**4.11e He shall sit on the committee responsible for the maintenance of the By-Laws and Operating Rules.**

**4.11f He shall have signing authority (contractual obligations).**

**4.12 DUTIES AND RESPONSIBILITIES: TREASURER**

**4.12a He shall hold office for a two (2) year term.**

**4.12b He shall maintain all financial books and bank accounts.**

**4.12c He shall present a financial report at all meetings of the BAA, and the financial statement as per the Financial Policies section.**

**4.12d He shall have signing authority (contractual obligations).**

**4.12e He shall maintain and be responsible for all original record keeping and transaction receipts.**

**4.12f He shall be responsible to collect all NSF charges.**

**4.13 DUTIES AND RESPONSIBILITIES: SECRETARY**

**4.13a He shall hold office for a two (2) year term.**

**4.13b He shall record the minutes of all meetings, and maintain books and correspondence of the Corporation.**

**4.13c He shall ensure that all Board of Directors receive a copy of all minutes in a timely manner.**

**4.13d He shall notify all members, of each upcoming meeting, in an appropriate manner as set out in Article 6-Meetings.**

**4.13e He shall send and receive, in the name of the BAA, all correspondence relating to any matters**

which affect the Association as directed by the Board of Directors.

**4.14 DUTIES AND RESPONSIBILITIES: PAST PRESIDENT**

**4.14a He shall hold office for a one (1) year term.**

**4.14b He shall remain in an advisory capacity, with full voting privileges, for one term immediately following his term as President.**

**4.14c He shall assume the position of Chair of the Nominating Committee for the election of the Directors.**

**4.14d He shall assume the chair of the committee for the complete maintenance of the By-Laws and the Operating Rules.**

**4.15 DUTIES AND RESPONSIBILITIES: HOCKEY REPRESENTATIVE CONVENOR**

**4.15a He shall hold office for a two (2) year term.**

**4.15b He shall represent the BAA in all matters regarding hockey, including our affiliations with the C.A.H.A., the O.M.A., the O.M.H.A. and York Simcoe Minor Hockey League.**

**4.15c He must attend all York Simcoe and OMHA meeting and will ensure an alternative is in attendance if he is unable to do so.**

**4.15d He shall assist the ice scheduler in scheduling games.**

**4.15e He shall verify and sign OMHA playoff contracts.**

**4.15f He shall be notified of and act upon all suspensions and disputes of any kind between teams in York Simcoe and OMHA Tournaments and play-offs within 24 hours.**

**4.15g He shall be responsible to finalize, OMHA play down contracts, after the ice scheduler has assigned the ice.**

**4.15h He shall report back to the Board all information from all outside meetings.**

**4.15i He shall report back to the Board all information from all outside meetings.**

**4.15j Subject to the approval of the Board of Directors, he shall appoint such Assistant Convenor as required for efficient discharge of his duties and responsibilities.**

**4.16 DUTIES AND RESPONSIBILITIES: HOCKEY LOCAL LEAGUE CONVENOR**

**4.16a He shall hold office for a two (2) year term.**

**4.16b He shall represent the BAA in all matters regarding hockey pertaining to our affiliation with and involvement with Simcoe Region Minor Hockey (Local League)**

**4.16c He must attend all Simcoe Region hockey meetings and will ensure an alternative is in attendance if he is unable to do so.**

**4.16d Subject to the approval of the Board of Directors he shall appoint such Assistant Convenors as required for the efficient discharge of his duties and responsibilities.**

**4.16e He shall report back to the Board all information from outside meetings.**

**4.17 DUTIES AND RESPONSIBILITIES: CAR DRAW CHAIRPERSON**

**4.17a He shall hold office for a two (2) year term.**

**4.17b The Car Draw Chairperson shall be responsible for the Annual Car Draw Event.**

**4.17c He shall ensure that all aspects of this fund-raising event be looked after such as all preparations, co-ordination of volunteer support and contracts, set-up and take-down, ticket sales and collection, etc.**

**4.17d He shall appoint such others, including a Vice Chairperson, and may form a Car Draw Committee to ensure support and success subject to ratification at the next membership meeting.**

**4.17e He shall present the Plans and Strategy for the Annual Car Draw to the Board of Directors on or before October 1st for the following years Annual Car Draw.**

**4.18 DUTIES AND RESPONSIBILITIES: EQUIPMENT MANAGER**

**4.18a He shall hold office for a two (2) year term.**

**4.18b He shall be responsible for issuing equipment to managers, maintain records and inventory of all equipment.**

**4.18c He shall ensure that all teams and managers are adequately supplied with necessary equipment for all sports.**

**4.18d He shall ensure that all equipment meets or exceeds all government safety regulations and guidelines of the OMHA.**

**4.18e All equipment purchases that will exceed \$750.00 must have prior approval of the Board of Directors.**

**4.18f He shall be responsible for maintenance and safe keeping of inventory of all assets and equipment including video equipment.**

**4.18g He shall not authorize purchases by Parents without Board approval.**

**4.18h He shall obtain two written quotations for purchases that exceed \$750.00 and review with the Board.**

**4.19 DUTIES AND RESPONSIBILITIES: REGISTRAR**

**4.19a He shall hold office for a two (2) year term.**

**4.19b He shall be responsible for the collection of completed registration forms, documents required and payments for registration in sports.**

**4.19c He shall summarize all information regarding registration and present all information regarding registration and present all information and payments to the treasurer within (10) ten business days.**

**4.19d He shall be responsible to pre register members on HCR (Hockey Canada Registry) Date Base, create on line rosters and distribute to Coaches.**

**4.19e He shall be responsible to create on line A.P. Rosters and distribute to Coaches.**

**4.19f He shall be responsible to record on HCR all permission AAA tryouts**

**4.19g He shall be responsible to register all teams for the following year.**

**4.20 DUTIES AND RESPONSIBILITIES: REFEREE IN CHIEF**

**4.20a He shall hold office for (2) years.**

**4.20b He shall schedule Referees for all Home games for Rep and Local League and any approved Tournaments that the BAA shall hold (excluding OMHA Rep play-down games)**

**4.20c He shall assign Referees in an equal manner according to qualifications.**

**4.20d He shall keep updated on all Clinics, Refresher Courses, Rule changes and pass on such information to the BAA Referees, Head Coach and Board of Directors.**

**4.20e He shall ensure all Referees are qualified and paid according to OMHA and SRMH rules.**

**4.20f He shall ensure all Referees are paid prior to the game and each sign the Gate Keeper's Daily record sheet.**

**4.20g He shall ensure that all Referees are given 2 Supervisions per year and moved to levels accordingly.**

**4.20h He shall ensure that Level 1 (Minor age Referees) are reimbursed 50% of their initial Referee Clinic costs.**

**4.21 DUTIES AND RESPONSIBILITIES: ICE SCHEDULER**

**4.21a He shall hold office for two (2) years.**

**4.21b He shall schedule all games and practices for Local League. He shall attend SRMH scheduling meetings as required.**

**4.21c He shall schedule and sign all Local league contracts for Playoff games. He shall notify Coaches and Local League Convenors of the same.**

**4.21d He shall schedule all Rep games (with the input from the Rep Convenor) and practices. He shall notify Rep Coaches of same.**

**4.21e He shall schedule Rep Team playoffs and negotiate contracts and ensure there is adequate ice time for extended play offs.**

**4.21f He shall be responsible for notifying the Coaches, Referee in Chief, the Gatekeeper, the Timekeeper in Chief, and the Arena Staff of all games and changes.**

**5 ELECTED REPRESENTATIVES**

**5.0aThe Elected Representatives shall be elected at the Annual General Meeting and each elected Representative shall carry out their duties as defined by the Operating Rules or as directed from time to time by the Board of Directors.**

**ELECTED REPRESENTATIVES**  
**EFFECTIVE JULY 1<sup>ST</sup> TERM YEARS**

|                                |               |
|--------------------------------|---------------|
| <b>Head Coach- Hockey</b>      | <b>1 Year</b> |
| <b>Time Keeper in Chief</b>    | <b>1 Year</b> |
| <b>Gate Keeper in Chief</b>    | <b>1 Year</b> |
| <b>Trainer in Chief</b>        | <b>1 Year</b> |
| <b>Sponsorship Chairperson</b> | <b>1 Year</b> |
| <b>Tournament Chairperson</b>  | <b>1 Year</b> |

**\*\*Advisory Panel to assume responsibility Sept 30<sup>th</sup>  
Five (5) Representatives plus one (1) Alternate.**

**6 APPOINTED REPRESENTATIVES**

**6.0aThe Appointed Representatives shall be appointed by the Board of Directors as required.**

**6.0bThe Appointed Representative positions shall be:  
-Safety & Risk Management Representative**

**7 MEETINGS**

**7.0aThere are three types of Meeting of the BAA:**

**Board of Directors Meeting  
Membership Meeting  
Annual General Meeting**

**7.0bRecords of Membership meeting and consolidated reports may be available for inspection at a reasonable time, by a Member in good standing, upon written application fourteen (14) regular week days advanced notice having been given to the Board of Directors and with accordance with the Corporation Act.**

**7.0cAttendance shall be recorded at all meetings.**

**8 BOARD OF DIRECTORS MEETING**

**8.0a The Board of Directors of the BAA shall meet as required from time to time as requested and set by the President of the BAA including the Agenda for the meetings.**

**8.0b Records of attendance and minutes of the Board meetings shall be kept as appropriate and shall be made available to all Regular Members at the next scheduled Membership Meeting.**

**8.0c Fifty percent plus one (50% + 1) (of the Board positions filled) to the next odd number will represent a 'quorum' for a Board of Directors meeting.**

**8.0d The Board of Directors shall be empowered to make all decisions regarding the normal operation of the BAA, including but not limited to, such items as financial transactions, legal matters, disciplinary and complaint matters. Appointment of replacement Directors or Committee Chairpersons upon any resignation, as well as deciding the necessity to bring any major issue to the general body of Members for direction, shall be dealt with at the next Membership Meeting.**

**8.0e Board of Directors Meetings shall be open to all Members, upon advance application in writing to present any specific issues relating to the BAA. All specific issues will be considered and Members will be excused from the balance of the meeting.**

**9 MEMBERSHIP MEETING**

**9.0a Membership Meetings shall be held as required and there shall not be less than four (4) meetings per year.**

**9.0b Notice of Membership Meetings shall be made available by placement of an advertisement in the local newspaper or in other formats as deemed necessary.**

**9.0c In addition to the President or Vice President or appointed Chairperson, a Board of Directors quorum plus seven Regular Members are required to constitute a quorum for any Membership Meeting.**

**9.0d These Membership Meetings are for information exchange purposes and there shall be no voting required except for the following circumstances:**

**9.0e Any Issue or matter brought first to a Board of Directors Meeting and tabled at the next Membership Meeting.**

**9.0f Motions voted upon shall be decided on the basis of a simple majority of the eligible Members present at that meeting.**

**9.0g The agenda for Membership Meetings will be:**

- a) **Changes of the Agenda put forth by the Board**
- b) **Minutes of previous Membership Meeting, discuss and adopt.**
- c) **Treasurer's Report**
- d) **Director's Reports as required**
- e) **Unfinished and New Business**
- f) **Date and place of next meeting announced**
- g) **Adjourn Meeting**

**9.0h Members may request a Membership Meeting of the Members, upon a written request to do so from a minimum of nine (9) Regular unrelated (family) Members, provided the request is signed by all the requesters for such a meeting and may be subject to a \$200.00 fee to cover advertising/hall rental costs.**

**10      ANNUAL GENERAL MEETING**

**10.0a**The Annual General Meeting (AGM), of the BAA, shall be held annually.

**10.0b**Notice of the Annual General Meeting may be made available by placement of an advertisement in the local newspaper at least two (2) consecutive weeks in advance of the date set.

**10.0c**The Agenda for the Annual General Meeting shall be:

- a)    **Designation of Ballot Scrutineers**
- b)    **Ratify the minutes of the previous Annual General Meeting**
- c)    **Directors Reports as required**
- d)    **Changes to the By-Laws and Operating Rules, discussion and vote**
- e)    **Voting shall commence by ballot for Board positions and elected representative positions**
- f)    **Announcement of Directors and Elected Representatives**
- g)    **Disbandment of the nomination and scrutineer committee and the destruction of ballots**
- h)    **Adjournment**

**10.0d**Minutes of the AGM shall be available prior to the next Annual General Meeting for members.

**10.0e**The Nomination Committee shall have received in writing all nomination forms, at least one week prior to the AGM.

**10.0f** Any motions for changes to the By-Laws, when voted on at an Annual General Meeting, shall be decided by a majority vote requiring a minimum of 66 2/3% approval by the eligible members present at that meeting.

**11 FINANCIAL POLICIES**

**11.0a**The Fiscal year of the BAA shall extend from the first day of May to April 30<sup>th</sup>.

**11.0b**Any two of the President, Vice President, and Treasurer shall have authority to co-sign for the BAA

**11.0c**The Board of Directors shall prepare an annual operating budget.

**11.0d**The Audited Financial Statement shall be presented to the Membership at the first General Meeting scheduled following the Month of August.

**11.0e**The Board of Directors will consider and respect any recommendations put forth annually by the appointed Auditors and will propose any changes or recommendations to the Membership.

**12. OPERATING RULES**

**12.0a**There shall be an Operating Rules document, and this shall contain all the Rules, Regulations, Policies and Procedures covering the day-to-day operation of all facets of the BAA.

**12.0b**The Operating Rules shall cover, but not be limited to, such items as Positions and Responsibilities of Elected Representatives, and Committees, and direction for sponsors, fund-raising, processes, community relations, legal compliances and other information as required.

**12.0c** Operating Rules may be changed by the Board of Directors at anytime, acted upon, and ratified at the Annual General Meeting.

**“END”**