



**NOTICE OF ANNUAL GENERAL MEETING AND  
NOTICE OF SPECIAL RESOLUTION  
SURREY CANADIAN BASEBALL ASSOCIATION**

**TO: THE MEMBERS OF Surrey Canadian Baseball Association (the “Society”)**

**NOTICE IS HEREBY GIVEN**, pursuant to the Society Act of British Columbia (the “Act”) and the Bylaws of the Society, that the 2025 Annual General Meeting of the Society will be held on Monday, October 27, 2025, at 6p.m. at the Fleetwood Library at 15996 84 Ave, Surrey, BC. There will be no remote / online option for attending this meeting as we pivot back to in-person AGMs.

1. Approve the Minutes of the AGM held on Monday, October 21, 2024.
2. Election of Board of Directors for the coming year 2025-2026. The positions up for election will be as follows:

Executive Members:

- President (2-year term)
- 1<sup>st</sup> Vice President (Peewee- Jr. Men's - 1-year term)
- 2<sup>nd</sup> Vice President (Blastball – Mosquito - 1-year term)
- Treasurer (1-year term)
- Secretary (1-year term)
- Registrar (1-year term)
- Director of Coach Development (1-year term)

Board of Directors includes all Executive Members (above) plus Past President plus:

- Umpire in Chief (1-year term)
- Division Coordinators (1-year term - up to 8 – Blastball, Rally Cap, Tadpole, Mosquito, Peewee, Bantam, Midget, Jr. Men's)
- Volunteer Coordinator (1-year term)
- Equipment Coordinator (1-year term)
- Uniform Coordinator (1-year term)
- I.T. Coordinator (1-year term)
- Tournament Coordinator (1-year term)
- Special Event Coordinator (1-year term)
- Fundraising Coordinator (1-year term)
- Player Development Coordinator (1-year term)

Roles and duties for each of the above positions are attached.

4. To transact such further or other business as may properly come before the meeting or any adjournment thereof.

Any motions that would seek to change our Constitution and Bylaws that you wish to have considered at the AGM are to be submitted at least 14 days in advance of the AGM to our Secretary at [secretary@surreycanadian.com](mailto:secretary@surreycanadian.com). Any such motions received to date have been included in this notice for the AGM. Changes to Constitution and Bylaws cannot be introduced on the floor at the AGM.

All members intending to attend this year's AGM are asked to register their intent to attend at [secretary@surreycanadian.com](mailto:secretary@surreycanadian.com). This is not a requirement of participation but allows us to plan for the meeting.

**NOTE** – As an incentive to attend our AGM, those attending will be entered into a prize draw based on the 2025 age division of their child. One member from U5 Blastball, U7 Rally Cap, U9 Tadpole divisions will receive a free 2026 Spring registration and one member from U11 Mosquito, U13 Peewee, U15 Bantam and U18 Midget divisions will receive \$100 off the cost of their 2026 Spring registration fee.

BY ORDER OF THE BOARD OF DIRECTORS

A handwritten signature in black ink, appearing to read 'RMK', is written over a horizontal line.

Rob McKay, President

DATED the 21<sup>st</sup> day of September 2025.

## SURREY CANADIAN BASEBALL ASSOCIATION

### BYLAWS

#### PART 1 - INTERPRETATION

1, In these bylaws, unless the context otherwise requires:

- (a) **“Executive”** means the President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Secretary, Treasurer, Director of Coach Development, and Registrar of the society.
- (b) **“Coordinators”** shall mean immediate Past President, Umpire-in-Chief, Equipment Coordinator, Fundraising Coordinator, Volunteer Coordinator, Uniform Coordinator, Tournament Coordinator, IT Coordinator, Events Coordinator, Player Development Coordinator and Division Coordinators (up to one per age division – maximum 8).
- (c) **“Directors”** or **“Board of Directors”** are used synonymously to mean all members of the Executive and Coordinators including President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Secretary, Treasurer, Director of Coach Development, Registrar, Immediate Past President, Umpire-In-Chief, Equipment Coordinator, Fundraising Coordinator, Volunteer Coordinator, Uniform Coordinator, Tournament Coordinator, IT Coordinator, Events Coordinator, Player Development Coordinator and Division Coordinators (up to one per age division – maximum 8).
- (d) **“Society Act”** means the Society Act of the Province of British Columbia from the time to time in force and to all amendments to it.
- (e) **“registered address”** of a member means his address as required in the register of members.
- (f) **“terms of office”** means the term length, as stated in the bylaws, commencing after October 1 and following the Annual General Meeting.

The definitions in the Society Act on the date these bylaws become effective apply to these bylaws.

2. Words importing the singular include the plural and vice versa; and words importing a male person shall also include a female person.

#### PART 2 - AFFILIATION

1. As a provision of these bylaws, this Association shall be affiliated with the British Columbia Minor Baseball Association and hence the Canadian Federation of Amateur Baseball (CFAB) and shall abide by the rules and regulations set down by those bodies. Dismissal of this affiliation shall be commenced only on orders of these associations or on a clear majority decision of the Board of Directors and a majority of the membership at large.

#### PART 3 – OPERATIONS

1. The operations of the society are to be chiefly carried on in the City of Surrey, in the Province of British Columbia.

#### PART 4 - MEMBERSHIP

##### 1. **Ordinary Membership:**

A person shall become an ordinary member of the Association in the manners described as follows:

Ordinary members are each parent or guardian of the players registered to play baseball with the Association and for whom the prescribed fees have been paid; or

is a person who has registered to play baseball with the Association and has reached the legal age of majority; or is a person who qualifies by undertaking to contribute his services voluntarily to perform such duties as may be assigned by the Executive.

## **2. Voting Membership:**

Application for voting membership in the society shall be open to any parent or guardian of a player who is registered with the Surrey Canadian Baseball Association and any sponsor of any league team playing under the auspices of the society as well as any and all coaches, managers, umpires, scorekeepers and other authorized game officials participating in and with the society; and all applications for membership shall be submitted to the Board of Directors and upon approval by the Board of Directors Executive and upon approval by the Executive the applicant shall become a voting member.

All members are in good standing except a member who has failed to pay his current annual membership fee or any other subscriptions or debts due and owing by him to the society and he is not in good standing so long as the debt remains unpaid.

## **3. Termination of Membership with the Association:**

Membership in the Association ceases when:

Any member who desires to withdraw from membership in the society may notify the Board of Directors to that effect and on receipt of such notice the members shall cease to be a member; or

Persons who are ordinary or voting members, by virtue of the fact that they have a player registered to play baseball with the Association, no longer qualify under this category; or

Persons who are ordinary or voting members, by virtue of the fact that they have registered to play baseball with the Association and have reached the legal age of majority, no longer qualify under this category; or

Persons who are ordinary or voting members, by virtue of the fact that they have undertaken to perform volunteer duties for the Association, resign.

## **4. Member Expulsion:**

The Board of Directors may at any time when seventy-five (75%) percent of the Directors (other than a Director who might be the member concerned), are of the opinion that a member is not acting in the best interests of the society, by resolution without notice to such member, declare that the said member shall stand expelled from the membership in the society as and from the date stated on such resolution.

## **5. Membership Fees:**

Fees shall be payable by Members in such amount and in such manner and at such time as may be provided from time to time by the Executive of the society.

## **6. Life Membership:**

Life Membership may be bestowed on any member of the association for distinctive services to the Association for a period of at least five (5) years. Nominations for a Life Membership must be made by a member of the Directors and may be approved at the last meeting of the Directors of the current season. Life Members shall enjoy full voting privileges at the General Meeting. The maximum number of Life Members at any given time is ten (10).

## **PART 5 – EXECUTIVE AND COORDINATORS (Board of Directors)**

### **1. Composition:**

- (a) The Executive shall include the President, 1st Vice President, 2nd Vice President, Secretary, Treasurer, Director of Coach Development and Registrar, and shall be elected at the Annual General Meeting by the voting members.
- (b) The coordinators mean Immediate Past President, Umpire-in-Chief, Equipment Coordinator, Fundraising Coordinator, Volunteer Coordinator, Uniform Coordinator, Tournament Coordinator, IT Coordinator, Events Coordinator, Player Development Coordinator and Division Coordinators (up to one per age division), and excluding the Past President, shall be elected at the Annual General Meeting by the voting members.
- (c) The affairs of the society shall be managed by the Executive members. Each member of the Executive shall at the time of his election and throughout his term of office, be a member of the society. The term for each member of the Executive shall be two (2) years for the President and one (1) year for all other Executive members.
- (d) Each member of the Board of Directors shall hold office until the next Annual General Meeting, or in the case of the President, every second Annual General Meeting, after he has been elected or been appointed as aforesaid or until his successors shall have been duly elected and qualified. Members of the Board shall be eligible for re-election if otherwise qualified. The elections may be by a show of hands by the members present, unless a ballot is demanded by the members present.

### **2. Election of Executive and Coordinators:**

- (a) Elections for Executive and Coordinators shall be carried out at each Annual General Meeting. Where there is more than one nominee for any office or position, the nominee receiving the majority of the votes cast shall be declared elected.
  - i) an election may be acclamation.
  - ii) the immediate past president shall hold the position of Director for a one-year term from the date of election of a new president.
- (b) If any member of the Board of Directors shall resign his office before his term, or without reasonable excuse absent himself from three (3) or more board of director's meetings, or be suspended or expelled by the society, the Executive may declare his office vacated and may appoint a successor in his place to hold office until the next Annual General Meeting at which the Board of Directors for the ensuing year are elected.
- (c) The members may by special resolution remove a member of the Board of Directors before the expiration of his term of office, and the Board of Directors may elect a successor to complete the term of office.
- (d) The qualifications for a Director shall be coincident with his qualifications for membership in the society. A Director shall cease to be a Director at the time he ceases to be a member of the society.
- (e) If any member of the Board of Directors shall resign his office, the Directors may declare his office vacated.
- (f) Vacancies on the Board of Directors, however caused, may, so long as a quorum of Directors remains in office be filled by a majority vote of the Directors if they shall see fit to do so; otherwise, such vacancies shall be filled at the next Annual General Meeting. If there is not the quorum of Directors, the remaining Directors shall forthwith call a meeting of the voting members to fill the vacancies.

### **3. Executive Authority:**

- (a) The Executive may exercise all the powers and do all the acts and function that the society may exercise and do, and which are not by these bylaws or by statute or otherwise lawfully directed or required to be exercised or done by the society in a general meeting, but subject, nevertheless, too.
  - i) all laws affecting the society.
  - ii) these bylaws; and
  - iii) rules, not being inconsistent with these bylaws, which are made from time to time by the society in a general meeting.
- (b) Seventy (70%) percent of the Executive present in person, or participating by telephone or electronic video call, shall form a quorum for the transaction of business. No formal notice of any meeting shall be necessary. Executive meetings may be formally called by the President or in his absence by the 1st Vice-President.
- (c) A Resolution, in writing, signed by all Executive Members personally, shall be a valid and effectual as if it has been passed at a meeting of Directors duly called and constituted.
- (d) The Executive shall hold a meeting within thirty (30) days of the date fixed for the holding of the Annual General Meeting.
- (e) No debt shall be incurred in the name of the Association without the prior consent of the Executive.
- (f) The Executive may meet at the places they think fit to dispatch business, adjourn and otherwise regulate their meetings and proceedings, as they see fit, and a majority of the Executive shall form a quorum for the transaction of business.
- (g) The Executive may appoint such special or general committees from among the membership for such purposes as may seem necessary and expedient to the purposes of the society.
- (h) The Executive shall have complete discretion as to the manner in which teams, coaches, umpires and Coordinators are selected.

### **4 Proceedings of the Board of Directors:**

- (a) No Director shall be remunerated for being or acting as a board member, but a board member shall be reimbursed for all expenses necessarily and reasonably incurred by him while engaged in the affairs of the society.
- (b) Board of Directors' meetings may be formally called by the Secretary on the direction of the president or Executive. Notice of such meeting shall be delivered or telephoned to each board member not less than forty-eight (48) hours before the meeting is to take place or shall be mailed to each board member not less than seven (7) days before the meeting is to take place. The statement of the Secretary that notice has been given pursuant to this bylaw shall be sufficient and conclusive evidence of the giving of such notice. The Board may appoint a day or days in any month or months for regular meetings at an hour to be named and such regular meeting no notice need be sent. A Board of Directors' meeting may also be held, without notice, immediately following the Annual General Meeting of the society.
- (c) An Executive or director who is directly or indirectly interested in a proposed contract or transaction with the society shall disclose fully and promptly the nature and extent of the

interest to the Board of Directors and shall otherwise comply with the requirements of the Society Act.

- (d) The Executive and directors shall prepare all reports, including financial and other reports, required by law to be prepared by the society for the AGM, and as required by the Society Act and Income Act.
- (e) The Board of Directors shall:
  - i) act honestly and in good faith and in the best interests of the society, and
  - ii) exercise the care, diligence, and skill of a reasonable and prudent person in exercising power and performing functions as a member of the society.

## 5. **Duties - EXECUTIVE:**

(a) **PRESIDENT:** Shall preside at all meetings and shall act as official representative of the Association. He shall co-ordinate all Association activities including setting of the Annual General Meeting, Executive meetings, emergency meetings and any disciplinary meetings. The President will co-sign cheques, assist in team forming and will be a liaison with the B.C.M.B.A. Executive. The President will represent the Association when dealing with the City of Surrey or the Surrey School District. The President will be responsible for, or delegate responsibility for, the procurement and oversight of any paid contracted services for the society including such functions as concession operation, sponsorship, field maintenance.

(b) **1st VICE-PRESIDENT:** Shall assist the President in the performance of his duties. In the event that the President is absent or should resign or is unable to remain in office for any reason, the 1st Vice-President shall assume his duties. Shall ensure that all teams are in registered leagues or have permission from B.C.M.B.A. for non-registered league play. He shall work with the President to ensure that sufficient fields are applied for. He shall oversee Peewee, Bantam, Midget, and Junior Men's divisions. He shall co-ordinate representative team try-outs and co-sign cheques. He shall assist in team formation and ensure that all divisions have Division Coordinators. He shall advise the Division Coordinators on league matters. He shall assist in other duties as requested by the President.

(c) **2nd VICE-PRESIDENT:** Shall ensure that all teams are in registered leagues or have permission from B.C.M.B.A. for non-registered league play. He shall work with the President and Scheduling Co-Coordinator to ensure that sufficient fields are applied for. He shall oversee Blastball, Rally Cap, Tadpole and Mosquito divisions. He shall co-ordinate representative team try-outs. He shall assist in team formation and ensure that all divisions have Division Coordinators. He shall assist in other duties as requested by the President. He shall advise the Division Coordinators on league matters.

(d) **SECRETARY:** Shall keep a full and complete record of all meetings of the Association and of all business and correspondence transacted thereafter. The Secretary shall do photocopying as required and purchase office stationery. The Secretary shall arrange renting hall space for the Annual General Meeting. The Secretary shall turn over all files, communications and documents pertaining to the affairs of the Association to his successor. The Secretary shall be responsible for records management and privacy protection / freedom of information requests.

(e) **TREASURER:** Shall be responsible for all monies handled by the Association. He shall maintain a continuous and proper record which must be kept up to date at all times. He shall prepare an interim financial statement when required by the President and Directors. He shall draw up a financial statement for the presentation at the Annual General Meeting and shall co-sign all cheques and pay all bills. Balance bank statements. He shall liaise with the Registrar, Fundraising Coordinator, Equipment Coordinator, Uniform Coordinator, and any paid contracted service providers procured by the society regarding revenues and purchasing. He shall ensure that all statements, lists, or other reports are filed as required by the SOCIETIES ACT or the other regulatory body. He shall be responsible for the annual registration of playing

members with the B.C.M.B.A. and is also responsible for the annual team registration along with the required fees. He shall be responsible for the annual filing of registered players with the City of Surrey, along with the required fees.

(f) **DIRECTOR OF COACH DEVELOPMENT:** He shall liaise with coaches and internal/external instructors with respect to the organization's vision and goals. He shall attend Executive meetings as required. He shall represent the organizations needs to B.C.M.B.A. and Baseball BC respect to coaching certification. He shall identify coaches with the qualities desired of a representative coach for summer ball program. He shall be responsible for ensuring all coaches have undergone a Criminal Record Check.

(g) **REGISTRAR:** Shall maintain a permanent record of all players and members of the Association and shall maintain that record for a minimum of a five (5) year period before any record is destroyed. He shall arrange, co-ordinate and mail out registration forms or submit a copy to the IT Coordinator to post on SCBA's website. He shall arrange for posters and registration forms to be provided to schools, recreation centres, and other sports complexes; and put posters up in all visible locations that are approved by the City of Surrey. The Registrar is to notify all voting members of the Association (14) days prior to the date of the Annual General Meeting.

(h) The Executive may add additional and/or transfer duties to any Executive position.

#### **Duties – COORDINATORS:**

a) **UMPIRE-IN-CHIEF:** Shall liaison with the Vice-Presidents and Division Coordinators regarding umpiring clinics. He shall supply and schedule umpires for tournaments and league play. He shall hold a valid B.C.B.U.A. Umpire ticket. He shall chair all disciplinary meetings and mediate all disputes. He shall order and distribute B.C.M.B.A. and C.F.A.B. handbooks. He shall maintain an umpire evaluation program focused on umpire development.

b) **IMMEDIATE PAST PRESIDENT:** Shall remain on the Executive in an advisory capacity until the existing President retires. He can possibly act as a liaison with B.C.M.B.A. district Coordinator. In case of emergency, he could act as President, with the approval of the Executive. If the immediate Past-President chooses not to continue on the Executive, the Immediate Past President can be filled by a retiring Board of Director, the selection of which retiring Board of Director will stand as Immediate Past President is up to the discretion of the current President.

c) **EQUIPMENT COORDINATOR:** Shall upgrade equipment as required and arrange use of liners for the fields. Shall distribute equipment at coaches' meetings and ensure the return of the equipment at the end of the playing season. Shall provide balls to Tournament Coordinator and Division Coordinators as required.

d) **UNIFORM COORDINATOR:** The Uniform Coordinator's roles and responsibilities include, but are not limited to, the following:

- Liaise with Executive to purchase and supply league uniforms.
- Distribute league provided uniforms to each team at the beginning of the season.
- Collect the uniforms from each team at the end of each season.
- Maintain a record of each uniform that is handed out.
- Ensure that each distributed uniform is returned to the league.
- Inspect each uniform upon its return and ensure that it is in reasonable condition.
- Organize the uniforms.



- Advise the league of missing or damaged uniforms.
- Advise the Treasurer when to cash Uniform Deposit Cheques when uniforms are not returned to the League.
- Attend Executive meetings and participate in the voting process.

e) **FUNDRAISING COORDINATOR:** He shall organize events such as Season Ending Dance, Bat-A-Thons to raise funds for the Association with the help of a committee. He shall work with the Treasurer to determine fundraising requirements. He shall liaise with the Executive to receive direction regarding fundraising.

f) **IT COORDINATOR:** Shall be responsible for website maintenance and updates. He shall assist the Registrar with online registration requirements. He shall be responsible for any online field / facility booking program. He shall assist the Volunteer Coordinator with any online volunteer management program.

g) **VOLUNTEER COORDINATOR:** To compile a list of persons willing to volunteer some help for various jobs during the year. (From registration, membership forms and personal contacts). To assign and advise people of various committees where help is required. Assist concession manager in recruiting help to fill scheduled time slots for concession duty. Some of the committees where help is required are: Social Committee (Opening Day, Dances, General Meetings and Year End Banquets), Tournament Committees, Fund Raising Committee and Closing Day. Liaise with IT Coordinator regarding any online volunteer management program requirements.

h) **TOURNAMENT COORDINATOR:** to handle all entry forms and various paperwork to operate all tournament hosting including Kathy Thomas Memorial; Steven Dodd Memorial and Provincial Championships.

i) **EVENTS COORDINATOR:** He shall be responsible for organizing all appointments and bookings for the following events: Opening Day; Closing Day, Rally Cap Day and Picture Day. He shall recruit help from the Volunteer Coordinator for these events.

j) **PLAYER DEVELOPMENT COORDINATOR:** He shall coordinate and facilitate training for the continuous skill development of players within the organization. He will support the Association's 'Rally Cap' program or other national or provincially supported player development programs. He will assist in the identification of players with the skills and attributes desired of a representation team player for summer ball program. He will liaise with Bullpen Baseball Academy partnership.

k) **DIVISION COORDINATORS:** Shall liaise with the Vice-President(s) and the President. Shall attend all disciplinary meetings pertaining to the division. Shall ensure all teams have managers and coaches. Shall ensure all teams turn in individual player registration forms. Shall ensure all teams are kept current as to division standings. Shall advise team managers regarding (1) schedules; (2) clinics; (3) coaches' meetings; (4) team photos; (5) tournaments; (6) league play-offs; (7) general league rules, policies and activities. Each Division Coordinator is responsible for Spring, Summer and Fall Ball programming for their respective division for the calendar year. They shall, in conjunction with league Executive, administer divisional play-offs and present trophies to divisional winners and runner-up. They shall co-ordinate through the Vice-President(s) divisional REP team tryouts. They shall attend interlock meetings for Spring and Summer play.

## **PART 6 - OFFICERS AND COMMITTEES**

1. The Officers of the society shall be members of the Executive and shall be as follows:

President, 1st-Vice President, Secretary and Treasurer.

2. The Executive may from time to time appoint volunteers, professional consultants, committees, and agents and authorize the employment of such other persons as they may seem necessary to carry out the

objectives of the society, and such Directors, officers, professional consultants, committees, agents and employees shall have such authority and shall perform such duties as from time to time may be prescribed by the Executive.

## **PART 7 - MEETINGS**

### **1. Annual Meetings:**

The Annual General Meeting of the society shall be held each year at the time and place, in accordance with the Society Act, that the Executive decides.

Every general meeting, other than an annual general meeting, is an extraordinary meeting.

The Executive may, when they think fit, convene an extraordinary general meeting.

- (a) Notice of a general meeting shall specify the place, day and hour of meeting, and, in case of special business, the general nature of the business.
- (b) The accidental omission to give notice of a meeting to, or the non-receipt of a notice by, any of the members entitled to receive notice does not invalidate proceeding at the meeting.
- (c) For the purposes of sending notice to any member or director of any meeting or otherwise, the address or telephone number shall be his last as recorded by the Registrar on the books of the society.

### **2. Proceedings at General Meetings:**

- 1. At every Annual General Meeting, in addition to any other business that may be transacted, the report of the directors, the financial statement and the report of the auditor if required shall be presented, and an Executive and directors elected. Except where the Society Act otherwise provides or the law otherwise requires, the members may consider and transact any business either special or general without any notice thereof at any meeting of the members.
- 2. No business other than the election of a chairman and the adjournment or termination of the meeting, shall be conducted at a General Meeting at a time when a quorum is not present.
  - (a) If at any time during a general meeting there ceases to be a quorum present, business then in progress shall be suspended until there is a quorum present or until the meeting is adjourned or terminated.
- 3. A quorum for the transaction of business at any meeting of members shall consist of not less than 20 of the voting members in good standing at the time the meeting is held which must include at least 3 Executive members. No proxy vote shall be allowed at the Annual General Meeting or General Meeting.
- 4. In the event that sufficient voting members and members of the Executive are not present at a general meeting within thirty (30) minutes from the time appointed for the meeting, the meeting shall stand adjourned to the same day in the next week, at the same time and place, and if at the adjourned meeting a quorum is not present within thirty (30) minutes from the time appointed for the meeting, the members present constitute a quorum, provided there are at least 15 voting members including at least three (3) Executive members are present.
- 5. If at any annual general meeting there is no President, Executive or Director present within thirty (30) minutes after the time appointed for holding the meeting or if the President, Executive and all Directors present are unwilling to act as a Chairman, the members present shall choose one of their number to be Chairman.

- (a) A general meeting may be adjourned from time to time and from place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
  - (b) When a meeting is adjourned for 14 days or more, notice of the adjourned meeting shall be given as in case of the original meeting.
  - (c) Except as provided in the Bylaws, it is not necessary to give notice of adjournment or of the business to be transacted as an adjourned general meeting.
6. All Resolutions pertaining to Bylaws, to be brought to a vote before the voting members at an Annual General Meeting or General Meeting must be in writing and received at the registered office or mailing address of the society **no less than fourteen (14) days prior** to said meeting. In the case of an equality of votes, the Chairman shall not have a casting or second vote in addition to the vote which he may be entitled as a member and the proposed resolution shall not pass.

## **PART 8 - VOTING**

1. At the Annual General Meeting, all voting members present shall be entitled to have one vote in all resolutions. No proxies shall be allowed.
2. A member in good standing present at a meeting is entitled to one vote.
3. No member shall be entitled to vote at any meeting unless all subscriptions presently payable by him in respect of his registration dues and/or assessments to the society have been paid in full.
4. Voting is by show of hands.
5. Unless otherwise required by these bylaws or unless a secret ballot is requested by a member in good standing and such a request is seconded by another member in good standing, all voting shall be by a show of hand and not be secret ballot.
6. Voting by proxy is not permitted.
7. Any motion brought to the floor at an Annual General Meeting concerning the expenditure of general funds.
  - a) requires 2/3's majority to pass.
  - b) if passed, the Treasurer will verify the availability of funds and inform the Executive.
  - c) the Executive may ratify the motion if it is in the best interests of the society.

## **PART 9 - GENERAL**

Subject to the foregoing, the conduct of all meetings shall be governed by ***"Robert's Rule of Order"***.

## **PART 10 - FINANCE**

1. The Executive shall see that all necessary books and records of the society required by the bylaws of the society or by an applicable statute or law are regularly and properly kept.
2. The Secretary shall maintain and have charge of the minute books of the society and shall record or cause to be recorded therein minutes of the proceeding of all meetings of members, Executive and Board of Directors. Included shall be a copy of the constitution of the society and any special resolutions altering or adding to the same, and a copy of the bylaws of the society and any resolution altering or adding thereto.
3. The Executive shall cause true accounts to be kept of all receipts, credits, payments, assets and liabilities of the society and all other matters necessary for showing the true state and condition of the society, and the accounts kept in such books and in such a manner as the Executive shall appoint and shall

be open to inspection of the members of the society at the Annual General Meeting of the society or by special resolution of the voting members of the society.

4. **Current Operating Account:**

- (a) A current account shall be maintained in any Canadian Chartered Bank, Trust Company, or Credit Union as designated by the Directors. All current operating receipts received by the Directors shall be deposited in this account out of which normal operating expenses shall be paid.
- (b) The Treasurer shall present at the monthly meetings details of all expenditures to the Directors for their approval.
- (c) Notwithstanding anything hereinbefore contained, the Treasurer shall not make any expenditure in excess of an amount to be set annually by the Executive and to be reviewed and revised as required.

5. **Savings and Trust Account:**

- (a) The Treasurer with approval of the Executive shall maintain savings and trust accounts as may be required by the association.
- (b) The Executive shall ensure that all conditions of deposit have been adhered to and shall approve all expenditures or withdrawals related to savings and trust accounts.
- (c) The Treasurer, with approval of the Executive, shall be empowered to invest any excess funds of the Association in securities designated by the "Trustees Act".

4. The Executive shall have the power in its discretion to borrow monies with or without security as it deems advisable. No debenture shall be issued without the sanction of a Special Resolution.

5. The signing authorities of any bank accounts or financial papers shall be any two (2) of the President, 1st Vice-President or the Treasurer with Treasurer as a **MUST**.

6. A financial statement for the Association shall be submitted by the Treasurer to the Executive and membership within 180 days of the fiscal year end.

7. The fiscal year for this Association shall be from October 1st to September 30th of each year.

## **PART 11 - INSPECTION OF BOOKS AND RECORDS**

The Executive shall from time to time determine whether and to what extent and at what time and place and under what conditions or regulations the accounts and books of the society or any of them shall be open to the inspection of members not being Directors.

## **PART 12 - REGISTRATION, PLAYER FEES, COMPLAINTS AND SUSPENSIONS**

1. **Registration:** The regulations covering registration of players shall be those adopted by the B.C.M.B.A. Players residing within Surrey, and being a member of this Association only, will be given registration preference by way of pre-registration procedures. Open registrations will be accepted each year to a total registration as previously set by the Executive.

2. **Player Fees:** It shall be the responsibility of the Executive to set the fee schedule.

3. **Complaints and Suspensions outside the jurisdiction of the Division Coordinators:**

- (a) Any Protest or complaint against Association personnel such as directors, managers, coaches, or other officers of the Association or against players, shall be reported to anyone of the Executive within three (3) days of the incident occurring.
- (b) The Executive, by a simple majority, may decide if a complaint against an ordinary member should be brought before an Annual General Meeting.

- (c) All written complaints shall be dealt with, and a decision given in writing within a reasonable time.

### **PART 13 - SEAL**

1. The Executive may adopt a seal which shall be the common seal of the society and may from time to time by resolution provide its custody and use.

### **PART 14 - ALTERATION OF BYLAWS**

1. The Constitution and Bylaws of the society shall not be repealed or altered or added to except by any Special Resolution passed by a seventy-five (75) percent majority vote of the voting members present at a General Meeting of which notice has been duly given.

### **PART 15 - DISSOLUTION CLAUSE**

1. Upon winding up or dissolution of the Surrey Canadian Baseball Association, the assets which remain after payment of all costs, charges, and expenses which are properly incurred in the winding up shall be distributed to:

“Such charitable organization or organizations having a similar charitable purpose. This provision shall be unalterable.”

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**ORIGINAL DATE OF INCORPORATION:      MARCH 2, 1976**

**LATEST REVISION DATE:                      October 26, 2023**

SURREY CANADIAN BASEBALL ASSOCIATION  
ANNUAL GENERAL MEETING

Meeting Standing Rules

The following Rules of Order are designed to facilitate progress at the Annual General Meeting of Surrey Canadian Baseball Association, to include members in orderly debate and to ensure courtesy, fairness and equality for all:

- The meeting will be conducted in accordance with the Societies Act, the By-laws of the Association and Robert's Rules of Order, Newly Revised.
- All speakers will practice justice and courtesy at all times.
- Only one item, the immediately pending motion and/or the matter under discussion will be considered at a time.
- Members, who wish to speak, will wait to be recognized by the chair, and begin by stating their name each time they rise to speak.
- Debate shall be limited to three (3) minutes for each speaker for each question.
- No member may speak a second time, which includes asking a follow-up question, unless and until all those who desire to speak a first time, have had the opportunity to do so.
- Comments or questions must be related to the pending motion or report.
- Cell phones and pagers shall be silenced during the business meeting. Video camera and recording equipment, other than that approved by the President, shall not be permitted in the assembly hall.
- The Annual General Meeting is for the purpose of transacting the business of Surrey Canadian Baseball Association. Issues of a personal nature will not be debated or considered.

## **ROLES AND DUTIES**

### **EXECUTIVE**

**(a) PRESIDENT:**

Shall preside at all meetings and shall act as official representative of the Association. He shall co-ordinate all Association activities including setting of the Annual General Meeting, Executive meetings, emergency meetings and any disciplinary meetings. The President will co-sign cheques, assist in team forming and will be a liaison with the B.C.M.B.A. Executive. The President will represent the Association when dealing with the City of Surrey or the Surrey School District. The President will be responsible for, or delegate responsibility for, the procurement and oversight of any paid contracted services for the society including such functions as concession operation, sponsorship, field maintenance.

**(b) 1st VICE-PRESIDENT:** Shall assist the President in the performance of his duties. If the President is absent or should resign or is unable to remain in office for any reason, the 1st Vice-President shall assume his duties. Shall ensure that all teams are in registered leagues or have permission from B.C.M.B.A. for non-registered league play. He shall work with the President to ensure that sufficient fields are applied for. He shall oversee Peewee, Bantam, Midget, and Junior Men's divisions. He shall or-ordinate representative team try-outs and co-sign cheques. He shall assist in team formation and ensure that all divisions have Division Coordinators. He shall advise the Division Coordinators on league matters. He shall assist in other duties as requested by the President.

**(c) 2nd VICE-PRESIDENT:** Shall ensure that all teams are in registered leagues or have permission from B.C.M.B.A. for non-registered league play. He shall work with the President and Scheduling Co-Coordinator to ensure that sufficient fields are applied for. He shall oversee Blastball, Rally Cap, Tadpole and Mosquito divisions. He shall co-ordinate representative team try-outs. He shall assist in team formation and ensure that all divisions have Division Coordinators. He shall advise the Division Coordinators on league matters. He shall assist in other duties as requested by the President.

**(d) SECRETARY:** Shall keep a full and complete record of all meetings of the Association and of all business and correspondence transacted thereafter. The Secretary shall do photocopying as required and purchase office stationery. The Secretary shall arrange renting hall space for the Annual General Meeting. The Secretary shall turn over all files, communications and documents pertaining to the affairs of the Association to his successor. The Secretary shall be responsible for records management and privacy protection / freedom of information requests.

**(e) TREASURER:** Shall be responsible for all monies handled by the Association. He shall maintain a continuous and proper record which must be always kept up to date. He shall prepare an interim financial statement when required by the President and Directors. He shall draw up a financial statement for the presentation at the Annual General Meeting and shall co-sign all cheques and pay all bills. Balance bank statements. He shall liaise with the Registrar, Fundraising Coordinator, Equipment Coordinator, Uniform Coordinator any paid contracted service providers procured by the society regarding revenues and purchasing. He shall ensure that all statements, lists, or other reports are filed as required by the SOCIETIES ACT or the other regulatory body. He shall be responsible for the annual registration of playing members with the B.C.M.B.A. and is also responsible for the annual team registration along with the required fees. He shall be responsible for the annual filing of registered players with the City of Surrey, along with the required fees.



(f) **DIRECTOR OF COACH DEVELOPMENT:** He shall liaise with coaches and internal/external instructors with respect to the organization's vision and goals. He shall attend Executive meetings as required. He shall represent the organizations needs to B.C.M.B.A. and Baseball BC respect to coaching certification. He shall identify coaches with the qualities desired of a representative coach for summer ball program.

(g) **REGISTRAR:** Shall maintain a permanent record of all players and members of the Association and shall maintain that record for a minimum of a five (5) year period before any record is destroyed. He shall arrange, co-ordinate and mail out registration forms or submit a copy to the IT Coordinator to post on SCBA's website. He shall arrange for posters and registration forms to be provided to schools, recreation centres, and other sports complexes; and put posters up in all visible locations that are approved by the City of Surrey. The Registrar is to notify all voting members of the Association (14) days prior to the date of the Annual General Meeting.

### **COORDINATORS**

a) **UMPIRE-IN-CHIEF:** Shall liaison with the Vice-Presidents and Division Coordinators regarding umpiring clinics. He shall supply and schedule umpires for tournaments and league play. He shall hold a valid B.C.B.U.A. Umpire ticket. He shall chair all disciplinary meetings and mediate all disputes. He shall order and distribute B.C.M.B.A. and C.F.A.B. handbooks. He shall maintain an umpire evaluation program focused on umpire development.

b) **IMMEDIATE PAST PRESIDENT:** Shall remain on the Executive in an advisory capacity until the existing President retires. He can possibly act as a liaison with B.C.M.B.A. district Coordinator. In case of emergency, he could act as President, with the approval of the Executive. If the immediate past president chooses not to continue the Executive, the past president can be filled by a retiring Board of Director, the selection of which retiring Board of Director will stand as Past President is up to the discretion of the current President.

c) **PLAYER DEVELOPMENT COORDINATOR:** He shall coordinate and facilitate training for the continuous skill development of players within the organization. He will support the Associations 'Rally Cap' program or other national or provincially supported player development programs. He will assist in the identification of players with the skills and attributes desired of a representative team player for summer ball program.

(c) **EQUIPMENT COORDINATOR:** Shall upgrade equipment as required and arrange use of liners for the fields. Shall distribute equipment at coaches' meetings and ensure the return of the equipment at the end of the playing season. Shall provide balls to Tournament Director and Division Coordinators as required.

d) **UNIFORM COORDINATOR:** The Uniform Coordinator's roles and responsibilities include, but are not limited to, the following:

- Liaise with Executive to purchase and supply league uniforms.
- Distribute league provided uniforms to each team at the beginning of the season.
- Collect the uniforms from each team at the end of each season.
- Maintain a record of each uniform that is handed out.
- Ensure that each distributed uniform is returned to the league.
- Inspect each uniform upon its return and ensure that it is in reasonable condition.
- Organize the uniforms.
- Advise the league of missing or damaged uniforms.

- Advise the Treasurer when to cash Uniform Deposit Cheques when uniforms are not returned to the League.

e) **FUNDRAISING COORDINATOR:**

He shall organize events such as Season Ending Dance, Bat-A-Thons to raise funds for the Association with the help of a committee. He shall work with the Treasurer to determine fundraising requirements. He shall liaise with the Executive to receive direction regarding fundraising.

f) **IT COORDINATOR:** Shall be responsible for website maintenance and updates. He shall assist the Registrar with online registration requirements. He shall be responsible for any online field / facility booking program. He shall assist the Volunteer Coordinator with any online volunteer management program.

g) **VOLUNTEER COORDINATOR:**

To compile a list of persons willing to volunteer some help for various jobs during the year. (From registration, membership forms and personal contacts). To assign and advise people of various committees where help is required. Assist concession manager in recruiting help to fill scheduled time slots for concession duty. Some of the committees where help is required are: Social Committee (Opening Day, Dances, General Meetings and Year End Banquets), Tournament Committees, Fund Raising Committee and Closing Day. Liaise with IT Coordinator regarding any online volunteer management program requirements.

h) **TOURNAMENT COORDINATOR:**

to handle all entry forms and various paperwork to operate all tournament hosting including Kathy Thomas Memorial, Steven Dodd Memorial and Provincials.

i) **EVENTS COORDINATOR:** He shall be responsible for organizing all appointments and bookings for the following events: Opening Day; Closing Day, Rally Cap Day and Picture Day. He shall recruit help from the Volunteer Coordinator for these events.

j) **PLAYER DEVELOPMENT COORDINATOR:** He shall coordinate and facilitate training for the continuous skill development of players within the organization. He will support the Association's 'Rally Cap' program or other national or provincially supported player development programs. He will assist in the identification of players with the skills and attributes desired of a representation team player for summer ball program. He will liaise with Bullpen Baseball Academy partnership.

k) **DIVISION COORDINATORS:** Shall liaise with the Vice-President(s) and the President. Shall attend all disciplinary meetings pertaining to the division. Shall ensure all teams have managers and coaches. Shall ensure all teams turn in individual player registration forms. Shall ensure all teams are kept current as to division standings. Shall advise team managers regarding (1) schedules; (2) clinics; (3) coaches' meetings; (4) team photos; (5) tournaments; (6) league play-offs; (7) general league rules, policies and activities. Each Division Coordinator is responsible for Spring, Summer, and Fall Ball programming for their respective division for the calendar year. They shall, in conjunction with league Executive, administer divisional play-offs and present trophies to divisional winners and runner-up. They shall co-ordinate through the Vice-President(s) divisional REP team tryouts. They shall attend interlock meetings for Spring and Summer play.