

BEETON ATHLETIC ASSOCIATION

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## **BYLAWS**

**Presented and Adopted at  
The Annual General Meeting, 31 May 2010  
revised May 31, 2011  
revised May 30, 2012  
revised May 23, 2013  
revised May 29, 2014  
revised May 21, 2015**

**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**

- (A)        The Official Location of the BAA shall be in Beeton in the Town of New Tecumseth.**

**2        MISSION STATEMENT**

- (A)        The BAA shall promote sports and related activities for children of Beeton and surrounding area.**
- (B)        The BAA will organize and manage minor sports as determined by the members.**
- (C)        The BAA shall promote the ideals of competitive sport, good sportsmanship and fair play.**

**3        MEMBERSHIP**

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

- (A)        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 or part of a coaching staff 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.**
- (B)        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; has been a coach, trainer, or manager; who has been a member of the board or committee member who does not have a child(ren) playing in another minor sports centre or association (excluding AAA or using an NRP): 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 current year and be in good standing with the BAA.**

- (C) 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.**
- (D) 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**

- (A) The BAA shall be managed by a group of 11 Directors, who do not have a child(ren) playing a minor sport (that the BAA offers) in another centre or association (excluding AAA or using an NRP)**
- (B) 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.**
- (C) The Directors shall be elected by the members, by ballot and requires a vote by a simple majority of one.**

- (D) 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.**
- (E) Directors are volunteer positions and as such receive no remuneration.**
- (F) Directors shall assume their positions effective July 1<sup>st</sup>.**

| <b><u>Directors Effective</u></b> | <b><u>Term</u></b> |
|-----------------------------------|--------------------|
| <b>President</b>                  | <b>1 Year</b>      |
| <b>Vice President</b>             | <b>1 Year</b>      |
| <b>Past President</b>             | <b>1 Year</b>      |
| <b>Treasurer</b>                  | <b>2 Years</b>     |
| <b>Secretary/Registrar</b>        | <b>2 Years</b>     |
| <b>Hockey Convenor</b>            | <b>2 Years</b>     |
| <b>Car Draw Chairperson</b>       | <b>2 Years</b>     |
| <b>Equipment Manager</b>          | <b>2 Years</b>     |
| <b>Ice Scheduler</b>              | <b>2 Years</b>     |
| <b>Sponsorship Chairperson</b>    | <b>2 Years</b>     |
| <b>Special Events</b>             | <b>2 Years</b>     |

- (G) The Board of Directors may appoint Committees or such others as it may consider appropriate.**
- (H) 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.**
- (I) The powers of the Directors shall be to administer the affairs of the Corporation, enter in to 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.**
- (J) In the event of a vacancy of a specific position, the Board of Directors shall appoint person(s) for the remainder of the term for said position and would notify the membership at the next Annual General Meeting.**

**4.2 DUTIES AND RESPONSIBILITIES: PRESIDENT**

- (A) He shall office for a one (1) year term**
- (B) He shall be the chairperson and preside at all meetings of the BAA**
- (C) He shall exercise a vote only in the case of a tie vote at a Board of Directors meeting.**
- (D) He may represent the BAA at all official functions.**
- (E) He shall have signing authority (contractual obligations)**

**4.3 DUTIES AND RESPONSIBILITIES: VICE PRESIDENT**

- (A) He shall hold office for a one (1) year term.**
- (B) He shall fulfil all duties and responsibilities of the President in the absence of the President.**
- (C) He shall assume the position of the President for the ensuing term.**
- (D) He shall be the recording Officer for attendance at all Membership meetings.**
- (E) He shall sit on the committee responsible for the maintenance of the By-Laws and Operating Rules.**
- (F) He shall have signing authority (contractual obligations).**



**4.4 DUTIES AND RESPONSIBILITIES: PAST PRESIDENT**

- (A) He shall hold office for a one (1) year term.**
- (B) He shall remain in an advisory capacity, with full voting privileges, for one term immediately following his term as President.**
- (C) He shall assume the position of the Chair of the Nomination Committee for the election of the Directors.**
- (D) He shall assume the chair of the committee for the complete maintenance of the By-Laws and the Operating Rules.**
- (E) He shall ensure the by-law change notice is on the BAA website two (2) months prior to the AGM.**

**4.5 DUTIES AND RESPONSIBILITIES: TREASURER**

- (A) He shall hold office for a two (2) year term.**
- (B) He shall maintain all financial books and bank accounts.**
- (C) He shall present a financial report at all meetings of the BAA, and the financial statement as per the Financial Policies section.**
- (D) He shall have signing authority (contractual obligations).**
- (E) He shall maintain and be responsible for all original record keeping and transaction receipts.**
- (F) He shall be responsible to collect all NSF charges.**

**4.6 DUTIES AND RESPONSIBILITIES: SECRETARY/REGISTRAR**

- (A) He shall hold office for a two (2) year term.**
- (B) He shall record the minutes of all meetings, and maintain books and correspondence of the Corporation.**
- (C) He shall ensure that all Board of Directors receive a copy of all minutes in a timely manner.**
- (D) He shall notify all members, of each upcoming meeting, in an appropriate manner as set out in Article 6-Meetings.**
- (F) 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.**
- (G) 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.**
- (H) He shall be responsible to pre register members on HCR (Hockey Canada Registry) Date Base, create on line rosters and distribute to Coaches.**
- (I) He shall be responsible to create on line A.P. Rosters and distribute to Coaches.**
- (J) He shall be responsible to record on HCR all permission AAA tryouts.**
- (K) He shall be responsible to register all teams for the following year.**
- (L) He shall be responsible to obtain signed Right of Choice forms.**

**4.7 DUTIES AND RESPONSIBILITIES: HOCKEY CONVENOR**

- (A) He shall hold office for a two (2) year term.**
- (B) 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., York Simcoe Minor Hockey League and Simcoe Region Local League.**
- (C) He must attend all York Simcoe, OMHA and SRLI meetings and will ensure an alternative is in attendance if he is unable to do so.**
- (D) He shall be notified of and act upon all suspensions and disputes of any kind between teams in York Simcoe, SRLI and OMHA Tournaments and play-offs within 24 hours.**
- (E) He shall report back to the Board all information from all outside meetings.**
- (F) 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.**

**4.8 DUTIES AND RESPONSIBILITIES:**

**CAR DRAW CHAIRPERSON**

- (A) He shall hold office for a two (2) year term.**
- (B) The Car Draw Chairperson shall be responsible for the Annual Car Draw Event.**
- (C) 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.**
- (D) 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.**
- (E) 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.**

**4.9 DUTIES AND RESPONSIBILITIES:**

**EQUIPMENT MANAGER**

- (A) He shall hold office for a two (2) year term.**
- (B) He shall be responsible for issuing equipment to managers, maintain records and inventory of all equipment.**
- (C) He shall ensure that all teams and managers are adequately supplied with necessary equipment for all sports.**

- (D) He shall ensure that all equipment meets or exceeds all government safety regulations and guidelines of the OMHA.**
- (E) All equipment purchases that will exceed \$750.00 must have prior approval of the Board of Directors.**
- (F) He shall be responsible for maintenance and safe keeping of inventory of all assets and equipment including video equipment.**
- (G) He shall not authorize purchases by Parents without Board approval.**
- (H) He shall obtain two written quotations for purchases that exceed \$750.00 and review with the Board.**

**4.10 DUTIES AND RESPONSIBILITIES:**  
**ICE SCHEDULER**

- (A) He shall hold office for two (2) years.**
- (B) He shall schedule all games and practices for Rep and Local League hockey. He shall attend YS and SRLS scheduling meetings as required.**
- (C) He shall schedule and sign all Local league contracts for Playoff games. He shall notify Coaches and Local League Convenors of the same.**
- (D) He shall schedule Rep team playoffs and negotiate contracts (with discussion with the Hockey Convenor) and ensure there is adequate ice time for extended playoffs.**

- (E) 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.**
- (F) He shall be responsible for booking all ice requirements of Beeton Minor Hockey through the town or any other arena needed.**

**4.11**

**DUTIES AND RESPONSIBILITIES:**

**SPONSORSHIP CHAIRPERSON**

- (A) He shall hold office for (2) years.**
- (B) He shall be elected at the Annual General Meeting.**
- (C) He shall solicit adequate sponsors for all BAA sport teams.**
- (D) He shall be responsible to have sponsor patches displayed on all team jerseys**
- (E) He shall be responsible to keep sponsor board in arena up to date.**
- (F) He shall be responsible to advertise sponsors on Beeton Stingers website.**
- (G) He shall be responsible to order sponsor patches and distribute to appropriate teams.**
- (H) He shall collect sponsorship revenue and turn into Treasurer to ensure receipts are written.**
- (I) He shall ensure season passes are issued to all current sponsors.**
- (J) He shall be responsible to have sponsor patches removed from team jerseys at the end of season and stored in equipment room.**
- (K) He shall keep records to pass on.**

**4.12 DUTIES AND RESPONSIBILITIES:  
SPECIAL EVENTS CHAIRPERSON:**

- (A) He shall be elected at the Annual General Meeting.**
- (B) He shall be responsible for the organization and shall oversee the operation of the hockey tournaments, and other special events produced by the BAA.**
- (C) He shall select his working committee and keep records of all committee meetings, tasks, assignments, suppliers and financial transactions, so as to provide a guideline for future reference.**
- (D) He shall provide a statement of income and expenses to the Treasurer at the end of the each event who shall present it to the Board.**

**5. ELECTED REPRESENTATIVES**

- (A) The Elected Representatives may be nominated by a nominating committee prior to the Annual General Meeting or by the membership at the Annual General Meeting or where no nominations have been submitted for vacant positions.**
- (B) The BAA shall elect representatives who do not have a child(ren) currently playing a minor sport (that BAA offers) in another centre or association excluding AAA or NRP.**

**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>1Year</b>  |
| <b>Gate Keeper in Chief</b> | <b>1 Year</b> |
| <b>Trainer in Chief</b>     | <b>1 Year</b> |

**6            APPOINTED REPRESENTATIVES**

**(A) The Appointed Representatives shall be appointed by the Board of Directors as required.**

**(B) The Appointed Representative positions shall be:**  
**-Safety & Risk Management Representative**  
**-Referee in Chief**

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

**(A) 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)**

**(B) He shall assign Referees in an equal manner according to qualifications.**

**(C) 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.**

**(D) He shall ensure all Referees are qualified and paid according to OMHA and SRMH rules.**

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

**(F) He shall ensure that all Referees are given 2 Supervisions per year and moved to levels accordingly.**



**7            MEETINGS**

**(A) There are three types of Meeting of the BAA:**

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

**(B) Records 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.**

**(C) Attendance shall be recorded at all meetings.**

**8            BOARD OF DIRECTORS MEETING**

**(A) 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.**

**(D) Records of attendance and minutes of the Board meetings shall be kept as appropriate and shall be made available to all Regular Members following approval of minutes. Privacy issues will be removed.**

**(C) 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.**

- (D) 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. Requirement need of replacement Director or Committee Chairperson to be posted on website, prior to decision of replacement by the Board of Directors.**
- (E) Board of Directors Meetings shall be open to all Members, who provide in writing any specific issue relating to the BAA at least 3 days prior to Board meetings. All specific issues will be considered. The Executive Board may request members to attend and members will be excused from the balance of the meeting.**
- (F) Monthly Board of Directors meetings (as set by existing board) will be posted on the website.**

## **9 MEMBERSHIP MEETING**

- (A) Membership Meetings shall be held as required and there shall not be less than one (1) meeting in the operating year July 1 to June 30.**
- (B) Notice of Membership Meetings shall be made available by placement of an advertisement in the local newspaper or in other formats as deemed necessary.**

- (C) 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.**
- (D) These Membership Meetings are for information exchange purposes and there shall be no voting required except for the following circumstances:**
- (E) Any Issue or matter brought first to a Board of Directors Meeting and tabled at the next Membership Meeting.**
- (F) Motions voted upon shall be decided on the basis of a simple majority of the eligible Members present at that meeting.**
- (G) 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) Adjourn Meeting**
  - h) 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**

- (A) The Annual General Meeting (AGM), of the BAA, shall be held annually.**
- (B) Notice of the Annual General Meeting may be made available by placement of an advertisement in the local newspaper or other formats deemed necessary by the Board of Directors, at least two (2) consecutive weeks in advance of the date set.**
- (C) 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) Treasurer’s Report and appointment of auditors**
  - d) Directors Reports as required**
  - e) Changes to the By-Laws and Operating Rules, discussion and vote**
  - f) Voting shall commence by ballot for Board positions and elected representative positions**
  - g) Announcement of Directors and Elected Representatives**
  - h) Disbandment of the nomination and scrutineer committee and the destruction of ballots**
  - i) Adjournment**
- (D) Minutes of the AGM shall be made available prior to the next Membership Meeting for members.**

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

**(F) Any motions for changes to the By-Laws, when voted on at an Annual General Meeting, shall be decided by a majority vote of members present and voting requiring a minimum of 50% + 1 approval by the eligible members present at that meeting.**

**11 FINANCIAL POLICIES**

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

**(B) Any two of the President, Vice President, and Treasurer shall have authority to co-sign for the BAA**

**(C) The Board of Directors shall prepare an annual operating budget.**

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

**(E) The Board of Directors will consider and respect any recommendations put forth annually by the appointed Auditors.**

**12 . OPERATING RULES**

- (A) 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.**
- (B) 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.**
- (C) Operating Rules may be changed by the Board of Directors at anytime, acted upon, and ratified at the Annual General Meeting.**

**“END”**