

Saskatoon Baseball Council Incorporated

operating as

Baseball Saskatoon



BYLAWS

April 6, 2025

Bylaw No. 1

**A bylaw relating generally to the conduct of the affairs of Saskatoon Baseball Council Incorporated,
operating as Baseball Saskatoon**

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Section 1 - General

1.01 Purpose and Objectives of the Association

The purpose and objectives of the Association are to:

- (a) encourage individuals of all ages and genders to participate in the sport of baseball at the level of their ability and choice;
- (b) foster, coordinate and improve the sport of baseball in Saskatoon; and
- (c) encourage sportsmanship, honesty, loyalty and respect for authority and property among participants in the sport of baseball.

1.02 Definitions

In these bylaws and all other bylaws of the Association, unless the context otherwise requires:

- a. "Act" means *The Non-profit Corporations Act, 1995, SS 1995, c N-4.2*, as amended including the Regulations made pursuant to the Act, and any statute or regulations that may be substituted, as amended from time to time;
- b. "Administration Manual" means the manual compiled by the Board which details all existing programs, committees and staff responsibilities, for reference by any member of the Board of Directors;
- c. "AGM" means the annual general meeting of the Members;
- d. "Annual Handbook" means the Handbook developed each year by Baseball Sask to provide membership with a document detailing rules and regulations for baseball in the province;
- e. "Appendices" means those documents annexed hereto for the purposes of establishing a common record, that describe or otherwise incorporate the exercise of these Bylaws (but are not Bylaws in their own right), and which may be amended or repealed from time to time by the Board by ordinary resolution;
- f. "Articles" means the original or restated articles of incorporation or articles of amendment, amalgamation, continuance, reorganization, arrangement or revival of the Association;
- g. "Association" means Saskatoon Baseball Council Incorporated, operating as Baseball Saskatoon and Saskatoon Minor Baseball;
- h. "Baseball Sask" means the Saskatchewan Baseball Association;
- i. "Baseball Saskatoon" means Saskatoon Baseball Council Incorporated, operating as Baseball Saskatoon;
- j. "Baseball Saskatoon Zone" means a geographic area of Saskatoon, as such area is determined by the Board from time to time, the names of which are currently:
 - A's Zone
 - Blue Jays Zone
 - Braves Zone
 - Cardinals Zone
 - Royals Zone

- k. "Board" means the Board of Directors of the Association;
- l. "Board of Directors" means the Board of Directors of the Association;
- m. "Bylaws" means this bylaw and any other bylaws of the Association as amended and which are, from time to time, in force and effect;
- n. "Director" means a Member who has been elected to serve on the Board of Directors;
- o. "Executive Director" means the senior staff member of the Association who is responsible to the Board for the operations of the Association;
- p. "Honorary Member" means a person who qualifies for and is appointed by the Board of the Association;
- q. "League" means an association of baseball teams in a particular age category that compete against each other;
- r. "Member" means a Regular Member or an Honorary Member;
- s. "Meeting of Members" includes an annual, a regular or a special meeting of Members;
- t. "Minor Division Operating Committee" means the committee responsible for operations of the minor divisions of the Association;
- u. "Officer" means an individual appointed as an officer by the Board;
- v. "Ordinary resolution" means a resolution passed by a majority (more than 50%) of the votes cast on that resolution;
- w. "Past President" means the Member who last served the Association as its President;
- x. "Playoff Manual" means the document of practice and policy, produced by the Playoff Committee of Baseball Sask and reviewed and revised on an annual basis;
- y. "Policies" means practices and policies established by the Board from time to time, including those Appendices annexed hereto and made part hereof;
- z. "Registered Office" means the registered office of the Association for the purposes of the Corporate Registry, located in Saskatoon, SK and as determined by the Board from time to time;
- aa. "Regulations" means the regulations made under the Act, as amended, restated or in effect from time to time;
- bb. "Regular Member" means a person who qualifies for and applies for membership as a Regular Member, and pays the prescribed fee;
- cc. "Sask Sport" means the Saskatchewan provincial sport governing body, as same may be amended or replaced from time to time, of which the Association and Baseball Sask are member organizations;
- dd. "Saskatoon Minor Baseball" means Saskatoon Baseball Council Incorporated, operating as Saskatoon Minor Baseball, a division of Saskatoon Baseball Council Incorporated;
- ee. "Saskatoon Zone President" means that person in a Baseball Saskatoon Zone who is elected or appointed to the Board of Directors;
- ff. "Signing Officer" means that person who is duly authorized to execute documents on behalf of and binding on the Association;

- gg. "SK Zone" means a geographic area as recognized from time to time by Sask Sport;
- hh. "SK Zone Governor" means the Member elected or appointed to the Board of Directors to represent Zone 6 at Baseball Sask;
- ii. "SPBL" means the Saskatchewan Premier Baseball League;
- jj. "Special resolution" means a resolution passed by a majority of not less than two-thirds (2/3) of the votes cast on that resolution;
- kk. "Team" means an organized group of baseball players who play together in a League;
- ll. "Umpires Association" means the Saskatoon District Baseball Umpires Association;
- mm. "Umpire Supervisor" means the Member who has responsibility as liaison between the Association and the Umpires Association;
- nn. "Website" means www.baseballsaskatoon.com;
- oo. "Zone 6" means the geographic area recognized by Sask Sport as encompassing the City of Saskatoon.

1.03 Interpretation

In the interpretation of this bylaw, words in the singular include the plural and vice-versa, and words in one gender include all genders.

1.04 Corporate Seal

The Association may have a corporate seal in the form approved from time to time by the Board. If a corporate seal is approved by the Board, the Executive Director of the Association shall be the custodian of the corporate seal.

1.05 Execution of Documents (Signing Authority)

Deeds, transfers, assignments, contracts, obligations and other instruments in writing requiring execution by the Association may be signed by any two (2) of its duly authorized Signing Officers. In addition, the Board may from time to time direct the way and the person or persons by whom a particular document or type of document shall be executed. Any person authorized to sign any document may affix the corporate seal (if any) to the document. Any signing officer may certify a copy of any instrument, resolution, bylaw or other document of the Association to be a true copy thereof.

1.06 Financial Year End

The Association's financial year ends annually on December 31st.

1.07 Banking Arrangements

The banking business of the Association shall be transacted at such bank, trust company or other firm or Association carrying on a banking business in Canada or elsewhere as the Board of Directors may designate, appoint or authorize from time to time by resolution. The banking business or any part of it shall be transacted by the Treasurer of the Association and any other Signing Officer, as may be required by the banking institution.

1.08 Annual Financial Statement

The Association may, instead of sending copies of the annual financial statements and other documents to the Members, publish a notice on the Website to its Members stating that the annual financial statements and documents are available online.

Section 2 - Membership

- 2.01** The Association may admit Regular Members and Honorary Members as herein contemplated.
- 2.02** Each entity applying for membership in the Association shall do so on the form prescribed by the Association.
- 2.03** The Board of Directors of the Association may, by resolution, approve the admission of any applicants as Members of the Association according to the prescribed class herein described. Members may also be admitted in such other manner as may be prescribed by the Board by resolution.
- 2.04** In addition to and without limiting the generality of these Bylaws, each Member shall meet and adhere to the Objectives of the Association.

Section 3 - Classes of Membership

3.01 Subject to the Articles, there shall be two classes of Members in the Association, namely:

a) Regular Members

A Regular Membership may be granted to the following individuals that are resident or whose permanent address is located in Zone 6 in the Province of Saskatchewan:

- i. an individual registered as a player for League play, provided however a parent or legal guardian will be designated as the voting Member for any players under the age of majority. The same parent or legal guardian may be designated for more than one player, but will only count as one Regular Member and have one vote;
- ii. an individual registered as a coach for League play;
- iii. an individual registered as an official or administrator for League play;
- iv. an individual registered as an umpire for League play;
- v. a team registered for play in the SPBL; and
- vi. a league that requires a membership for insurance purposes.

The term of a Regular Membership shall be annual, expiring on March 31 in the year following, subject to renewal in accordance with the Policies of the Association.

Each regular member is entitled to receive notice of, attend and vote at all Meetings of Members.

Each member of the Board of Directors shall become a Regular Member upon taking office and shall cease to be a Regular Member upon ceasing to be a member of the Board of Directors.

b) Honorary Members

An Honorary Membership shall be available only to those persons who have been so designated for Honorary Membership in the Association by the Directors of the Association.

An Honorary member shall be entitled to receive notice of, and to attend meetings of the association, but shall not have the right to vote.

3.02 Membership Dues

Members shall be notified in writing of the Membership dues at any time payable, and if dues are not paid within one (1) calendar month of the Membership renewal date, the Members in default shall automatically cease to be Members of the Association.

Section 4 - Termination of Membership

4.01 Membership in the Association is terminated when:

- a. the Member dies, or, in the case of a Member that is otherwise defined as a Member, when the said entity is dissolved;
- b. the Member fails to maintain any qualifications for Membership described in Section 2 of these Bylaws;
- c. the Member resigns by delivering a written resignation to the chair of the Board of Directors, in which case such resignation shall be effective on the date specified in the resignation;
- d. the Member is expelled or is otherwise terminated in accordance with the Articles or these Bylaws;
- e. the Member's term of Membership expires; or
- f. the Association is liquidated or dissolved under the Act.

Members who have withdrawn shall remain liable for payment of any assessment, dues or any other sums levied by the Association, and no refund of fees shall be issued.

Subject to the Articles, upon any termination of Membership, the rights of the Member, including any rights in the property of the Association, automatically cease to exist.

Section 5 - Suspension of Member by the Board of Directors

5.01 The Board shall have concurrent and consecutive authority to suspend or expel any Member from the Association for any one or more of the following grounds:

- a. violating any provision of the Articles, Bylaws, or written Policies of the Association;
- b. carrying out any conduct which may be detrimental to the Association as determined by the Board in its sole discretion; or
- c. for any other reason that the Board in its sole and absolute discretion considers to be reasonable, having regard to the purpose and objectives of the Association.

5.02 In the event that the Board determines that a Member should be expelled or suspended from Membership in the Association, the President, or such other officer as may be designated by the Board, shall provide twenty (20) days notice of suspension or expulsion to the Member and shall provide reasons for the proposed suspension or expulsion. The Member may make written submissions to the President, or such other officer as may be designated by the Board, in response to the notice received within such twenty (20) day period. In the event that no written submissions are received by the President or such other officer as may be designated by the Board, the Association may proceed to suspend or expel the Member from the Association. If written submissions are received in accordance with this section, the Board will consider such submissions in arriving at a final decision and shall notify the Member concerning such final decision within a further twenty (20) days from the date of receipt of

the submissions. The Board's decision shall be final and binding on the Member, without any further right of appeal.

5.03 This right of the Board to exercise discipline of its Members is independent and may be in addition to or in substitution of any discipline of a Member as ordered by Baseball Sask. Discipline by the Board or Baseball Sask does not impede or otherwise limit the right of the other to impose discipline.

Section 6 - Meetings of Members

6.01 Meetings of Members include Annual General Meetings (AGM) and special meetings.

6.02 Special Meeting

A special meeting of the members may be called by

- a) the President, or
- b) the Board of Directors.

6.03 Persons Entitled to be Present

The only persons entitled to be present at a Meeting of Members shall be Regular Members, Honorary Members, the Directors, the public accountant of the Association and such other persons who are entitled or required under any provision of the Act, Articles or Bylaws to be present. Any other person may be admitted only on the invitation of the chair of the meeting or by resolution of the Members.

6.04 Chair of the Meeting

The President shall chair the Meetings. In the absence of the President, the Vice President shall chair the meeting. In the event that the President and the Vice President of the Board are absent, the Members who are present and entitled to vote at the meeting shall choose one of their number to chair the meeting.

6.05 Virtual Meetings

Meetings by telephone conference call or online video conference shall have the same validity as in-person Meetings of Members, provided that minutes of such conference calls are recorded.

6.06 Voting

Each Regular Member shall be entitled to one (1) vote at the Meeting of Members when they are in attendance.

6.07 Voting Representative

In the case of a Member who has not yet reached the age of majority at the time of voting by Regular Members, his or her parent or legal guardian (but only one) may vote as the duly authorized representative of the Member. The same parent or legal guardian may be designated for more than one player, but will only count as one Regular Member and have one vote. Agreed

In the case of a Member who represents a Team or a League, he or she shall be prepared to provide such proof of representation as may be satisfactory to the Chair of the meeting.

Members are not be entitled to vote by proxy.

Section 7 - Notices

7.01 Method of Giving Notices

Any notice (including any communication or document) to be given (which term includes sent, delivered or served) pursuant to the Act, the Articles, the Bylaws or otherwise to a Member, Director, Officer, member of a committee of the Board or to the public accountant shall be sufficiently given via email to the person to whom it is to be given, to the last email on record with the Association, and shall be deemed to have been given when it is sent.

7.02 Notice of Meeting of Members

Notice of the time and place for holding a Special Meeting of Members or the AGM shall be given fifteen (15) days prior to the meeting and shall include a time and place for the meeting.

Notice shall be given using the method as described in section 7.01 above.

Notice of the Special Meeting or AGM shall include a proposed agenda and program of events detailing the activities to take place during the Special Meeting or Annual General Meeting.

7.03 Notice of Meeting- Board of Directors

Meetings of the Board of Directors may be called by the President, Vice President or any two (2) Directors at any time.

Notice of the time and place for the holding of a meeting of the Board of Directors shall be given to every Director of the Association not less than seven (7) days before the time when the meeting is to be held.

Notice shall be given using the method described in section 7.01 above.

Notice of a meeting shall not be necessary if all of the Directors are present, and none objects to the holding of the meeting, or if those absent have waived notice of or have otherwise signified their consent to the holding of such meeting.

The Board may appoint a day or days in any month or months for regular meetings of the Board at a place and an hour to be named. A copy of any resolution of the Board fixing the place and time of such regular meetings of the Board shall be sent to each Board Member forthwith after being passed, but no other notice shall be required for any such regular meeting.

7.04 Deemed as Received

A notice so delivered for any meeting of the Members, shall be deemed to have been received when it is sent electronically.

Section 8 - Votes to Govern

8.01 Votes to Govern Meetings of Members

At any Meeting of Members every question shall, unless otherwise provided by the Articles or Bylaws or the Act, be determined by a majority of the votes cast on the question.

The President shall not vote on any motion, save in the event of a tie. The President may elect to abstain from voting as he or she sees fit.

At all Meetings of Members, every motion shall be decided by ordinary resolution unless the nature of the topic demands that the resolution be a special resolution according to the Act (and thus subject to notice to the Members).

8.02 Votes to Govern Board of Directors

At all meetings of the Board, every question shall be decided by a majority of the votes cast on the question.

8.04 Votes to Govern Special Meeting

A special resolution must be passed by not less than two-thirds of the votes cast by Regular Members.

Section 9 - Quorum

9.01 A quorum at Meetings of the Members shall have a minimum of fifteen (15) Regular Members entitled to vote at the meeting.

9.02 If a quorum is present at the opening of a Meeting of Members, the Members present may proceed with the business of the meeting even if a quorum is not present throughout the meeting.

9.03 A quorum at a meeting of the Board of Directors shall be eight (8) members of the Board.

Section 10 - Annual General Meetings

10.01 There shall be a an AGM at a time determined by the Board of Directors.

10.02 Elections

Subject to the Articles, the Members will elect the Directors at the first meeting of Members and at each succeeding AGM at which an election of Directors is required, and the Directors shall be elected to hold office for a term expiring not later than the close of the next AGM following the election.

The Regular Members shall elect at the AGM: a President, a Vice President, a Treasurer, four Members at Large, and a Zone 6 Governor if the meeting is held at least two weeks prior to the Baseball Sask Annual General Meeting.

10.03 Nominations for the Board

- a. There shall be a nominating committee chaired by the immediate Past President of the Association. The committee is to bring forward a slate of Directors to the AGM.
- b. Only members of the preceding year's Board of Directors, who have served on the Board of Directors for a minimum of one (1) year, shall be eligible for the position of President.
- c. Only members of the preceding year's Board of Directors, who have served on the Board of Directors for a minimum of one (1) year, shall be eligible for election to the position of Vice President.

- d. The Association is to provide Baseball Sask with the name of the individual that they have appointed as the Zone 6 Governor at least two weeks prior to the Baseball Sask Annual General Meeting.
- e. Elections for Board Positions need not be conducted by ballot, unless so requested by any qualified voting member of the Association at such meeting, and those elected shall be considered to be the Board of Directors and they shall be deemed Members.

Section 11 - Board of Directors

11.01 The affairs of the Association shall be managed by a Board of Directors constituted and empowered as herein set forth.

11.02 The Board of Directors shall be composed of the past President, President, Vice President, Five Saskatoon Zone Presidents, Treasurer, Zone 6 Governor and four Members at Large, as outlined in Appendix A.

11.03 Qualification

A Director must be eighteen (18) years of age or older, must not have been declared incapable by a court in Canada or another country; and must not have the status of a bankrupt.

11.04 Power to Appoint

If it should be necessary, in order to make up the minimum compliment of Directors required by the Articles, the Board of Directors may at any time appoint up to three Directors. Any Director so appointed shall be conclusively deemed to have been elected a Director at the AGM of members next preceding the date of appointment, and his or her term of office shall be determined accordingly. Such appointed Directors shall be deemed to be members of the Association.

11.05 Virtual Meetings

Meetings by telephone conference call or online video conference shall be validly constituted meetings of the Directors, provided that minutes of such conference calls are recorded.

Section 12 - Zone Boards

12.01 There shall be five (5) geographic Zones in Baseball Saskatoon, see attached Appendix E.

12.02 Each of the Zones shall be managed by a Zone Board. Among other things, the Zone Board shall be responsible for the orderly administration, operation and delivery of the Association baseball activities within their respective Zone.

Section 13 - Rules of Order

13.01 On any procedural matter not dealt with in these Bylaws, the meeting will be guided by reference to the provisions of Roberts Rules of Order (according to its most recent published edition).

Section 14 - Committees

14.01 The Board may from time to time appoint any committee or other advisory body, as it deems necessary or appropriate and, subject to the Act, with such powers as the Board sees fit. Any such committee may formulate its own rules of procedure, subject to such regulations or directions as the Board may from time to time make. Any committee Member may be removed by resolution of the Board of Directors.

14.02 Duties and responsibilities of the committees are outlined in the attached Appendix C.

14.03 Every Committee shall choose a Chairperson and a Recording Secretary unless these duties are assigned in this document or by the President. Minutes of each Committee meeting shall be prepared and a copy of the minutes shall be forwarded to the Board of Directors.

14.04 Whenever possible, each Committee shall meet at a time to facilitate the provision of updates to the Board at the next regular board meeting. Should other committee meetings be required, they will be scheduled with permission of the President.

14.05 Each Committee will be responsible to submit its budget requirements to the Board of Directors prior to September 1st of the current year.

Section 15 - Officers

15.01 Qualifications, Powers, Duties and Obligations of the Officers

Each and every Officer of the Association shall have the powers, duties and responsibilities prescribed or conferred by these Bylaws or as may be delegated by the Board of Directors. Failing specific designation, such Officers shall have the powers, duties and responsibilities which are usual or customary to their respective offices.

15.02 Description of Officers

- a. **Past President** - The immediate Past President shall advise the President of the Association as may be required and shall perform such other duties and have such other responsibilities and powers as may from time to time be delegated by the Board of Directors.
- b. **President** – the President or Chairperson of the Board shall be the executive head of the Association. The President shall guide all policy and provide leadership on all matters of interest to the Association, shall chair all Meetings of Members, Board of Directors meetings and shall be a member ex-officio on all committees including the Saskatoon District Baseball Umpires Association and shall be a signing officer of the Association.
- c. **Vice President** - In the absence of the President, or as otherwise permitted by Bylaw, the Vice President shall call and preside over meetings of the Board of Directors or Meetings of Members. The Vice President shall bear specific responsibility as may be delegated to him/her by the Board of Directors. In the absence of the President, the Vice President shall have all the powers of the President and shall be a signing officer of the Association.
- d. **Treasurer** - the Treasurer shall be responsible for the accounting functions of the Association. This involves invoicing and collecting all league related fees and the payment of all League related

expenses. The Treasurer will also be responsible for the timely generation of financial reports as well as generation of budgets prior to the start of each season and shall be a signing officer of the Association.

The powers and duties of all other Officers of the Association shall be such as the terms of their engagement call for or the Board or President requires of them. The Board may, from time to time and subject to the Act, vary, add to or limit the powers and duties of any Officer.

15.03 Vacancy in Office

In the absence of a written agreement to the contrary, the Board may remove, whether for cause or without cause, any Officer of the Association. Unless so removed, an Officer shall hold office until the earlier of:

- a. the Officer's successor being appointed;
- b. the Officer's resignation;
- c. the Officer ceasing to be a Director; or
- d. the Officer's death.

If the office of any Officer of the Association shall be or become vacant, the Directors may, by resolution, appoint a person to fill such vacancy.

Section 16 - Invalidity of any Provisions of this Bylaw

16.01 The invalidity or unenforceability of any provision of this Bylaw shall not affect the validity or enforceability of the remaining provisions of this Bylaw.

Section 17 - Omissions and Errors

17.01 The accidental omission to give notice to any Member, Director, Officer, Member of a committee of the Board or public accountant, or the non-receipt of any notice by any such person where the Association has provided notice in accordance with the Bylaws, or any error in any notice not affecting its substance shall not invalidate any action taken at any meeting to which the notice pertained.

Section 18 - Indemnity

18.01 The Association indemnifies each and every Member acting as a Director, Representative, Officer, employee, appointee or in any other authorized capacity against any loss, damages or liabilities incurred by that person in the course of acting on behalf of the Association.

18.02 The Association shall obtain Directors and Officers Liability Insurance in such amounts as may be necessary to reasonably provide the requisite coverage.

Section 19 - Remuneration

19.01 Every member of the Board of Directors or a Committee Chair or member acting in the course of his/her duties is entitled to be reimbursed for his/her out of pocket expenses, and mileage in accordance with the rate fixed by the Board.

19.02 No person who is a Member is entitled to be paid on a fee for service basis without the express approval of the Board of Directors, save for those Members who are providing goods and services to the Association in the ordinary course of business.

Section 20 - Dispute Resolution

20.01 Mediation and Arbitration

Disputes or controversies among Members, Directors, Officers, committee Members or volunteers of the Association may be resolved in accordance with mediation and/or arbitration as provided below and as the parties may agree.

20.02 Dispute Resolution Mechanism

In the event that a dispute or controversy among Members, Directors, Officers, committee Members or volunteers of the Association arising out of or related to the Articles, Bylaws, or any aspect of the operations of the Association is not resolved in private meetings between the parties, then without prejudice to or in any other way derogating from the rights of the Members, Directors, Officers, committee Members, employees or volunteers of the Association as set out in the Articles, Bylaws or the Act, and as an alternative to such person instituting legal action, such dispute or controversy shall be settled by a process of dispute resolution as follows:

- a. The dispute or controversy shall first be submitted to a panel of mediators whereby the one party appoints one mediator, the other party (or if applicable the Board) appoints another mediator, and the two mediators so appointed jointly appoint a third mediator. The three mediators will then meet with the parties in question to mediate a resolution between the parties.
- b. The number of mediators may be reduced from three to one or two upon agreement of the parties.
- c. If the parties are not successful in resolving the dispute through mediation, then the parties agree that the dispute shall be settled by arbitration before a single arbitrator, who shall not be any one of the mediators referred to above, in accordance with the provincial or territorial legislation governing domestic arbitrations in force in the province or territory where the registered office of the Association is situated or as otherwise agreed upon by the parties to the dispute. The parties agree that all proceedings relating to arbitration shall be kept confidential. The decision of the arbitrator shall be final and binding and shall not be subject to appeal on a question of fact, law or mixed fact and law.
- d. All costs of the mediators appointed in accordance with this section shall be borne equally by the parties to the dispute or the controversy. All costs of the arbitrators appointed in accordance with this section shall be borne by such parties as may be determined by the arbitrators.

Section 21 - Effective Date

21.01 Effective Date

This bylaw shall be effective when approved by the members of the Association.

Section 22 - Documents of Policy

22.01 The Board of Directors shall adhere to the code of operation published in the Annual Handbook from time to time. The text of the regulations shall be recorded and distributed to the membership through all official Baseball Sask publications.

22.02 The Board of Directors shall compile an Administration Manual and update it as required in order that all existing Policies, programs, committees, and staff responsibilities can be assessed by any

member of the Board of Directors. In the event that circumstances dictate, changes, additions or deletions may be affected by the Board of Directors with a majority vote.

22.05 All motions which change, add or delete material in the Administration Manual must be identified in the minutes of the Board of Directors meeting under the caption "AMENDMENTS TO ADMINISTRATION MANUAL".

22.06 The documents of policy contained in the Administration Manual are designed to supplement, not replace these Bylaws. In the event of a conflict between the Administration Manual and these Bylaws, the Bylaws shall prevail.

Appendix A - Organizational Chart – Baseball Saskatoon Board of Directors and Associated Officer Positions

President
Vice President
Treasurer
Past President
Zone 6 Governor
President – A’s Zone
President – Blue Jays Zone
President – Braves Zone
President – Cardinals Zone
President – Royals Zone
Member at Large
Member at Large – City Wide League Liaison
Member at Large – Umpires Liaison
Member at Large – Governance Liaison

Appendix B - Administration of the Association

1. Management of Affairs - the affairs of Baseball Saskatoon shall be managed by a Board of Directors constituted and empowered as herein set forth.
2. The fiscal year end of the Association shall be December 31st.
3. The financial institution of the Association shall be Affinity Credit Union.
4. The Officers of the Association shall be:
 - a. The President
 - b. The Vice President
5. The Signing Officers of the Association shall be:
 - a. The President
 - b. The Vice President
 - c. The Treasurer
 - d. The Executive Director
6. The Registered Office of the Association will be such address as determined by the Board.
7. The rules and regulations related to game play shall be governed by the Annual Handbook and the Playoff Manual.

Appendix C - Committees

The Board of Governors, at the first meeting following the Annual General Meeting, will appoint members of the board to the following committees and any other committees as deemed necessary:

I. Saskatoon Minor Baseball Division Operating Committee

This committee is responsible for the operation of Saskatoon Minor Baseball for Baseball Saskatoon.

The members of the committee shall include:

- Executive Director
- Zone Presidents of the A's, Blue Jays, Braves, Cardinals and Royals zones in Saskatoon
- Rally Cap, U11, U13, U15 and U18 Division Coordinators
- Baseball Saskatoon Administrator

II. Discipline Committee

Baseball Sask discipline process is outlined in detail in the Annual Handbook. Members of the committee for enforcing the discipline process shall include:

- President
- Executive Director
- One member of the Board of Directors

III. Governance Committee

Members are responsible for maintenance of the governance documents of Baseball Saskatoon, including the bylaws and Policies. The members of the committee shall include:

- President
- Executive Director
- Independent legal counsel
- One member of the Board of Directors

Appendix D - Office Staff Responsibilities

I. Executive Director

The Executive Director reports to the Board of Directors and is responsible for managing the following tasks:

- Oversight of daily operation of Baseball Saskatoon Minor Divisions
 - Administration of field maintenance activities
 - Communicate with Administrator and division coordinators on day-to-day operations, scheduling changes and weather related issues
 - Liaison with City of Saskatoon on key issues regarding field operations
 - Operation of facilities and equipment at Nutana, Geoff Hughes, and Kilburn
- Oversee all aspects of leagues and playoffs including rules, diamonds, start times and dates
- Work with Evaluation Coordinators to administer evaluations annually
- Administer rental of concessions with operators and Baseball Saskatoon treasurer
- Coordination with tournament coordinator and tournament committees on Baseball Saskatoon tournaments

- Canada Student Job Grant administration
 - Recruitment, development and supervision of staff

- Leading engagement and growth through fundraising and revenue and grant applications
 - Facilitate Berries 50/50 raffle annually

- Project Management
 - Administer all projects approved by Baseball Saskatoon board

- Board Governance (with assistance from President)
 - Set Meeting dates and agendas
 - Items requiring Boards approval
 - Budget and Financials
 - AGM

- Develop role as board and organization grow

II. Baseball Saskatoon Administrator

The Baseball Saskatoon Administrator reports to the Board of Directors and is responsible for managing the following tasks:

- To attend all meetings of the Minor Division Management Committee and to serve as the Recording Secretary for that committee.
- Make the initial field bookings for each league and revise those bookings throughout the season as needed.
- Prepare and revise the season calendar for the Minor Division.
- Prepare and distribute game schedules for each of the various Minor Division leagues.
- Arrange for copying of forms and directives as requested and to make them available to Division Coordinators for distribution.
- Book facilities for the pre-season coaches meetings of each Minor Division and prepare, as requested, the coach information packages for each Division's pre-season coaches meeting.
- Prepare tournament Bid-to-Host forms and submit them to the SBA Regina office.
- Prepare and submit MAP grant applications and the follow-up reports for each grant to the Baseball Sask Regina office.
- Help prepare minor baseball updates for the website.
- Prepare a report of minor baseball player numbers for submission to the City of Saskatoon
- Serve as the first contact for Baseball Saskatoon for the public to deal with questions and issues raised by parents and coaches.
- Work with the SBCI Treasurer and Minor Division Supervisor to develop an annual budget for each minor division for the upcoming season by October 1 of each year.
- TeamLinkt Admin: season setup, configuration & division structure, team & player additions, schedules & schedule updates, rescheduling games, season archiving.
- Website Admin: content updates, forms, widgets, coding, updates, renewal, Office 365 Admin.
- Order baseballs for Rally Cap, provincials, zone baseball orders.
- Provincials Admin: communicate with teams once provincials are rewarded, direct them to Airline Hotels for room blocks, communicate with Saskatoon teams, find a provincial chairperson, send each Saskatoon team an information package on how to plan their provincials, communicate baseball, diamond rental and umpires estimate costs to them once the draw is completed, stay in contact regarding budget and receipts in order to submit MAP grants.
- Keep an updated list of player registrations each year after registration opens, keep an updated list of number of teams in each zone as the team numbers come in from the zones.
- Post an Out Of Town team application form with fees included and review those applications with the minor division in late March and communicate with teams regarding acceptance status.
- Nutana Bookings & Invoicing, Midget Field Bookings & Invoicing
- Email distribution lists for members & mass emails.
- Youth Sports Subsidy Application.

III. Detailed Job Descriptions

The Board of Directors is to provide a detailed job description to all office staff and update the same annually when performance reviews are completed.