

# ALBERTA CRICKET COUNCIL



## BYLAWS

LAST UPDATED: November 11<sup>th</sup>, 2021

### 1. NAME

- 1.1. The name of the society shall be “Alberta Cricket Council”, hereinafter called the “Association”.

### 2. DEFINITION

- 2.1. *Special Meeting* shall mean Special General Meetings
- 2.2. *The Executive* shall mean the Executives of the Association as mentioned in section 8.1
- 2.3. *Written Request* shall mean electronic mail (e-mail), fax or registered mail
- 2.4. *Immediate Past President* shall mean the person who held the office in the previous term and it could be same as the incumbent
- 2.5. *Member* shall mean a district league / association that meets the minimum criterion for membership as mentioned in section 5.2

### 3. REGISTRATION

- 3.1. The League shall be registered as a Society under Alberta's Societies Act, R.S.A. 2000 (herein referred to as "Societies Act", with its registered office located at:

**125 CRANFIELD GARDENS SE,**

**CALGARY, AB. T3M 1A4**

- 3.2. If the registered office changes for any reason, the Executive Members shall designate

and maintain a new registered office at a specified location in the Province of Alberta;

- 3.3. The League will operate as a Society, with the characteristics of a non-profit organization under the laws of Alberta - Societies Act, R.S.A 2000.
- 3.4. As a Society, the League shall register itself as a corporation under the laws of Alberta, and without a view to profit, but rather to promote, develop and foster amateur cricket in the Province of Alberta.

#### **4. AFFILIATION**

- 4.1. The Association shall pursue to maintain its affiliation with Cricket Canada (CC), and/or such other associations as the Association may decide.

#### **5. MEMBERSHIP**

- 5.1. The Association shall be the governing body of cricket in Alberta and shall operate through the district leagues / associations.
- 5.2. Membership in the Association shall be open to:
  - 5.2.1. The leagues / associations now constituted and operating in Alberta for the sole purpose of developing and fostering the sport of Cricket. As a Member the league / association must have a minimum of 5 active Cricket Teams with a minimum of 50 registered members.
  - 5.2.2. Any other regions to be considered in the future.
  - 5.2.3. Leagues / associations that do not meet the minimum membership requirements as stated in section 5.2.1 & specialty associations may be considered for membership in the Association as 'Associate Members' if they agree to abide by all the Objectives, Bylaws, Rules, Policies and Operating Procedures of the Association; and as long as their sole purpose is for developing and fostering of the sport of Cricket in the province of Alberta.
- 5.3. Honorary Life Memberships can be granted by the Association at its Annual General Meetings to individuals who have contributed extraordinary service to the Association. These persons need not be associated with any Leagues/Associations or teams and will not be allowed to vote except if they are a voting representative of a registered cricket club of the district league/association affiliated to the Association.
- 5.4. New district leagues or associations shall be considered for membership at a General or Special Meeting of the Association. A two-thirds (2/3) majority of all voting

delegates from clubs in good standing registered with the league/association affiliated to the Association present and voting shall be required for acceptance of any new district leagues or associations.

- 5.5. Applications from new leagues and associations shall only be considered if the applicant has duly filed with the Association an application for membership complete with a list of its members and teams, and a financial statement showing ability to meet its financial obligations, unless waived, at least two weeks prior to the said General or Special Meeting in writing to the Secretary of the Association.
- 5.6. No club or individual may be a member of more than one district league or association, and no team shall transfer from one league or association to another, without the written consent of both leagues / associations involved. In the event of a failure to reach agreement on such a transfer, the Board of Directors of the Association shall decide the outcome of the intended transfer.
- 5.7. Each district league/association affiliated to the Association shall submit the list of all teams in their league/association and players that are not in good standing to the secretary of the Association at least 5 business days before the Semi-Annual General Meeting of the Association.

## **6. MEMBERSHIP FEES**

- 6.1. Membership fees in the Association shall be assessed on a per team basis for each member league / association and on a lump-sum basis for each associate member league at the Semi-Annual General Meeting of the Association; the Executives would file the motion to present the fee amount as per the proposed budget for the fiscal year for approval of the board.
- 6.2. Such fees shall be collected and forwarded to the Treasurer of the Association by the Members before May 15th of each year. Upon failure to do so a late administrative fees of 10% of outstanding balance shall be levied by the association and the league shall not be allowed to participate in any matches of the association. Failing to clear all outstanding dues by November 1st would result in automatic termination of membership, provided that a minimum of three notices were communicated to the Member by the Executives of the Association.
- 6.3. No membership fee or portion thereof shall be refunded to the league(s) for any team that withdraws from their District.

## **7. OFFICERS AND THEIR DUTIES**

### **7.1. President:**

- 7.1.1. The President shall be an ex officio member of all committees and shall, when present, preside at all meetings. In his absence, the Vice-President shall preside or, in the absence of both, a Chairman elected by those present.
- 7.1.2. The President is responsible for seeing that the affairs of the Association are conducted properly and in good time, including matters of policy, planning, administration and those matters which must be submitted to general meetings for decision.
- 7.1.3. The President shall ensure that all members of the Executive and official representative(s) of each league are aware of all matters affecting the Association, whether decided or awaiting decision, and he shall report on the Association's affairs twice a year to the members in general meetings.
- 7.1.4. The President shall be the Association's delegate to the Cricket Canada. In the case where the President is unable to attend any meeting of Cricket Canada, then the Vice-President, Secretary or Treasurer, in that order shall deputize for the President at such a meeting.
- 7.1.5. The President shall have the signing authority to all disbursements related to the league may act as one half of the dual signing authority required.

### **7.2. Vice-President:**

- 7.2.1. The Vice-President may be assigned responsibilities by the President, or the Executive. The Vice-President shall act in the absence of the President.
- 7.2.2. The Vice-President shall be responsible for the planning and preparation for all events of the Association, including tournaments, matches and social events.
- 7.2.3. The Vice-President shall also serve as the Manager of Team Alberta for all tournaments, matches and events that the team participates in, unless the Executives assign the responsibility to another individual for a period of time.
- 7.2.4. The Vice-President shall have the signing authority to all disbursements related to the league may act as one half of the dual signing authority required.

### **7.3. Secretary:**

- 7.3.1. The Secretary shall record attendance and keep accurate minutes of all meetings of the Association and provide a copy to the executives and the Board of Directors within 14 days following the meeting. The Secretary shall be the custodian of all correspondence, minutes, and records other than those which are the responsibility of the Treasurer.
- 7.3.2. The Secretary shall give notice of all meetings to the Executive and Directors. The latter shall be responsible for giving notice and distributing material to the representatives of the member teams of their leagues/associations and executives of the association.
- 7.3.3. The Secretary shall file with the Registrar of the Alberta Registries at Edmonton, Alberta, any rescission, alteration of, or addition to any Bylaw of the Association.
- 7.3.4. The Secretary shall on or before April 30th of each year, file with the Registrar of the Alberta Registries a statement in the form of a Balance Sheet, for the previous year. This statement shall be audited and signed by an Auditor and counter-signed by any two (2) Executives of the Association.
- 7.3.5. With the permission of the President, the Secretary shall be responsible for all formal communication on behalf of the Association. This includes but is not limited to communication with Members, Board of Director, National Sports Organization, Government and other Sports Bodies and Organizations, Legal and other Counsels, Media and other related parties.
- 7.3.6. The Secretary shall file with the Registrar of the Alberta Registries at Edmonton, Alberta, in duplicate, every special resolution passed by the Association.
- 7.3.7. The Secretary shall preserve copies of all such notices, returns or resolutions for the Association.

### **7.4. Treasurer:**

- 7.4.1. The Treasurer shall collect and receive all monies due to the Association and deposit same in a bank designated by the Executives.
- 7.4.2. The Treasurer shall have the signing authority to all disbursements related to the league may act as one half of the dual signing authority required.

- 7.4.3. The Treasurer shall properly account for the funds of the Association and shall keep such books as may be directed. The Treasurer shall obtain receipts for all disbursements of the Association funds, or other Association property in his control.
- 7.4.4. Withdrawals from the bank shall be by cheque requiring at least two (2) signatures (The President and the Treasurer).
- 7.4.5. The Treasurer shall present a detailed account of income and expenses to the Executive when requested and, twice a year to the members in general meetings, together with such cash forecasts as are appropriate. A formal, detailed audit of the Association's books, accounts and records shall be presented at the Semi- Annual General Meeting.
- 7.4.6. Access to the books and records of the Association shall not be denied to any member in good standing.

**7.5. The Executive Director:**

- 7.5.1. The Association will make provisions for the position of Executive Director. Through possible grants, the Executive may hire an Executive Director. This individual does not have any voting privileges. The roles and responsibilities of the executive director shall be drawn up by the executive and revised as seen fit by the Executives. The Executive Director will report to the Executives through the President.

**7.6. Junior Coordinator:**

- 7.6.1. Junior Coordinator shall be responsible for the development and management of junior cricket development program of the association.
- 7.6.2. Junior Coordinator shall work closely with the junior coordinator of the affiliated district league/associations and assist them in the administrative needs of running a successful junior cricket development program in the province.

**7.7. Women's Coordinator:**

- 7.7.1. Women's Coordinator shall be responsible for the development and management of Women's cricket development program of the association.
- 7.7.2. Women's Coordinator shall work closely with the women's coordinator of the affiliated district league/associations and assist them in the administrative needs of

running a successful women's cricket development program in the province.

## **8. STANDING COMMITTEES AND DUTIES**

### **8.1. Executive Committee:**

- 8.1.1. The Executive shall comprise of President, Vice President, Secretary, Treasurer, Junior Coordinator and Women's Coordinator.
- 8.1.2. The Executive shall conduct the ordinary business affairs of the Association, keeping all the Directors informed of what has transpired.
- 8.1.3. In matters of policy and planning, the Executive shall consult with the Directors by written or spoken word and take or defer action as may appear to be generally agreed.

### **8.2. Board of Directors:**

- 8.2.1. The Board of Directors shall consist of the Executive(s) of the Association plus the president, vice-president, secretary and treasurer from each member league / association, president of an associate member league / association and the immediate past President of the Association.
- 8.2.2. The members of the Board shall meet for the dispatch of business as necessary.
- 8.2.3. Questions at any meeting shall be decided by a majority vote of all members present, a quorum being not less than seven (7) Directors and at least two (2) member leagues / associations represented. In case of a tie, the President of the Association shall have the casting vote.

### **8.3. Selection Committee:**

- 8.3.1. The Selection Committee shall be appointed and shall conduct its business as per the provisions of the Associations "Selection Policy".

## **9. ELECTIONS**

### **9.1. Election:**

- 9.1.1. All officers of the Association shall be elected at the Annual General Meeting.
- 9.1.2. The term of office shall expire every two (2) years on an alternating basis at the Annual General Meeting. The President, Treasurer, Junior Coordinator and Women's

Coordinator shall be elected at the Annual General Meeting held in every even year and the Vice President and Secretary shall be elected at the Annual General Meeting held in every odd year for two (2) year terms. This is subject to the circumstances mentioned in the item, "Vacancies" (9.3).

9.1.3. All retiring or officers removed as per section 19 are eligible for re-election.

9.1.4. Only registered members in good standing within their teams or clubs and their affiliated district leagues/associations are eligible for election. Any member (individual or club) found guilty of prejudicial conduct shall not be eligible to hold any position within the Association.

9.1.5. Elections shall be conducted as per the Association's "Election Policy".

## **9.2. Voting:**

9.2.1. Decisions shall be by majority vote of voting members present and voting, with the chairman having the casting vote only in the case of a tie.

9.2.2. Each club of the member league / association will have 1 vote per "Member Team<sup>1</sup>" (as defined in the up to date bylaws of Cricket Canada) for that club and each Director as specified in section 8.2.1 shall have one vote, limited to the club represented and directors present and voting at the meeting. The leagues / associations and directors present and voting shall be specified at all meetings before voting begins. Below is a summary of votes available:

- 1 vote per "Member Team<sup>1</sup>" (as defined in the bylaws of Cricket Canada) for each club that is registered with a member league / association.
- 1 vote per BOD member (i.e. 1 vote per Executive(s) of the Association; 1 vote per president, vice-president, secretary and treasurer of a member league / association; 1 vote per president of an associate member league / association; 1 vote per immediate past president of the Association).

<sup>1</sup>Cricket Canada's current bylaws define a "Member Team" in section 1.2(i) as, "A team for voting purposes consists of at least 13 registered players, and that team has played at least 8 matches in affiliated leagues or competitions in the previous season. Matches must be 11/side hardball cricket of at least 20 overs/side. A club that fields a single team in more than one format (e.g. 20 overs and 50 overs) is counted as a single team. If a club fields 2 or more teams in the same format they are counted separately;"

9.2.3. Only registered members from teams/clubs in good standing within the member and



associate member league/association affiliated to the Association are allowed to vote and must be present at the meeting to vote. Voting by proxy is not permitted.

### **9.3. Vacancies:**

9.3.1. In the event of a vacancy occurring in any office, unless created as per section 19; the Association's Executive shall fill such vacancy by appointment. The appointment/election will be effective until the next Annual General Meeting of the Association.

## **10. MEETINGS**

### **10.1. Annual General Meeting:**

10.1.1. Annual General Meetings shall be held on or before December 31<sup>st</sup> of each year.

10.1.2. Business to be discussed shall include, as a minimum:

- Reports of Officers of the Association, Presidents of district leagues / associations etc.
- Presentation of Year-to-date financial statements of current fiscal year
- Correspondence and disclosures (if any)
- Election of Officers (as needed)

### **10.2. Semi Annual General Meeting:**

10.2.1. Semi-Annual General Meetings which shall be held on or before April 15<sup>th</sup> of each year.

10.2.2. Business to be discussed shall include, as a minimum:

- Dues
- Audited Financial Statement for the previous fiscal year
- Budget for the next fiscal year
- Admission of new member leagues/associations
- Dates of Association sponsored events (if any)
- Correspondence and disclosures (if any)

- Allocation of equipment
- Plans for the new season

### **10.3. Special Meeting(s):**

10.3.1. Special Meetings may be called by any of the Executives to determine matters of urgency if it is demanded, the request for such a meeting must be submitted in writing, by a majority of the Directors, including a petition to set forth the reason(s) for calling such a meeting. All members shall be notified by the Association's Secretary or another Executive, in case the Secretary is unavailable, through a written notice to the secretary or president of the each member league / association and each associated member league / association affiliated with the Association. The notice should include if available; date, time and location of the meeting, agenda of the meeting, and list of available votes as per the Associations current records. The Association shall discuss only the reason(s) specified for the calling of the special meeting at this meeting. If the criterion laid out for calling the Special Meeting are met; the Association's Secretary must adhere as directed. Such notice must be sent two (2) weeks prior to such meeting.

### **10.4. Notice:**

10.4.1. Notices of the Annual and Semi-Annual General Meetings shall be given by the Association's Secretary or Executive, in case the Secretary is unavailable, through a written notice to the secretary or president of the each member league / association and each associated member league / association affiliated with the Association. The notice should include if available; date, time and location of the meeting, agenda of the meeting, and list of available votes as per the Associations current records. Such notice must be sent two (2) weeks prior to the meeting.

### **10.5. Quorum:**

10.5.1. One-third (1/3) of member clubs in good standing within the member league / association affiliated to the Association, as well as One-third (1/3) of the Directors shall constitute a quorum at any duly constituted general meeting (including special meetings), provided always that at least two (2) member leagues / associations are represented.

10.5.2. In absence of a quorum, such meetings shall proceed if a motion is approved by seventy-five percent (75%) of the voting members from clubs in good standing within

the member leagues / associations affiliated to the Association present and voting.

## **11. DISCIPLINE AND DISPUTE RESOLUTION PROCEDURE**

- 11.1. The “*Code of Conduct and Ethics*” policy of the association shall govern the conduct of all officers, members, players and officials representing the Association. Such code shall be made available to all relevant parties prior to the occurrence of any event in which the member, player or official is to represent the Association.
- 11.2. Any registered member or representatives (managers, coaches, officers, etc.) of the Association may lodge a complaint against any member or person participating in events sponsored by the Association, or events in which the Association is participating, pursuant to the Association’s “*Discipline and Complaint Policy*”.
- 11.3. The complaint may be filed for any infraction to the “*Code of Conduct and Ethics*” of the association, unsportsman-like conduct at an event conducted and governed by the Association to the secretary of the Association pursuant to the Association’s “*Discipline and Complaint Policy*”.
- 11.4. The complaint may also be filed for conduct which may be prejudicial to the well being of the Association to the secretary of the Association pursuant to the Association’s “*Discipline and Complaint Policy*”.
- 11.5. The Executives of the Association shall follow the process laid out in the Association’s “*Discipline and Complaint Policy*”.
- 11.6. The Executives shall determine the appropriate penalty to the offending party commensurate with the severity of the offence pursuant to the Association’s “*Discipline and Complaint Policy*”.
- 11.7. Any party may waive their rights to be involved in the process.
- 11.8. Any person who has been found guilty by the Association on a matter that was not previously decided upon by the district leagues’/associations’ Disciplinary Committee/Executive may appeal the decision pursuant to the Association’s “*Appeal Policy*”. Such an appeal shall be in writing and shall be presented to the Association Secretary within fourteen (14) days of the judgment being given to the parties concerned. Any appeal to the Executive or BOD of the Association shall only be allowed on one or more of the following grounds as laid out in the “*Appeal Policy*”.

- 11.9. The letter of appeal shall specifically and clearly state the grounds for the appeal.
- 11.10. The BOD may deny an appeal hearing if the BOD judges that the appeal is inconsistent with Association's *"Appeal Policy"*.
- 11.11. For the purposes of hearing such appeals, the BOD shall follow the process laid out in the Association's *"Appeal Policy"*.
- 11.12. Any disputes between members arising during their normal course of business shall be determined pursuant to the Association's *"Dispute Resolution Policy"*.
- 11.13. Any member of the Executive or BOD of the Association with a conflict of interest to the alleged dispute, incident and/or hearing shall be excluded from any hearings on any matters presented to the association.

## **12. FISCAL YEAR**

- 12.1. The fiscal year of the Association shall be January 1<sup>st</sup>, to December 31<sup>st</sup> of each year.

## **13. REMUNERATION**

- 13.1. No officer or member of the Association shall receive any remuneration for his services unless authorized by the voting members at a general meeting, except for the position of the Executive Director whose position is funded through Provincial grants.

## **14. BORROWING OF MONIES**

- 14.1. For the purposes of carrying out its objectives, the Association may borrow, raise, or secure the payment of money in such manner as it thinks fit and, in particular, by the issue of debentures, but this power shall be exercised only under the authority of the Association, and in no case shall debentures be issued without the sanction of a special resolution passed at a general meeting.

## **15. DISBURSMENTS AND PAYMENTS**

- 15.1. The President, Vice-President and Treasurer shall hold the signing authority for the Associations Bank Account. All disbursement of funds via cheques, drafts and money orders shall be authorized by signatures from at least two of the three signing authorities.
- 15.2. Only the Vice-President and the Treasurer may hold the authority to disburse funds

via Electronic Transfers, but can do so with written consent of two of the three signing authorities received prior to the transfer being made.

## **16. DISSOLUTION OF THE ASSOCIATION**

- 16.1. In the event the Association is dissolved, all monies, records and properties shall be given to the member leagues/associations in proportion to the number of member teams in each league/association or, in the absence of any league/association, to a charitable organization in the Province of Alberta. Any debts owing by the Association at the time of dissolution shall be proportionally shared by each member district league/association in existence.
- 16.2. Dissolution shall occur when the membership decide cricket is no longer viable in all cricket centers.

## **17. WITHDRAWAL**

- 17.1. Any member league / association or associate member league / association that wishes to withdraw from membership of the Association may do so upon a notice in writing to the Secretary of the Association. Such a decision must have been made by Special Resolution at a duly constituted meeting of that league / association.

## **18. SUSPENSION**

- 18.1. If any member or associate member is found to be in serious breach of the Association's By laws, such member may be suspended by the Association, and shall thereafter be entitled to no membership privileges or powers in the Association until his/her membership is reinstated.

## **19. EXPULSION**

- 19.1. Any member or associate member, upon two-thirds (2/3) votes as prescribed in the 9.2.2 may be expelled from membership for any cause which the Association may deem reasonable and just. The vote to expel a member must be held a General or Special Meeting of the Association.

## **20. REMOVAL OF DIRECTORS AND OFFICERS**

- 20.1.1. At any time during the period of the term, fifty one (51) % of the Board of as per Clause 8.2 can submit a written and signed request to the Secretary or another Executive, in case the Secretary is unavailable, of the Association for the removal of any officer of

the Association. Any Member can also present a Motion at the Annual General Meeting of the Association, which shall be put to vote immediately and the removal shall proceed if approved by two third (2/3) majority of the members present and voting at the meeting.

20.1.2. In the event of a request received outside the Annual General Meeting but as per clause 19.1.1. the Secretary or Executive notified should immediately start the process of calling for a Special Meeting as per section 10.3. Decisions shall be by majority vote of voting members present and voting, with the chairman having the casting vote only in the case of a tied vote.

## **21. AMENDMENTS OF THE BYLAWS**

21.1. An article of By-laws may be altered, amended or suspended by the consent of two-third (2/3) majority of the members in good standing present at any Annual or Semi-Annual General Meeting or Special Meeting called for that purpose.

21.2. Any amendment made to the bylaws shall be applicable as of the date approved.

21.3. Such amendments must be proposed by a Director or by Executive(s) as a whole. Copies must be sent or emailed to either the President or Secretary of the Association no later than twenty-eight (28) days prior to the Annual General Meeting or a Special General Meeting called for that purpose.

21.4. Notification of all proposed amendments to the By-laws shall be sent to the Board of Directors by the President or the Secretary of the League at least twenty-one (21) days prior to the date of the meeting.

**THIS DOCUMENT WAS APPROVED AND ADOPTED AT THE ALBERTA CRICKET COUNCIL'S ANNUAL GENERAL MEETING (AGM) HELD IN ALBERTA ON THE 21<sup>ST</sup> DAY OF NOVEMBER 2021.**