

**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 2020 Annual General Meeting of the Society will be held on Wednesday, October 21, 2020, at 7p.m. via ZOOM for the following purposes:

1. Approve the Minutes of the AGM held on Wednesday, October 30, 2019 at Surrey Sport and Leisure Complex, Arena Multipurpose Room (2nd Floor) at 16555 Fraser Hwy. Surrey B.C.
2. To consider, and if thought fit, to pass the following resolution as special resolution requiring the approval of a majority of not less than 75% of the votes of those members of the Society who are entitled to do so and who vote in person at the meeting, to alter the purposes of the Society:

BE IT RESOLVED, AS A SPECIAL RESOLUTION of the Society pursuant to Section 20(1) of the Society Act (British Columbia), that PART 5.5(f) of the BYLAWS OF THE SOCIETY DATED FOR REFERENCE October 30,2019 be repealed and replaced with the following:

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.*

3. Election of Board of Directors for the coming year 2020 -2021. The positions up for election will be as follows:

Executive Members:

- 1st Vice President (Peewee- Jr. Men’s - 1-year term)
- 2nd 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:

- 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)
- Sponsorship & 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 must be submitted at least 14 days in advance of the AGM to our Secretary Karminder Virk at secretary@surreycanadian.com. Any such motions will be included on the agenda for the AGM. Changes to Constitution and Bylaws cannot be introduced on the floor at the AGM. Please submit by end of day on October 7, 2020, for consideration at the meeting.

As the meeting will be conducted via Zoom, we require, those wishing to attend to please RSVP, so a link for the zoom meeting can be sent out. Please RSVP via email to secretary@surreycanadian.com.

NOTE - Those attending the AGM will be entered into a draw for a free registration for the 2021 season at each division of play.

DATED the 21st day of September 2020

BY ORDER OF THE BOARD OF DIRECTORS

Daniel Michaud, President

SPECIAL RESOLUTION

Incorporation No. S0012187

THE FOLLOWING IS A COPY OF:

- a special resolution
 an ordinary resolution
 a directors' resolution

passed in accordance with the Societies Act and By-laws of the Society on the 21st day of October, 2020.

RESOLVED that PART 5.5(f) of the **BYLAWS OF THE SOCIETY DATED FOR REFERENCE October 30,2019** be repealed and replaced with the following:

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.

Dated this 21st day of October, 2020.

SURREY CANADIAN BASEBALL ASSOCIATION

By: _____

President

SURREY CANADIAN BASEBALL ASSOCIATION
ANNUAL GENERAL MEETING OCTOBER 21, 2020

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 using the raise hand icon on the bottom of the screen.
- 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.
- As this meeting will take place via Zoom, all participants must have video turned on and microphone muted unless they are speaking.
- 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.
- (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 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 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/Sponsorship Coordinator, Equipment Coordinator, Uniform Coordinator and Concession Coordinator 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 any and 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 / SPONSORSHIP COORDINATOR:** He shall organize events 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. He shall obtain sponsorship money and/or services from community businesses, clubs or parents and establish contact and maintain relationships with sponsors. The Fundraising / Sponsorship Coordinator shall work with existing sources to obtain yearly sponsorships and approach businesses, clubs and parents for new funding. He shall also approach them for any services that they could provide in kind to help reduce costs. He shall coordinate and work with the fundraiser. He shall follow up with all sponsors to ensure they are thanked and that the appropriate recognition is given.
- 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 Parade, Dances, General Meetings and Year End Banquets), Tournament Committees, Fund Raising Committee and Closing Ceremonies. 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 May Long Weekend; July Long Weekend and Provincials.
- i) **EVENTS COORDINATOR:** He shall be responsible for organizing all appointments and bookings for the following events: Opening Day; Closing Ceremonies, 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 School 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.