



PRINCE ALBERT CRICKET ASSOCIATION INC. BYLAWS

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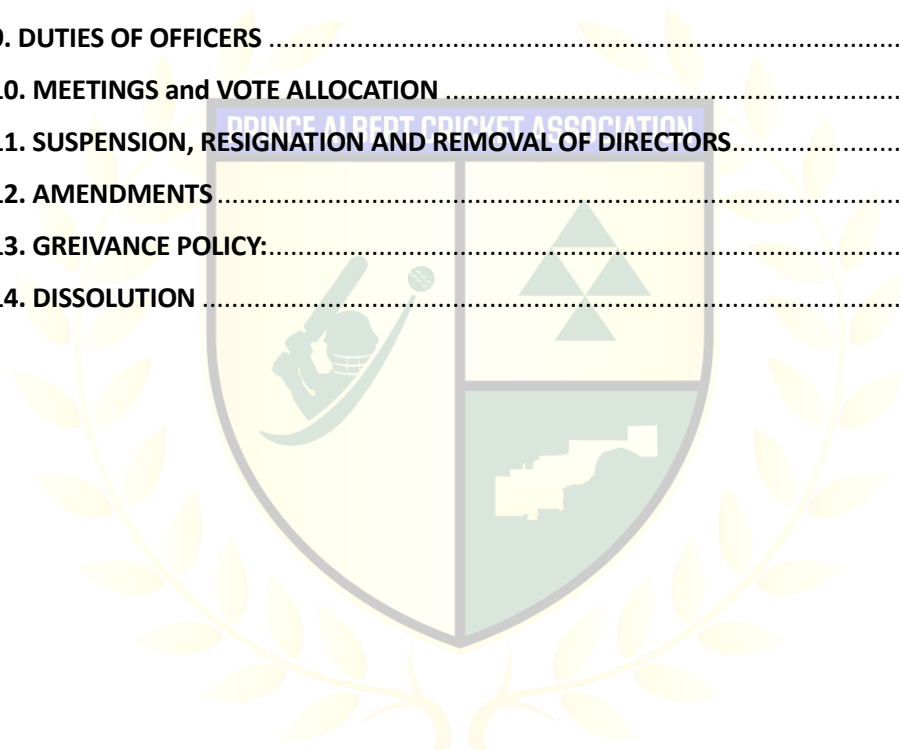
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BYLAWS OF THE PRINCE ALBERT CRICKET ASSOCIATION INC.

ARTICLE 1. GENERAL

- 1.1 The name of the Association is the Prince Albert Cricket Association Inc. which is hereinafter referred to as “the Association” or “PACA”.
- 1.2 The PACA shall act as the governing body for cricket in Prince Albert and carry on all the affairs of governing, structuring, organizing and promoting cricket in the city of Prince Albert.
- 1.3 The PACA shall decide on its affiliation with other cricket governing bodies.
- 1.4 The PACA shall adhere to the rules and regulations set by the International Cricket Council (ICC), Cricket Canada (CC), and the Saskatchewan Cricket Association (SCA) while organizing cricket in Prince Albert. Local playing conditions may be amended as necessary.

DEFINITION

- 1.1.1 ACT – The Non-Profit Corporations Act, 1995, including the Regulations made pursuant to the Act, and any statues or regulations that may be substituted, as amended from time to time
- 1.1.2 Annual General Meeting – the annual meeting of the Members called in the first half of the annual year to provide an update to membership and conduct election.
- 1.1.3 Association – the Prince Albert Cricket Association (PACA).
- 1.1.4 Board of Directors (Board) – is the body of elected and appointed directors that oversees, governs and manages the affairs of the Association.
- 1.1.5 Club – A Club is a cricket entity or organization that has registered a minimum of one Team playing in at least one league format of SCA approved league competitions or matches.
- 1.1.6 Full Member club – a Club within the designated geographical borders of Prince Albert by the Association that has held a PACA membership for one full year and is then conferred voting rights, subject to a probation process established by PACA which is evaluated continually, payment or annual fees and good standing with the Association. One full year constitutes January 1st to December 31st of the calendar year. Must have registered with PACA and played in an approved league by definition conducted by SCA.

- 1.1.7 Individual Member – an individual within the designated geographical borders of Prince Albert by the Association that has held a PACA membership (subject to a probation process established by PACA which is evaluated continually, payment of annual fees and good standing with the Association) for one full year and is then conferred a right to put their name for the board positions. One full year constitutes January 1st to December 31st of the calendar year. Must have registered with PACA and played in an approved league by definition conducted by SCA.
- 1.1.8 Ordinary Resolution – a resolution passed by a majority of not less than 50% plus 1 of the eligible votes present at duly cast for that resolution. PACA board members shall have voting rights on ordinary resolutions.
- 1.1.9 Special Resolution – a resolution passed by a majority of at least two-thirds (2/3) of the eligible votes cast at a duly convened meeting. PACA board members are only eligible to vote.

ARTICLE 2. MISSION OF PACA

The local cricket community of Prince Albert has established this organization to achieve the following objectives:

To create an environment that promotes participation, learning, and success, guided by the values and strong leadership of the Prince Albert Cricket Association.

- 2.1 To promote sportsmanship, excellence, equality, and professionalism both on the field and within the community.
- 2.2 The Prince Albert Cricket Association shall lead by example through its committee, coaches, and captains, ensuring that its values are upheld with loyalty, pride, and enjoyment.
- 2.3 To instill a love for the game within the community.
- 2.4 To serve the best interests of cricket in the city of Prince Albert.
- 2.5 To collaborate and engage with other organizations.
- 2.6 To organize and sustain weekend games and evening coaching sessions.
- 2.7 To develop and maintain PACA facilities.
- 2.8 PACA shall secure the necessary financial resources to achieve its mission.

ARTICLE 3. PACA OBJECTIVES

Prince Albert Cricket Association is restricted to the following objectives:

- 3.1 To organize scheduled coaching sessions, demonstration events, and league games.
- 3.2 To assist and educate the public on cricket in accordance with the guidelines set by the International Cricket Council (ICC) and the Saskatchewan Cricket Association (SCA).
- 3.3 To promote a better understanding of cricket as a professional sport among the public.
- 3.4 To foster an inclusive environment by welcoming participants of all ages, genders, races, and ethnicities to group activities.

ARTICLE 4. PACA STRUCTURE

The PACA shall comprise of following:

- 4.1 The General body of Members.
- 4.2 The Board of Directors.
- 4.3 Volunteers.
- 4.4 Subcommittees formed by the Board of Directors.

ARTICLE 5. THE GENERAL BODY

The membership of PACA shall consist of individuals who agree to abide by this constitution and fulfill the membership requirements. PACA facilities shall be accessible to all full individual members, regardless of club affiliation or standing. All elected members of the Board of Directors must be PACA members.

All PACA members have the privilege of using the facilities, provided they adhere to PACA's policies and procedures.

The Board of Directors is responsible for approving memberships and maintaining accurate membership records.

A General Body Meeting shall be held annually, during which the President of the Board of Directors will present a report. If necessary, a General Body Meeting may be convened by submitting a petition to the Board of Directors, duly signed by one-third of the members.

ARTICLE 6. MEMBERSHIP

Anyone who wishes to become a member of PACA must meet the following requirements:

- 6.1 Must complete and submit a membership application form.
- 6.2 The Board of Directors has the final authority in approving or rejecting membership applications.
- 6.3 All individual members are eligible to hold an office in the Board of Directors, in accordance with the criteria established in Article 1.1.7.
- 6.4 Membership shall be non-transferable and non-assignable.
- 6.5 Membership may be revoked if a member violates the provisions of this constitution. A revocation process may be initiated through a written request by at least five general members and shall be decided upon by the Board of Directors.
- 6.6 If an executive member resigns or fails to complete their term, PACA shall appoint a replacement to fulfill the duties of the position.
- 6.7 A **Directory Body**, consisting of a maximum of three members, shall serve as an advisory group to assist and guide the executives in conducting the affairs of PACA.
- 6.8 **Membership Categories:**
 - 6.8.1 **Annual Club Member** – Full membership with voting rights and eligibility to hold board position.
 - 6.8.2 **Tape Ball Member** – Limited membership with no voting rights and ineligible to hold a PACA position.
- 6.9 **Member Rights**
 - 6.9.1 The right to vote in elections and general body meetings (minimum one-year membership required).
 - 6.9.2 The right to attend meetings.
 - 6.9.3 The right to receive minutes of meetings.
 - 6.9.4 The right to receive a copy of the financial statement at the Annual General Meeting.
 - 6.9.5 The right to participate in volunteer activities.

ARTICLE 7. GENERAL BODY FUNCTIONS

- 7.1 The General Body shall be the supreme governing authority of the association, consisting of all its members.

- 7.2 Decisions of the General Body shall be made by a simple majority vote of the members present.
- 7.3 The quorum for General Body meetings shall be one-third of the total membership, with any fraction rounded up to the next whole number.
- 7.4 All decisions and transactions of the General Body shall be conducted through voting.
- 7.5 An emergency meeting of the General Body may be convened at the request of the President, any two members of the Board of Directors, or one-third of the total membership.
- 7.6 **General Body Meeting Procedures:**
- 7.6.1 A minimum of fifteen (15) days' advance notice shall be given to all members before calling a General Body Meeting.
- 7.6.2 The agenda for the General Body Meeting shall be circulated in advance.

ARTICLE 8. BOARD OF DIRECTORS

- 8.1 The term of office for the Board of Directors shall be reviewed every two years. If two-thirds of the General Body votes in favor of continuation, the Board may serve for an additional year; otherwise, a new election shall be held.
- 8.2 The Board of Directors shall meet at least once every two months (bi-monthly).
- 8.3 The Board of Directors may also meet whenever called by the President or upon the request of at least two other Board members, or one-third of the PACA member clubs.
- 8.4 Any Board member who fails to attend three consecutive Board meetings without prior notification and a reasonable cause shall be replaced. A new member shall be elected by the General Body at its next meeting.
- 8.5 In the event of a vacancy, the Board of Directors shall appoint a temporary replacement. This appointment must be confirmed through a formal election at the next General Body meeting.
- 8.6 Decisions of the Board of Directors shall be made by a majority vote. In the event of a tie, the President's vote shall count as two votes.
- 8.7 The Board of Directors shall be accountable to the General Body.
- 8.8 The Board of Directors shall be responsible for managing PACA's affairs and activities, as well as executing the decisions of the General Body.

- 8.9 The Board of Directors may establish small functional committees as needed.
- 8.10 The Board of Directors shall consist of the following positions:
- 8.10.1 President
 - 8.10.2 Vice-President
 - 8.10.3 Treasurer
 - 8.10.4 Secretary
 - 8.10.5 Up to three (3) Directors-at-Large (minimum of five Directors)
 - 8.10.6 Additional representatives as prescribed by the General Body
- 8.11 The Board of Directors shall be elected at the Annual General Meeting (AGM) during the first half of the year. Vacancies that arise before the AGM may be filled by Board appointment until the next General Body election.
- 8.12 The term of office for the President and all other Board positions shall be a minimum of two years.
- 8.13 The Board of Directors may appoint individuals as necessary to carry out the business of the Association.
- 8.14 The Board shall appoint designated directors to sign cheques and/or approve electronic transactions issued by the Association. Each cheque or transaction must be signed/approved by two (2) authorized persons, one of whom must be the Treasurer.
- 8.15 An individual is eligible to be nominated or appointed for a Director position if they meet the following criteria:
- 8.15.1 Must be at least eighteen (18) years of age and a resident of Canada and Saskatchewan as defined under the Income Tax Act.
 - 8.15.2 Must have the legal capacity to enter contracts and must not have been declared incapable by a court in Canada or any other country.
 - 8.15.3 Must not have been declared bankrupt or engaged in illegal criminal activities.

ARTICLE 9. DUTIES OF OFFICERS

- 9.1 **The President** shall serve as the Chief Executive Officer of the Association and shall have the following responsibilities:
- 9.1.1 Ensure the implementation of PACA's policies and enforce compliance with the Articles and Bylaws.
 - 9.1.2 Act as the chief spokesperson of the Association.

- 9.1.3 Preside over all meetings of the Association and the Executive Committee.
 - 9.1.4 Call special meetings of any committees when deemed necessary or when instructed by the Board.
 - 9.1.5 Provide a report on the activities of the Association during their term at the regular Association meeting.
 - 9.1.6 Oversee all activities of PACA.
 - 9.1.7 Represent PACA within the community.
 - 9.1.8 Conduct elections for new officers.
- 9.2 **The Vice-President shall:**
- 9.2.1 Assist the President in fulfilling their duties and assume the President's responsibilities in their absence or inability to serve.
 - 9.2.2 Perform any additional duties assigned by the Board or the President.
- 9.3 **The Secretary shall:**
- 9.3.1 Maintain full records of minutes for all meetings of the Association, Board of Directors, and any committees established by the Board.
 - 9.3.2 Handle all official correspondence, prepare meeting agendas in coordination with the President, record meetings, and support the President in administrative tasks.
 - 9.3.3 Perform any additional duties assigned by the Board or the President.
- 9.4 **The Treasurer shall:**
- 9.4.1 Supervise the collection of Association funds.
 - 9.4.2 Maintain records of all financial transactions, including monies received and disbursed.
 - 9.4.3 Serve as the custodian of all Association funds in a Board-approved financial institution.
 - 9.4.4 Disburse funds as directed by the Board.
 - 9.4.5 Perform any additional duties assigned by the Board or the President.

- 9.4.6 Reconcile annual financial books and statements.
- 9.4.7 Submit duly signed financial reports at the year-end to Information Services Corporation (ISC) before the deadline.

9.5 The Director shall:

- 9.5.1 Maintain the independence and integrity of PACA, ensuring compliance with the rules and regulations of the Saskatchewan Cricket Association (SCA) and acting in the best interests of the Prince Albert cricket community.
- 9.5.2 Manage various committees within the Association, oversee their tasks, and provide progress reports to the Board.
- 9.5.3 Perform any additional duties assigned by the Board or the President.
- 9.5.4 Ensure that Board decisions are final unless challenged by a majority of PACA members. If challenged, the matter shall be resolved by a two-thirds (2/3) majority vote of the General Body. If resolution is not possible, an external arbitrator (the SCA President) shall make the final decision.

9.6 Volunteers

9.6.1 Registered Volunteers:

- 9.6.1.1 Must formally register by completing the required form or be advised by management to register.
- 9.6.1.2 Assist in ground maintenance, event arrangements, and social gatherings.
- 9.6.1.3 Serve for a minimum of one year or as advised by management.
- 9.6.1.4 Support teams, clubs, the Association, and the community in accordance with PACA policies and procedures.

9.6.2 Non-Registered Volunteers:

- 9.6.2.1 May assist teams, clubs, the Association, and the community voluntarily, following PACA policies and procedures.

ARTICLE 10. MEETINGS and VOTE ALLOCATION

10.1 Regular General Meetings:

- 10.1.1 The Association shall hold **two regular meetings annually**—one in the first half and one in the second half of the fiscal year.
- 10.1.2 **Annual elections** for the Board of Directors shall be conducted in the first half of the year before the start of the new season.

10.2 Special General Meetings:

A Special General Meeting may be called at any time by:

- 10.2.1 **The President,**
- 10.2.2 **Any Director,** or
- 10.2.3 **The general membership,** if two-thirds (2/3) of Full Club and/or Individual Members eligible to vote submit a written request to PACA.

10.3 Notice of Meetings:

- 10.3.1 The President shall call and preside over all meetings of the Association.
- 10.3.2 A fifteen (15) day notice shall be given to all members before any meeting.
- 10.3.3 Notice may be waived with unanimous consent of the members.

10.4 Board Meetings:

The Board of Directors shall hold regular meetings as needed to manage the Association's business.

10.5 Voting Rights of Members:

- 10.5.1 **A Full Member Club** shall have voting rights at any meeting of members.
- 10.5.2 **Members with less than one year of membership** may attend meetings and participate in discussions but are not entitled to vote.

10.6 Club Voting Rights at the Annual General Meeting (AGM):

Each Full Member Club shall have one vote in the election of Directors, regardless of the number of teams they have or the number of formats they play.

10.7 Voting Rights for Resolutions:

For any ordinary or special resolution at a members' meeting, each Full Member Club shall be granted one vote, regardless of the number of teams they have.

10.8 Proxy Voting:

Proxy voting is permitted if:

- 10.8.1 The Club President notifies the Association in writing before the AGM, or
 - 10.8.2 The proxy holder presents a signed and validated proxy form issued by the Club President.
- A proxy vote may only be cast by a current member of the same club.

10.9 Quorum Requirements:

- 10.9.1 A meeting quorum shall be at least 51% of Full Member Clubs of the Association.
- 10.9.2 Conflict of interest cannot impact quorum.

ARTICLE 11. SUSPENSION, RESIGNATION AND REMOVAL OF DIRECTORS

11.1 Suspension:

- 11.1.1 A Director may be suspended by a resolution or motion presented by the Board of Directors at a duly called board meeting.
- 11.1.2 The Director shall be given an opportunity to be heard before the suspension is finalized. However, failure to attend the meeting does not prevent the Board from making a decision in favor of or against the resolution or motion.
- 11.1.3 The Director shall remain suspended pending the outcome of a disciplinary hearing, conducted in accordance with the SCA's Code of Conduct or other applicable SCA disciplinary policies

11.2 Resignation:

- 11.2.1 A Director may resign at any time by submitting a signed resignation letter or by sending an email from their authenticated email address to the Board.
- 11.2.2 The resignation is considered effective on:
- The date the Board receives the resignation, or
 - The date specified in the resignation letter or email (whichever is later).
- 11.2.3 Resigning from the Board does not exempt a Director from any ongoing or future disciplinary investigation or resulting consequences if the resignation is related to a Code of Conduct violation or a breach of PACA and/or SCA policies.

11.3 Removal:

- 11.3.1 A Director may be removed by an ordinary resolution of the Full Members at an Annual General Meeting (AGM) or a duly called Special Meeting, provided that:
- The Director receives notice of the motion for removal.
 - The Director is given an opportunity to be heard at the meeting.
- 11.3.2 The Association shall provide fifteen (15) days' notice to members regarding the resolution to remove a Director and may share the reasons for removal.

11.4 Vacancy:

- 11.4.1 If no nominations are received for a Board position during an election, the Board may appoint a qualified individual to fill the vacancy at a PACA meeting.
- 11.4.2 If a Board position becomes vacant before the end of its term, the Board may:
- Appoint a qualified individual to fill the position, or
 - Leave the position vacant until the next AGM, at its discretion.

ARTICLE 12. AMENDMENTS

The Articles and Bylaws of the Association may be amended only in accordance with the following rules:

- 12.1 Notice of Motion regarding such an amendment shall be submitted by the Board of Directors or a Member in writing to the President, along with support from two other Full Members.
- 12.2 Upon receiving such a Notice of Motion, the President shall send copies of it to all Regular Members of the Association.
- 12.3 Any motion to amend the Articles or Bylaws shall come into effect only if it is passed by a two-thirds majority vote of Full Members present at a duly called and properly constituted meeting.
- 12.4 A period of no less than fifteen (15) days must elapse between the submission of the Notice of Motion to the members and the holding of the meeting at which the motion is voted on, unless all Full Members unanimously agree to waive the notice period.
- 12.5 There shall be notice of a Board meeting given at least fifteen (15) days prior to such a Board meeting.
- 12.6 The quorum for the meeting called for amendments must be no less than 50% of the Member Clubs in good standing.

ARTICLE 13. GREIVANCE POLICY:

Purpose: The purpose of this Grievance Policy is to provide a clear and structured process for addressing complaints, concerns, or disputes that arise within PACA. This policy aims to ensure fairness, transparency, and a timely resolution to all grievances.

Scope: This policy applies to all members, players, coaches, administrators, and volunteers of the PACA, including any other individuals associated with the association, whether professionally or voluntarily.

13.1 Definition of a Grievance:

A grievance refers to any dissatisfaction, complaint, or dispute raised by an individual or group related to their involvement with the PACA. This may include, but is not limited to, concerns regarding:

- Treatment or behavior by other members, players, or officials
- Disciplinary issues
- Breach of codes of conduct or ethics
- Injustice or unfair treatment during selection or participation in events
- Concerns regarding the functioning or administration of the association

13.2 Grievance Submission Procedure:

13.2.1 Initial Informal Resolution:

Before submitting a formal grievance, individuals are encouraged to discuss the issue informally with the person involved or the management (e.g., team manager, captain, coach, club or association representative). Many issues can be resolved at this level through communication and mutual understanding.

13.2.2 Formal Grievance Submission:

- If the issue cannot be resolved informally, the individual must submit a written grievance to the designated grievance officer or committee of the PACA.
- The grievance submission should be submitted to PACA within 48 hours of the incident occurred.
- The grievance must include:
 - A clear description of the issue or concern
 - The date and time the issue occurred (if applicable)
 - Names of those involved
 - Any relevant documentation or evidence supporting the grievance
 - A summary of any informal resolution attempts (if applicable)

13.3 Grievance Acknowledgment:

- Upon receipt of a formal grievance, the grievance officer or committee will acknowledge the grievance within two (2) working days.
- The acknowledgment will include an outline of the grievance resolution process and expected timelines.

13.4 Grievance Investigation and Resolution Process:

13.4.1 Investigation:

- The grievance officer or committee will conduct a fair, unbiased investigation into the grievance. This may involve gathering evidence, interviewing the parties involved, and reviewing any relevant documents or policies.

- The investigation will be completed within five (5) working days of receiving the grievance, or within a reasonable time frame if further investigation is required.

13.4.2 Decision:

- After completing the investigation, the grievance officer or committee will issue a decision. The outcome will include one or more of the following actions:
 - No action required (if the grievance is not substantiated)
 - Mediation or informal resolution between the parties involved
 - Disciplinary action (e.g., warnings, fines, suspensions)
 - Recommendations for changes in association policies or procedures

13.4.3 Notification of Outcome:

- The complainant and the accused (if applicable) will be notified of the decision in writing within seven (7) working days after the investigation has concluded.
- The decision will be final unless further appeal is requested.

13.5 Appeal Process:

13.5.1 Right to Appeal:

If any party is dissatisfied with the decision, they have the right to appeal the decision within seven (7) working days from receiving the outcome. The appeal must be submitted in writing to the Appeals Committee of the PACA.

13.5.2 Appeal Review:

- The Appeals Committee will review the appeal and determine whether to uphold, modify, or overturn the original decision.
- The review process will be completed within fourteen (14) working days.

13.5.3 Final Decision:

- The Appeals Committee's decision will be final and binding.

If one or both parties are still dissatisfied with the decision, they can then forward their concerns to SCA.

13.6 Confidentiality:

The grievance process will be handled confidentially. Only those individuals directly involved in the resolution of the grievance will have access to the information related to the case. Any breach of confidentiality by any party involved may lead to disciplinary action.

13.7 Protection from Retaliation:

Any individual who raises a grievance in good faith or participates in the grievance process shall not face retaliation or victimization. The PACA will take immediate action against any retaliation or unfair treatment toward individuals involved in the grievance process.

13.8 Review of Policy:

- This policy will be reviewed annually by the PACA to ensure its effectiveness and to make necessary updates. Any changes to this policy will be communicated to all members.
- This policy ensures that all individuals involved with the PACA have a clear and fair process to address any grievances that arise, maintaining a positive environment for all participants.

ARTICLE 14. DISSOLUTION

14.1 Initiation of Dissolution:

- 14.1.1 The dissolution of the Prince Albert Cricket Association (PACA) may be proposed if at least one-third (1/3) of the General Body members formally request the Board of Directors to call a special meeting for this purpose.
- 14.1.2 The Board of Directors must consider this request and schedule a meeting with at least two (2) weeks' advance notice to all members.
- 14.1.3 At this meeting, a three-fourths (3/4) majority of the General Body members and Board of Directors must vote in favor of proceeding with dissolution.

14.2 Finalization of Dissolution:

- 14.2.1 For the dissolution to be finalized, a separate meeting of the General Body must be held.
- 14.2.2 A three-fourths (3/4) majority of the total General Body membership must vote in favor of dissolution for it to take effect.