

Carman Minor Ball Constitution

Mission Statement:

Carman Minor Ball is dedicated to the promotion and organization of Softball and Baseball among the youth of our community of all ages and skill level.

Philosophy:

Carman Minor Ball believes in promoting enjoyment of the sports of Baseball and Softball by development of confidence in each player that they have the skills necessary to participate in the game:

- Equal opportunity for all to participate.
- Promoting and developing sportsmanship, a sense of fair play, and respect for oneself, teammates, opposition and authority.
- Develop individual skills and leadership within a team of player peers.
- Provide a safe environment for our players.
- Organizational accountability to its membership and players.
- Promoting the education of coaches to provide the highest standard of coaching.

Association Membership:

The association membership includes the following:

- Parents or guardians of registered players
- Coaches and managers of all teams within Carman Minor Ball
- Executive members
- Umpires

Executive Membership:

The executive shall consist of a minimum of five members, which shall include the following:

- President (odd AGM Year)
- Vice President (even AGM Year)
- Secretary (odd AGM Year)
- Treasurer (even AGM Year)
- Registrar (odd AGM Year)

And a maximum of thirteen members who shall serve as committee chairpersons, which shall include the following:

- -Softball Representative
- -Baseball Representative
- -Umpire Representative
- -Uniform Coordinator

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- -Equipment Coordinator
- -Fundraising Coordinator
- -Facilities and Skills Development Coordinator

Each year one-half of the executive shall be elected or re-elected at the Annual General Meeting (rotate for odd and even years as indicated above) . Executive positions can be held for a maximum of two terms of two years Should the majority of the Executive positions become vacant, terms may be granted on a 1 or 3 year basis to correct rotations. Any position not filled at the AGM shall be appointed or re-appointed by the executive officers at any regular meeting as deemed necessary. The board will publish its operating policies and financial statements for review at the AGM.

Amendments to the Constitution:

All amendments to the constitution of Carman Minor Ball shall only be made at the Semi-Annual or the Annual General Meeting (hereafter referred to as AGM). Written notice of proposed amendments must be forwarded to the secretary a minimum of seven days prior to the date of the AGM or Semi-AGM. An amendment to the constitution shall be made by approval of two thirds of the membership present.

Carman Minor Ball Bylaws

BYLAW 1: EXECUTIVE OFFICERS' DUTIES

The executive of Carman Minor Ball shall have authority for the following functions:

1. Control the financial and organizational affairs of the association.
2. Discipline, suspend, or remove from membership any executive member, coach, manager, player or other persons associated with Carman Minor Ball.
3. Fill any vacancy that might occur in its membership between Annual General Meetings.
4. Revise, add or delete executive or committee member's duties as required.

BYLAW 2: MEETINGS

1. The Annual General Meeting of Carman Minor Ball shall be held prior to the end of the calendar year and a semi-Annual General Meeting shall be held prior to the end of April.
 - a. Eight (8) members present in person shall constitute a quorum. In the absence of a quorum the lessor number shall have the right to adjourn the meeting to a fixed date thereafter at which meeting any members present in person shall constitute a quorum.

2. The president, Treasurer and each committee chairperson shall submit a written report summarizing the year's activities for the purpose of distribution at the AGM. This report shall be given verbally at the AGM. A verbal report only is required of the President, Treasurer and each committee chairperson at the Semi-Annual General meeting.
3. All meetings of the executive shall be at the call of the President, except as outlined under item "4" below.
 - a. A quorum for executive meetings shall consist of more than half of its members.
 - b. The president shall call executive meetings as needed throughout the season. Additional meetings may be necessary in the off season to complete "project work".
4. At the request of a minimum of three executive members, the president shall call a special meeting that shall discuss or consider only the subject in question.
5. Should an issue arise that does not encompass the organization of Carman Minor Ball as a whole that issue shall be dealt with by the executive.

BYLAW 3: VOTING

Annual and Semi Annual General Meetings

1. Association membership shall be eligible to vote at any general meeting.
2. Each eligible person attending the general meeting shall have one vote.
3. A tie vote shall be deemed defeated.
4. There shall be no proxy votes.

Executive Meetings

1. Executive Members shall be eligible to vote at all executive meetings.
2. Each member attending the executive meeting shall have one vote.
3. If one person holds two or more executive seats they shall be eligible for one vote.
4. The President votes.
5. A tie vote shall be deemed defeated.
6. There shall be no proxy votes.

BYLAW 4: ELECTION OF EXECUTIVE AND COMMITTEE CHAIRPERSONS

1. A slate of candidates may be presented at the AGM by nomination.
2. Candidates receiving the greatest number of votes shall be declared elected.
3. In the event of a tie vote, a second vote shall be taken involving those candidates who were tied and in the event of another tie, the executive shall appoint.
4. In the event that there is only one nomination for a position, the candidate will not be acclaimed but must receive a quorum vote of the membership in attendance. If the candidate fails to receive the vote, the position will remain vacant.

BYLAW 5: SPECIFIC DUTIES OF EXECUTIVE OFFICERS

President: Expectations of the president include the following:

- a. Preside as chairperson at all general and executive meetings.
- b. Develop agendas for all general and executive meetings.
- c. Exercise the powers of the executive in case of emergency.
- d. Suspend teams, players, coaches or executive members subject to ratification of the executive at the next meeting.
- e. Present written and/or verbal reports at the general meetings.
- f. Set budget targets.
- g. Provide direction and problem solving.
- h. Facilitate team meetings or elections as required.
- i. Request volunteers for any CMB organization function.
- j. Act as one of three signing officers of Carman Minor Ball

Vice President/Fundraising Coordinator: Expectations of the vice president include the following:

- a. In the event the President is not available, to administer any of the duties as described above.
- b. Assist with other responsibilities or duties as designated by the executive.
- c. Promote CMB, its mission statement and philosophy
- d. Attend executive meetings and present verbal report
- e. Generate potential fundraising activities.
- f. Organize fundraising activities and tasks pertaining to running of same.
- g. Prepare and submit a written yearend report for the AGM and a verbal report for the Semi-Annual general meeting.
- h. Recruit assistance from the membership with the above duties as needed and assist with other responsibilities as designated by the executive.
- i.

Secretary: Expectations of the secretary shall include the following:

- a. Keep an accurate record of the proceedings of the general and executive meetings and circulate these to executive and committee members.
- b. Submit notice of AGM and Semi-Annual general Meetings and registration to the appropriate media a minimum of two weeks prior to the event.
- c. Supervise maintenance of CMB website and any electronic contact system.
- d. Maintain social media presence.
- e. Distribute information and notifications to CMB membership.
- f. Assist with other responsibilities or duties as designated by the executive.
- g. Promotes Carman Minor Ball, its mission statement and philosophy.

Treasurer: Expectations of the treasurer shall include the following:

- a. Keep an accurate record of all monies received and monies disbursed.
- b. Preparation of deposits and ensure deposits balance to Registrars reports.
- c. Preparation of payments and ensure all accounts are paid on time.

- d. Prepare Financial Statements and Verbal Reports for the Semi-Annual and Annual General Meeting.
- e. Prepare Year-to-Date Financial Statements for executive meetings to allow board to make informed decisions.
- f. Prepare annual budget proposal for presentation to the executive.
- g. Act as one of three signing officers for Carman Minor Ball.
- h. Assist with other responsibilities or duties designated by the executive.

Registrar: Expectations of the registrar shall include the following:

- a. Promote Carman Minor Ball, its mission statement and philosophy.
- b. Prepare and present all written and/or verbal membership reports at executive and general meetings.
- c. Organization of registration night.
- d. Prepares appropriate registration forms and receipts.
- e. Financial responsibility for registrations and preparation of deposit and deposit reports for treasurer.
- f. Maintain membership database (RAMP) and organize distribution of information, reports, and files of CMB membership to executive, league, and provincial organizations.
- g. Distribute team information to coaches and managers, and with president and league representatives, organize teams as required.
- h. Determine appropriate registration fees in consultation with executive members.
- i. Assist with other responsibilities as designated by the executive.
- j. Supervise and maintain registration portion of Carman Minor Ball Website.

Committee Chairpersons:

- Softball representative
- Baseball representative
- Umpire Representative
- Equipment Coordinator
- Uniform Coordinator
- Facilities/Skills Development coordinator
- Grass Roots Program Coordinator

The chairpersons may request and delegate other volunteer help as need arises under the following guidelines of their duties

COMMITTEE CHAIRPERSONS TERMS OF REFERENCE

SOFTBALL/BASEBALL REPRESENTATIVES:

- a. Promotion of CMB, its mission statement and philosophy.
- b. Attend executive meetings and present a verbal report.
- c. Recruit coaches as required for all age categories applicable, and inform the coaches of any league requirements for coaching.
- d. Act as an observer/evaluator of coaches where required or requested.

- e. Promote continuing education of coaches by informing all coaches of available clinics working with the Skills Development Coordinator.
- f. Distribute coaches' information packages including coaching guidelines and any resource material applicable. Review any revisions of these packages annually to inform coaches of changes which may affect them.
- g. Assist in preparation of league schedules as needed or ensuring the appropriate information is supplied to the leagues and those preparing the schedules.
- h. Ensure league is supplied with player rosters for each team, if required.
- i. Attend league and association meeting representing CMB interests and views, and vote at League meetings as CMB executive representative or arrange for a delegate to attend and fulfill these duties
- j. Coordinate diamond bookings for scheduled home games with CDR, and provide diamond schedule to teams.
- k. Prepare and submit written annual report for the AGM and verbal report for the Semi-Annual general meeting.
- l. Recruit assistance from the membership with the above duties as needed and assist with other responsibilities as designated by the executive.

UMPIRE REPRESENTATIVE:

- a. Promotion of CMB, its mission statement and philosophy.
- b. Attend executive meetings and present a verbal report.
- c. Coordinate umpires for scheduled home games and provide umpire contacts for team managers to facilitate any individual team rescheduling.
- d. Ensure umpires have information required for reimbursement of services, and work with the league umpire-in-chief regarding any issues or changes required.
- e. Recruit assistance from the membership with the above duties as needed and assist with other responsibilities as designated by the executive.

EQUIPMENT COORDINATOR:

- a. Promote CMB, its mission statement and philosophy.
- b. Attend executive meetings and present a verbal report.
- c. Maintain and update an itemized list of all CMB equipment.
- d. Distribute and collect all equipment pre and post season.
- e. Ensure repair and/or replacement of damaged equipment prior to the following season, and purchase new equipment subject to executive approval.
- f. Properly identify all equipment bags including itemized list of contents.
- g. Prepare a current equipment wish list.
- h. Prepare and submit an equipment budget to enable purchases by year end, in addition to a yearly written report for the AGM and a verbal report for the Semi-Annual general meeting.
- i. Recruit assistance from the membership with the above duties as needed and assist with other responsibilities as designated by the executive.

UNIFORM COORDINATOR:

- a. Promote CMB, its mission statement and philosophy.
- b. Attend executive meetings and present a verbal report.
- c. Maintain and update an itemized list of all CMB uniforms.
- d. Distribute and collect all uniforms pre and post season.

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- e. Ensure repair of damaged uniforms prior to the following season where feasible, or purchase new uniforms subject to executive approval.
- f. Provide a report of players whose uniforms have not been returned by the bond cash date stated at registration to the Registrar to enable cashing of uniform bond cheques.
- g. Prepare and submit a uniform budget to enable purchases by year end, in addition to a yearly written report for the AGM and a verbal report for the Semi-Annual general meeting.
- h. Recruit assistance from the membership with the above duties as needed and assist with other responsibilities as designated by the executive.

FACILITIES AND SKILLS DEVELOPMENT COORDINATOR:

- a. Promote CMB, its mission statement and philosophy.
- b. Organize / reserve appropriate facilities for clinics and practices.
- c. Liaise with CDR any facility issue or maintenance request.
- d. Provide CDR-with Minor Ball allocations of facility use for appropriate age division play when direction is requested.
- e. Act as representative of CMB on any facility development in the community impacting or involving CMB.
- f. Organize umpire, coaching, and players' clinics.
- g. Present a verbal report for the AGM.
- h. Recruit assistance from the membership with the above duties as needed and assist with other responsibilities as designated by the executive.

Grass Roots Program – Rally Cap & Grand Slam Coordinator

- a. Create equal teams using League tool box and communicate to parents and Baseball MB for distribution of supplies for teams.
- b. Recruit coaches as required for teams created and inform of any league requirements for coaching.
- c. Preparation of schedule and book diamonds (Takvam road) through CDR
- d. Recruit assistance from the membership with the above duties as needed and assist with other responsibilities as designated by the executive.