

Baseball Dieppe Inc

CONSTITUTION

1. NAME

- 1.1. The name of the organization is “**Baseball Dieppe Inc**”. In the text that follows the “Association” will refer to **Baseball Dieppe Inc**.

2. AFFILIATION

- 2.1. The Association will be affiliated to the New Brunswick Federation of Amateur Baseball, also referred to as Baseball New-Brunswick.

3. JURISDICTION

- 3.1. The geographical boundary of the Association is the Greater Municipality of Dieppe.
- 3.2. The Association must respect the boundaries established by the New Brunswick Federation of Amateur Baseball.

4. OBJECTIVES OF THE ASSOCIATION

- 4.1. Promote and encourage the game of baseball in a spirit of enjoyment.
- 4.2. Organize teams and leagues for every level of baseball, where a sufficient number of players and/or instructors are available.
- 4.3. Define the criteria for registration of players, teams and leagues.
- 4.4. Direct, control and govern the game of baseball at all levels.
- 4.5. Organize and supervise all the tournaments at all levels in its jurisdiction.
- 4.6. Ensure that the rules and regulations of the game of baseball are promoted by all teams and leagues.
- 4.7. Maintain a code of conduct among players, instructors, umpires and teams.
- 4.8. Ensure the application of discipline and sanctions in cases of misconduct or infractions of the regulations of the game of baseball and of the Association.
- 4.9. Provide the opportunity for instructors and umpires to improve their skills and knowledge of the game of baseball by means of clinics, information and the Instructor / Umpires Certification Program of New-Brunswick.
- 4.10. Promote and encourage the development of athletes who possess superior abilities with the game of baseball.

5. Directors

- 5.1. Any individual can become a member of the **Board of Directors** of the Association, provided the following conditions are met:
 - 5.1.1. The individual must become involved in the administration of minor baseball in Dieppe.
 - 5.1.2. The individual is in good standing with the Association.
 - 5.1.3. The individual accepts to provide his/her services on a purely voluntary basis.
 - 5.1.4. The individual conforms to the Constitution of the Association.
 - 5.1.5. The individual accepts and respects the decisions taken by the executive.

- 5.2. The nomination of a member of the executive can be presented in writing to the **secretary** of the Association prior to the Annual General Meeting. The Association will also respect nominations from the floor at the Annual General Meeting.
- 5.3. The resignation of a member of the executive must be made in written form, indicating the reasons for this decision.

Article 6 Board of Directors

6.1 The Board of Directors of the Association will be comprised of a President, a Vice-President of Operations, a Vice-President of Logistics, Vice President of Finance, a Secretary, 7 Directors and a Director of officials.

6.2 The President:

- Elected every even year at the Annual General Meeting for a term of 2 years.
- Responsible for the supervision and administration of the affairs of the Association
- Ensures that all the policies and actions approved by the members of the executive are properly administered.
- Responsible for communications with our external partners
- Responsible of coordinating our coaches' development programs and selection process for levels he will not have a child playing in.
- Will be a signing authority of the Association

6.3 The Vice President of Operations:

- Elected every year at the Annual General Meeting for a term of 1 year.
- Replaces the President when the President is absent temporarily or permanently
- Responsible for the daily operations of field bookings
- Assist in Coordinating sponsorship opportunities identified by the executive
- With the president will be responsible for the relations and communications with our external partners.
- Will be a signing authority of the Association

6.4 The Vice President of Logistics and Development:

- Elected every year at the Annual General Meeting for a term of 1 year.
- Responsible of managing our equipment inventory and purchases.
- Responsible in identifying and monitoring the equipment needs for all of our teams.
- Responsible to coordinate our Winter ball program
- Responsible to assist in coordinating our coaches' development programs and selection process for levels he will not have a child playing in.

6.5 The Vice President of Finance

- Elected every year at the Annual General Meeting for a term of 1 year.
- Responsible for all tasks identified in Article 7 pertaining to his role.
- Responsible for the Canteen management and for our summer student.
- Will be a signing authority of the Association
- Assist in Coordinating sponsorship opportunities identified by the executive

6.6 The Secretary:

- Elected every year at the Annual General Meeting for a term of 1 year.

- Responsible for the agenda and minutes of all meetings preferably in both languages
- Responsible for data entry of registrations
- Responsible to complete all BNB forms
- Responsible for communications with stakeholders

6.7 Directors (7):

- Responsible to coordinate the activities of a division assigned by the president
- Responsible to make sure teams have proper resources for coaches
- Responsible to coordinate the annual tournament for the division assigned
- Responsible for communications amongst the division
- Be the mediator when scheduling conflicts arise
- 1 executive member will also coordinate the updates of the website
- 1 executive member will help the VP Finance with the management of the canteen activities and our summer student
- 1 executive member will assist the VP logistics and development with the inventory managing
- 1 executive member will assist the secretary with the translation of all official documents and communications

6.8 Director of Officials:

- Responsible to recruit officials to umpire games within our association
- Responsible to schedule officials for all games and tournament hosted by the association

6.9 All substitutes for an absent member of the executive must be designated by the absentee and approved by two of the immediate executive.

6.10. The executive may designate a Technical Advisor who is invited to attend all meetings but who does not have a vote. His responsibilities are to advise the Association on matters relating to the organizing and playing the game of baseball.

FINANCES

- 7.1 The **Vice President of Finance** answers directly to the President.
- 7.2 The **Vice President of Finance** receives all the funds obtained by or for the Association.
- 7.3 The **Vice President of Finance** is responsible for setting up an account with a local bank or other similar financial institution in the name of the **Baseball Dieppe Inc** and to maintain the bookkeeping transactions of the Association.
- 7.4 Cheque authorizing privileges are limited to the **Vice President of Finance**, the President and the **Vice President of Operations**. All cheques must be co-signed by two of the three signing officers.

- 7.5 The **Vice President of Finance** is responsible for preparing the annual financial statements of the Association for the Annual General Meeting.
- 7.6 The financial statements of the Association can be obtained given a reasonable delay by any member of the executive of the Association by submitting a written request judged relevant by the immediate executive.
- 7.7 The Association will include in future budgets the amount of \$1500 per year for teams that would win the provincial championships in order to help them out with expenses at the Atlantics or Nationals tournament. If nobody from our association makes it to the Atlantics or Nationals during that budget year, these funds will carry and accumulate for the following years up to a maximum of \$4500.
- 7.8 Fund-raising activities are to be presented to and approved by the **Board of Directors** prior to such activities taking place. The provincial teams will abide by the decision of the executive.
- 7.9 Any travelling expenses incurred by the provincial teams will be funded by the team with funds from their fund-raising activities.
- 7.10 The Association will provide equipment for the provincial teams at the same quality it does for the house-league teams, as well as provide playing fields for both games and practices. The provincial registration fees will be funded by the Association. Certified umpires will be made available for regularly scheduled games and for play-offs.
- 7.11 Provincial team matters are presented to the **Board of Directors** through the Representative of the division concerned.

8.0 ANNUAL GENERAL MEETING

- 8.1 The Annual General Meeting will be held on the first Tuesday of the month of November at a location and time to be determined by the President.
- 8.2 The Annual General Meeting can be cancelled for a period of fourteen consecutive days.
- 8.3 The agenda of the Annual General Meeting must include the following:
 - 8.3.1 The minutes of the last Annual General Meeting.
 - 8.3.2 Amendments to the minutes of the last executive meeting.
 - 8.3.3 The President's report.
 - 8.3.4 **The Vice President of Finance report.**
 - 8.3.5 Reports from the Divisional Representatives.
 - 8.3.6 The report of the various committees.
 - 8.3.7 Reading the pertinent correspondence.
 - 8.3.8 Notice of motions.
 - 8.3.9 Other business affairs.
 - 8.3.10 **Election of Directors for the Board of Directors.**
 - 8.3.11 New business.
 - 8.3.12 Adjournment.
- 8.4 Voting Rights
 - 8.4.1 The election of Directors will be held at the Annual General Meeting. All persons residing in the jurisdiction of the Association present at the Annual General Meeting are deemed eligible for the offices of President, **Vice-President of Operations, Vice President of Logistics and Development, Vice President of Finance, Secretary, Directors and Director of Officials.**
 - 8.4.2 All individuals residing in the jurisdiction of the Association and/or volunteers of the Association aged 18 years and over present at the Annual General meeting have a vote on the election of officers.

- 8.4.3 Election of **Directors** is done by secret ballot.
- 8.4.4 Three persons will be appointed by the President to be responsible for counting the votes at the time of the balloting. One will serve as the President of Elections and the two others will serve as scrutinizers. The President of Elections will then announce the winner of the ballot but not the actual vote count.
- 8.4.5 A simple majority is sufficient to be declared elected.

9.0 MEETINGS OF THE **Board of Directors**

- 9.1 The President presides over all meetings.
- 9.2 The presence of fifty percent plus one of the members of the **Board of Directors** constitutes a quorum. The President or the President's own designated representative must be one of these members.
- 9.3 A special meeting can be called on request by three members of the executive.
- 9.4 All votes are public unless a request for a secret vote is desired by at least two members of the executive present at the meeting.
- 9.5 Each member of the **Board of Directors** except the president can cast one ballot only on each issue on the agenda.
- 9.6 The President only votes to break a tie vote on any issue on the agenda before the executive. His vote resolves the issue.
- 9.7 Issues are placed on the agenda via proposals submitted to and approved by the immediate **Board of Directors**, comprised of the **President, Vice-President of Operations, Vice-president of Finance**.
- 9.8 A simple majority count is sufficient to settle all issues.
- 9.9 The **Board of Directors** must meet at least once during the year, no later than the 31st day of March preceding the summer baseball season, and at least once a month during the summer baseball season.
- 9.10 The President can call other meetings at his discretion.
- 9.11 The President assigns members of the **Board of Directors** to the various committees deemed necessary for the good functioning of the Association.
- 9.12 The President assumes the responsibility of ensuring that the **Board of Directors** accomplish their assigned tasks.
- 9.13 A list of all members of the **Board of Directors**, their function, their addresses and telephone numbers is prepared by the **Secretary** and distributed to each member of the executive.
- 9.14 The executive shall conduct its annual meeting prior to the Annual General Meeting.

10.0 RULES AND REGULATIONS

- 10.1 The rules and regulations of baseball for each division are determined in consultation with the Technical Advisor, Representative and instructors of the division. Attached are the latest rules and regulations for each division. The rules and regulations remain in force until changes deemed necessary for the better development of the players and the game are approved as above. After the second week of the season any changes must be approved by the executive.
- 10.2 The Association is free to define the eligibility criteria of players, teams and instructors. The executive has the right to refuse or dismiss from their functions any person whose actions are judged detrimental to the good functioning of the Association or the playing of the game of baseball within the Association.

11.0 CONFLICTS, PROTESTS AND DISCIPLINE

- 11.1 The **Board of Directors** is responsible to appoint a Disciplinary Committee for resolving all conflicts, protests and disciplinary problems.
- 11.2 The individuals directly involved in the problem have a right to present their case during the investigation.
- 11.3 All actions, sanctions, penalties and suspensions imposed by the Disciplinary Committee must be adhered to by the officers, players and instructors.

12.0 AMENDMENTS

- 12.1 All notices of motion to amend the Constitution must be submitted in writing to the **Secretary**. He or she must provide a copy of the amendments to each member of the executive at least seven days before the annual meeting.
- 12.2 Notices of motions to amend are submitted for consideration at the annual meeting of the **Board of Directors**.
- 12.3 All amendments to the Constitution must be accepted by a two-thirds majority vote of the **Board of Directors**.

13.0 REGISTRATION

- 13.1 All players must fill a registration form to become eligible to play baseball in the Association.
- 13.2 A player cannot register to play in two minor baseball associations during the same season.
- 13.3 All players must register in the age group defined in article 13.4. All exections must be approved by a simple majority vote of the executive.
- 13.4 The age groups are defined below:
 - 13.4.1 BLASTBALL: Players aged 4 having reached that age prior to January 1st of the current baseball season.
 - 13.4.2 T-BALL: Players aged 5 and 6 having reached that age prior to January 1st of the current baseball season.
 - 13.4.3 5-PITCH: Players aged 7 and 8 having reached that age prior to January 1st of the current baseball season.
 - 13.4.4 MOSQUITO: Players aged 9 and 10 having reached that age prior to January 1st of the current baseball season.
 - 13.4.5 PEEWEE: Players aged 11 and 12 having reached that age prior to January 1st of the current baseball season.
 - 13.4.6 BANTAM: Players aged 13 and 14 having reached that age prior to January 1st of the current baseball season.
 - 13.4.7 MIDGET: Players aged 15, 16, and 17 having reached that age prior to January 1st of the current baseball season.

14.0 REGISTRATION FEES

- 14.1 Registration fees are established by the **Board of Directors**. The fees can be changed by a simple majority vote at the first meeting of the **Board of Directors**.
- 14.2 Late registration fees can be established by the **Board of Directors**. The fees can be changed by a simple majority vote at the first meeting of the **Board of Directors**.

15.0 LEAGUE PLAYOFFS

- 15.1 The playoff format for each division is determined by the representative of that division in consultation with the instructors.
- 15.2 If no agreement is reached as a result of this consultation, the Representative makes the final decision.

Last revision, DMMBA Annual General Meeting
December 12th, 2012