

DAUPHIN MINOR BASEBALL ASSOCIATION CONSTITUTION

Dauphin, Manitoba

Affiliated with

Baseball Manitoba • Baseball Canada • Parkland Minor Baseball Association

Adopted by the General Membership

Dated: October 26 Year: 2025

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Dauphin, Manitoba

ARTICLE 1 | NAME

- The name of the Association shall be known as Dauphin Minor Baseball Association (DMBA).

ARTICLE 2 | ASSOCIATION BOUNDARIES

- The boundaries of the DMBA shall encompass the boundaries of the City of Dauphin, Rural Municipality of Dauphin.

ARTICLE 3 | AFFILIATIONS

- DMBA will affiliate with and accept the Constitution and By-Laws of Baseball Manitoba, Baseball Canada and Parkland Minor Baseball Association (PMBA)

ARTICLE 4 | FISCAL YEAR

- The fiscal period of the Organization shall terminate on November 1st each year.

ARTICLE 5 | OBJECTIVES

The major objectives of DMBA are:

- To provide guidelines for the coordination and administration of minor ball programs throughout City of Dauphin and RM of Dauphin.
- To represent the interest of its members at Baseball Manitoba, and the Parkland Minor Ball Association.
- To represent the interests of its members with Agencies and Sports Federations of Municipal, Provincial, and Federal Governments.
- To organize and/or implement skill development programs for players, umpires, team coaches, and managers that provide a safe and structured environment.
- To schedule and administer games and tournaments for all registered DMBA players.
- To establish fees and administer all funds and securities of DMBA.
- To stress values, appreciation, and skills involved in baseball.
- To exercise general supervision and direction over the playing interests of its players, coaches, managers, and executives, with emphasis on good character, citizenship, and sportsmanship.

ARTICLE 6 | GOVERNMENT OF THE ASSOCIATION

- DMBA shall be governed by a Board of Directors, with a President, Executive, and Directors as outlined in the association By-Laws. The operations governed by the Board of Directors will be for the sole purpose of fulfilling the association's objectives.

ARTICLE 7 | MEETINGS

- DMBA will host an Annual General Meeting (AGM) prior to November 1st of every year. The purpose of the AGM will be to: elect Board of Directors, review the organizational financial statements, and review and vote on proposed constitutional document changes. The AGM meeting will be communicated by email to last year's registrants, along with social media.
- Monthly Executive meetings will be held starting in January of the current season and will continue until April or once the season has commenced. Monthly board meetings will be communicated by text or email, and an agenda will be provided prior to the meeting date if applicable. An emergency or special board meeting may be called at any time by the President or Vice-President by giving 24 hours' notice to all Board Members.
- Questions arising at any meeting shall be decided by a majority of votes. In the case of an equality of votes, the chairperson shall call a second vote. If the second vote also results in equality, the resolution may be lost or decided upon by the chair.
- Every member shall be entitled to one vote at general meetings; no voting proxy will be permitted.
- Voting majority will be determined by the number of voting members present at the start of the meeting. A minimum of 4 voting members is required to pass any proposed motions or changes. The President is the deciding vote and is not allowed to vote unless a vote is tied or contested. Any motions require a mover and seconder; discussion is monitored by the chair.

ARTICLE 8 | AMENDMENTS TO THE CONSTITUTION

- Amendments to the Constitution of DMBA can only be proposed and voted on by the General Membership at an Annual General Meeting. The passing of an amendment can only be made with a majority vote of the members attending the AGM. Proposed amendment(s) must be received by DMBA no later than 14 days prior to the Annual General Meeting date. An amendment form can be requested by contacting the association.
- The Board may amend the constitution without notice if a minimum of a majority of board positions are present and a majority vote is achieved, but only when an unforeseen circumstance arises.

ARTICLE 9 | MEMBERSHIP DEFINITION AND PROVISIONS

Each member carries one vote. Membership refers to:

- The parent(s) and/or guardian(s) listed on the registration system or form of registered players. A player is considered registered upon completion of the DMBA registration form or online portal. This membership will be valid until the next registration.
- All registered coaches and managers with the association.
- All persons holding a position on the Association Board of Directors.

Additional Membership Provisions

- Any member may resign from the Organization in writing or email; the resignation becomes effective upon acceptance by the Board of Directors.
- A member may be expelled from the Organization if they are found to be delinquent in their fees, or who fail to abide by the Constitution set out by DMBA and any governing bodies that DMBA is affiliated with. No member shall be expelled without being notified of the charge or complaint against them and without first having been given the opportunity of being heard by the Board of Directors at a meeting called for that purpose.

ARTICLE 10 | BOARD OF DIRECTORS

A Board of Directors shall manage the affairs of the Organization. The Board shall consist of the following positions:

1. President
 2. Vice-President
 3. Secretary
 4. Treasurer
 5. Registrar – if applicable
 6. Additional Directors (up to a maximum of ten Directors in total)
- Each Director has one vote; a majority of Directors shall constitute quorum. A member shall hold more than one board position only when necessary; every effort should be made to maintain a complete board.
 - Each Director shall be, at the time of their election and throughout their term, a member of the Organization in good standing.
 - No Director may be an employee of the Organization.
 - A Director does not need to have a child registered in that current year or any year to be a director/member.
 - Directors shall be elected at the Annual General Meeting and shall hold office for 2 years unless they are removed. The election may be a show of hands unless a ballot is requested.
 - Executive officer positions will be staggered: President and Treasurer will vacate in even-numbered years; Vice-President and Secretary will vacate in odd-numbered years, on a 2-year rotation.
 - The members may, by resolution passed by majority of the votes cast at a general meeting (with prior notice specifying the intention), remove any Director before the expiration of their term, and may elect any other qualified member for the remainder of the term.
 - If any Director resigns by written notice accepted at a regular Board meeting, or without reasonable excuse, absents themselves from three or more consecutive regular Board meetings, or is suspended or expelled, the Board shall declare the office vacated and may appoint a successor to hold office until the next Annual General Meeting.
 - The Board shall ensure that one member chairs meetings, that funds are accounted for, and that minutes of meetings are maintained.
 - All Directors shall volunteer or be appointed to be responsible for the portfolio of committees required to meet the objectives of the Organization. Committees may include, but are not limited to: Equipment, Fundraising/Sponsorship, Discipline, Coach Selection, and Volunteer Management.
 - No Director shall take part in the discussion of, or vote on, any issue where they are involved as a parent or stand to gain personally. A Director in this instance must leave the meeting until the matter is

settled. Any Director who believes a conflict of interest exists regarding a fellow Director shall raise this as a question for the group to decide.

- All decisions made on a dispute by the Board of DMBA are final.

ARTICLE 11 | EXECUTIVE OFFICERS

- The Officers of the Organization shall be President, Vice-President, Secretary, and Treasurer.
- The Officers shall be voted into their respective positions at the Annual General Meeting.
- Officers shall hold offices for two years, or until their successors are appointed. Officer positions will be staggered as outlined in Article 10.

ARTICLE 12 | DUTIES OF EXECUTIVE – GUIDELINES

Note: The duties of executive officers listed below are guidelines and may be amended or changed as the season requires.

President

The President is the chief executive officer of the Organization. The President shall but not limited to:

- Preside at all meetings of the Organization and the Board of Directors.
- Have general and active management of the business of the Organization and see that all orders and resolutions of the Board are carried out.
- Serve as a non-voting member of all committees.
- Prepare and submit to the members at the Annual General Meeting a statement and report for the preceding year.
- Serve as the liaison between DMBA and other relevant organizations (Baseball Manitoba, PMBA, Dauphin Recreation Services, etc.).
- Determine the number of teams and the division of teams representing DMBA at each level, subject to Board approval. These decisions are made on a year-by-year basis in accordance with DMBA objectives.
- Ensure coaches have access to required training.

Vice-President

The Vice-President shall but not limited to:

- Act in the absence or disability of the President, exercising all powers of the President.
- Ensure that DMBA is running in accordance with DMBA objectives.
- Support all other board members when needed.
- Ensure coaches have access to required training and receive said training.
- If both President and Vice-President are absent, their powers and duties shall be delegated to a chairperson appointed by the Board.

Secretary

The Secretary shall but not limited to:

- Attend all sessions of the board and all meetings of the members, acting as clerk, recording all votes and minutes.

- Provide all meeting minutes to the President as soon as possible; the President will disperse minutes to appropriate sources.
- Work with the President to develop a schedule that fits all DMBA practice needs, including the use of the hockey rink pre-season for indoor practices.
- Work with the President to provide and collect the league schedule from every team 11U and up involved in DMBA once confirmation of league scheduling is complete in April.
- Perform such other duties as may be prescribed by the Board of Directors.

Treasurer

The Treasurer shall but not limited to:

- Preside over the management of all funds and ensure full and accurate accounts of deposits, receipts, and disbursements.
- Maintain accounts in the name of the President, Vice-President, and Treasurer.
- Provide a financial report at the request of the President at any given board meeting and ensure the annual financial report is completed for the Annual General Meeting.
- Serve as a designated signing officer of the Organization.
- Keep an inventory of all equipment purchased by DMBA, hand out and collect equipment each year, and oversee the purchase of any new jerseys.
- Ensure payment of umpires.
- Ensure all expenses have an invoice.

Registrar

The Registrar shall but not limited to:

- Keep records of all registrations within DMBA.
- Collect proof-of-age documents for players.
- Review rosters submitted by coaches and forward said rosters to PMBA.
- Follow up on any roster issues with PMBA or Baseball Manitoba.
- This role may be filled by another executive or board member.

Succession of Officers

In cases of death, resignation, retirement, or removal from office, all books, papers, vouchers, money, and other property in the person's possession belonging to the Organization shall be delivered to the Board of Directors within a reasonable timeframe as determined by the Board.

ARTICLE 13 | SIGNATURE AND CERTIFICATION OF DOCUMENTS

- Contracts, documents, or other instruments in writing requiring a signature of the Organization shall be signed by any two of the following: President, Vice-President, or Treasurer. All such documents shall be binding upon the Organization without further authorization.
- The Directors have the power to appoint an officer or officers to sign contracts, documents, and instruments in writing on behalf of the Organization.

ARTICLE 14 | FINANCES

- All funds earned by DMBA shall be credited to the DMBA account.

- All expenses must have an invoice or receipt.
- Bank signing officers shall be any two of the following: Treasurer, Vice-President, or President.
- No equipment will be purchased without the approval of 2 or more of the signing authorities.

ARTICLE 15 | BOOKS AND RECORDS

- The books and records of the Organization shall be open to inspection by members of the Organization at all reasonable times and upon reasonable notice to the Organization.

ARTICLE 16 | WINDING UP

- It is the unalterable provision of this by-law that members of this Organization shall have no interest in the property and assets of the Organization; and that upon dissolution or winding up, any funds and assets remaining after satisfaction of debts and liabilities shall be handed to Dauphin Recreation Services, Dauphin, MB, to be used for facility enhancement at Vermillion Sportsplex, Dauphin, MB.

ARTICLE 17 | REGISTRATION

- The registration dates on the registration forms and online portal are final, as teams and registration must be completed by a date set by DMBA in accordance with PMBA and Baseball Manitoba. Exceptions may be considered by the Board on a case-by-case basis (e.g., a new family moves to the area, a neighboring community does not have enough players to field a team or DMBA needs to fill teams).
- After the final registration date, the Board, along with the President, will decide on the number of teams and their division, subject to Board approval. All decisions are made in accordance with DMBA objectives and on a year-by-year basis.
- All members must pay the designated fees to the association in a timely manner. A “no pay, no play” policy will be implemented each season with a cutoff date for payment due to insurance purposes and fairness to those who have already confirmed payment. The only exception will be if a third-party payment is requested, which must be confirmed with the registrar/board first.
- A refund policy is in place every year with dates for pro-rated amounts.

ARTICLE 18 | TEAM INFORMATION AND SELECTION PROCESS

- DMBA will provide a stipend of \$200 for each team 9U and up to use for regionals and any tournaments they wish to attend. Any amount above \$200 will be the responsibility of the team. If a team chooses to charge additional fees for in-season expenses (e.g., tournament fees), this is that team’s responsibility and DMBA does not take responsibility for any additional funds collected. The regionals fee will be waived if DMBA is hosting that division. This stipend can be used all at once or spread across multiple tournaments. Send confirmation or receipt to dmbabaseball@gmail.com. DMBA will keep track of the running total.

- 11U and up players will be evaluated in pre-season by evaluators from other age divisions or external sources and will be ranked by said evaluator. Head Coaches will choose teams based on those rankings. We strive to have fair and equal teams to provide the best possible playing experience for each team and player. A board representative will be overseeing the selection of all teams.
- Rally Cap and 9U teams will be organized by members of the board and grouped into teams. We strive to provide fair and even teams to the best of our ability.

ARTICLE 19 | COACH INFORMATION AND SELECTION PROCESS

- Coaches are strictly volunteers and will be selected for each team individually through the online registration portal.
- If more than one person has registered for a coaching position, an application process will be provided by DMBA, and the coach will be chosen by the Board at the next available meeting, or an emergency meeting will be called by the President. If a member of the board has registered for a position that has multiple applicants, they will be asked to leave the meeting and all remaining board members will vote except for the President. President will be the deciding vote if there is a tie.
- Coaches may register for a coaching position on Ramp when registration is open for that current year, which is usually in January or February and Head Coaches will need to be in place before the Spring AGM PMBA meeting usually in April.
- Confirmed Head coaches may choose only 1 assistant coach prior to team selection. Once team is selected, then they can pick additional assistants from the team that were made.
- All teams should hold a pre-season meeting to set out guidelines for the upcoming season in accordance with DMBA objectives. DMBA understands that flexibility at the coach level is important; however, it is the coach's responsibility to adhere to the DMBA constitution and objectives.
- DMBA will contact all coaches to hold an in-person meeting after all registrations are closed, to review all necessary information for the season.
- DMBA pays for the following courses listed on the Baseball Manitoba certification list, except AAA/AA rep teams or elite clinics: *Coach Initiation in Sport and My First Pitch (online)*. Any certification that is above and beyond will be the responsibility of the member. Send invoice or receipt to dmbabaseball@gmail.com along with your preferred reimbursement method (e-transfer or cheque). Reimbursement will be processed at the end of the year once all coaching obligations are met and payment confirmation is submitted.

ARTICLE 20 | ETHICS, CODE OF CONDUCT AND DISCIPLINE POLICIES

- DMBA strives to provide all members with a safe and positive place to play. We support equal opportunity with an environment where all members are treated with respect.
- DMBA will have the power to suspend or discipline any coach, manager, team official, player, parent, or spectator connected with any team in accordance with Baseball Mb Code of Conduct and Ethics Policy.
- DMBA has no tolerance for any disrespectful or rude behavior to any member of our organization which will include but not limited to parents, coaches, managers, players and officials
- Any DMBA board member is to be notified of any issue or concern prior to any action taken by the concerned party or party in question. DMBA will take all reasonable steps to rectify the situation and if required can be referred to Baseball MB to help in the resolution of the problem.
- Any player, coach, or fan engaging in excessive verbal or physical harassment toward an umpire is subject to ejection at the umpire's discretion. Umpires may issue a warning prior to ejection. If ejected

individual fails to comply and leave the game area, the umpire may require the coaches to remove that individual

- Any player or team official who uses racial, ethnic or gender slurs shall be ejected immediately without warning. The offending must submit a written apology to the opposing team, with copies forwarded to the respective league office and Baseball Manitoba. Failure to submit will result in Baseball MB becoming involved as per their policies.
 - All ejections are subject to review by the Umpire-In-Chief, who reserves the right to impose further disciplinary action in accordance with Baseball Manitoba policies.
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