

MORDEN MINOR BALL ASSOCIATION CONSTITUTIONS

ARTICLE 1: NAME

The name of the organization shall be known as the Morden Minor Ball Association, hereafter referred to as the MMBA. MMBA shall consist of Morden Minor Baseball and Morden Minor Softball, hereafter referred to as MMB and MMS, respectively.

ARTICLE 2: MISSION STATEMENT

To provide an opportunity for all youth in Morden and the surrounding area to play baseball and/or softball in a safe, respectful, affordable, and enjoyable environment.

ARTICLE 3: PHILOSOPHY

MMBA believes in:

1. The need for skill development at all ages and ability levels.
2. Promoting enjoyment of Baseball and Softball and facilitating this by development of confidence in each player.
3. Equal opportunity for all to participate.
4. Promoting and developing sportsmanship, a sense of fair play, and respect for oneself, teammates, opposition, and authority.
5. The organization's responsibility to govern and organize a system that will provide a safe environment for all players.
6. Organizational accountability to its membership and players.
7. Education of coaches to provide qualified team leadership.

ARTICLE 4: MEMBERSHIP

The association membership includes the following:

1. Parents and guardians of registered players.
2. Coaches and managers of all teams within MMBA.
3. Executive members.
4. Life members.
5. Past presidents.

ARTICLE 5: EXECUTIVE OFFICES

A) The executive shall consist of a minimum of 12 and a maximum of 20 members. Executive offices shall include the president, MMB Vice-President, MMS Vice-President, Secretary, Treasurer, and immediate past president. Other executive members shall serve as committee chairpersons as required.

B) Members of the executive shall be elected at each Annual General Meeting for a period of two years.

C) The appointment of the executive officers and committee chairpersons shall be made within the executive at its first regular meeting.

ARTICLE 6: AMENDMENTS TO THE CONSTITUTION

Any and all amendments to the constitution of the MMBA shall only be made at the Semi-annual or 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. The seven-day notice period

will be waived provided the proposed amendment(s) receives unanimous approval of the members in attendance.

MORDEN MINOR BALL ASSOCIATION - BYLAWS

BYLAW 1: EXECUTIVE OFFICERS' DUTIES

The executive of the MMBA shall have authority to complete 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 the association.
3. Fill any vacancy which might occur in its membership between AGM.
4. Revise, add or delete executive or committee member's duties as required.

BYLAW 2: MEETINGS

1. The Annual General Meeting of MMBA shall be held prior to the end of September and a Semi-Annual General meeting shall be held prior to the end of March.
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 quorum for executive meetings shall consist of more than half of its members.
- The president shall call a minimum of monthly executive meetings during the March - June preseason and playing season.

4. At the request of a minimum of three executive members, the President shall call a special meeting. no subject shall be discussed or considered at a special meeting except that specified in the notice.

BYLAW 3: VOTING

1. MMBA membership, as listed in Article 4, shall be eligible to vote at any general meeting.
2. There shall be no proxy votes.
3. Each eligible person attending the general meeting shall have one vote.

BYLAW 4: ELECTION OF EXECUTIVE AND COMMITTEE CHAIRPERSONS

1. A slate of candidates may be presented at the AGM by a nomination committee and/or nominations may be accepted from the floor.
2. Voting shall be by show of hands, ballot, or of electronic means where a reliable summary of votes can be expected
3. Candidates receiving the greatest number of votes shall be declared elected.
4. In the event of a tie vote, a second vote shall be taken involving those candidates who were tied.
5. In the event of a second tie vote, the nomination committee has the right to declare a winner.
6. Ballots shall be destroyed following the voting tallying process.

BYLAW 5: LIFE MEMBERSHIP

Life membership is the highest honor that can be bestowed by the MMBA and should be awarded only for distinctive service. Life members may be nominated by the executive or the membership and elected at the AGM by a two-thirds majority of the voting membership present. Life membership will be recorded.

BYLAW 6: SPECIFIC DUTIES OF EXECUTIVE OFFICERS

1. **President:** Expectations of the president include the following:

- Preside as chairperson at all general and executive meetings.
- Develop agendas for all general and executive meetings.
- Act as a signing officer of the MMBA if required.
- Exercise the powers of the executive in case of emergency.
- Suspend teams, players, coaches, or executive members subject to ratification of the executive at the next meeting.
- Present written and/or verbal reports at the general meetings

2. **Vice President (MMB & MMS):** The Vice President's duties shall include the following:

- Promotion of the MMBA, its mission statement and philosophy.
- Attendance at all executive meetings.
- Presentation of verbal reports at executive meetings.
- Represent MMBA at league meetings to which MMBA is a part of as required
- Fill the roles and responsibilities of the President in their absence
- May assume other duties as designated by the Executive
- Represent MMBA at Manitoba Softball Associations and Manitoba Baseball Association meetings and exercise voting privileges. If unable to attend, shall ensure that another executive or committee member is present to represent MMBA interests.

3. **Secretary:** The secretary's duties shall include the following:

- Keep an accurate record of the proceedings of the general and executive meetings and circulate these to executive and committee members.
- Notify executive members of the time and place of meetings.
- Provide notice of AGM, Semi-Annual General meetings and registration a minimum of two weeks prior to the event.
- Assist with other responsibilities or duties as designated by the executive.

4. **Treasurer:** The treasurer's duties shall include the following:

- Keep a written, accurate record of all money received and disbursed.
- Act as a signing officer of the MMBA.
- Prepare an annual budget proposal for presentation to the executive.
- Present a report and duly audited statement of the operations of the association at each general meeting.
- Assist with other responsibilities or duties as designated by the executive.

5. **Committee Chairpersons:**

- Registration
- Coaching / Convenor – MMB, MMS
- Fundraising
- Equipment/Uniforms
- T/Toss Ball Convenor
- Umpire In Chief
- Development

Terms of reference for each committee chairperson outlined below.

COMMITTEE CHAIRPERSONS TERM OF REFERENCE

1. REGISTRATION:

- Promotion of the MMBA, its mission statement and philosophy.
- Attendance at all executive meetings.
- Presentation of verbal reports at executive meetings.
- Organization of registration.
- Preparation of an appropriate registration form.
- Financial responsibility in cooperation with Treasurer.
- Preparation of submission of a written report for AGM and verbal report for Semi-Annual general meeting.
- Determination of appropriate registration fees in consultation with executive members.
- Ensure registration with affiliate leagues.
- Assist with other responsibilities as designated by the executive.

2.. COACHING / CONVENOR CHAIRPERSON(S) -MMB & MMS

- Promotion of the MMBA, it's mission statement, and philosophy.
- Attend all executive meetings.
- Presentation of a verbal report at executive meetings.
- Recruit coaches for all age categories applicable.
- Act as an observer/evaluator of coaches.
- Promote continuing education of coaches by informing all coaches of available clinics and organizing clinics when necessary.
- Preparation of league schedules (or ensuring the appropriate information is supplied to the leagues and those preparing the schedules).
- Attendance at league and association meetings to represent the interests of MMBA or arrange for the delegate to attend and fulfill these duties.
- Preparation and submission of written yearly report for the AGM and verbal report for the Semi-annual general meeting.
- Assist with other responsibilities as designated by the executive.

3. FUNDRAISING:

- Promotion of MMBA, its mission statement, and philosophy.
- Attending at executive meetings.
- Presentation of verbal reports for executive meetings.
- Generation of potential fundraising activities.
- Organization of fundraising activities and tasks pertaining to running the same.
- Organization sponsorship drives as required.
- Preparation and submission of a written year-end report for the AGM and a verbal report for the Semi-annual meeting.
- Assistance with other responsibilities as designated by the executive.

4. EQUIPMENT/UNIFORMS:

- Promotion of MMBA, its mission statement, and philosophy
- attendance at executive meetings.
- Presentation of verbal reports at executive meetings.
- Maintenance and updating itemized list of all MMBA equipment and uniforms.
- Distribution and collection of all equipment and uniforms pre and post season.
- Purchase of new equipment and uniforms subject to executive approval.
- Ensuring repair and/or replacement of damaged equipment prior to the following season.

- Proper identification of all equipment bags including itemized list of contents.
- Preparation of a current equipment wish list.
- Preparation and submission of an equipment budget in addition to a yearly written report for the AGM and a verbal report for the Semi-annual general meeting.
- Assistance with other responsibilities as designated by the executive.

5. T/TOSS BALL CONVENOR

- Promotion of MMBA, its mission statement, and philosophy
- attendance at executive meetings.
- Presentation of verbal reports at executive meetings.
- Organization of all participants into equal teams
- Arrange for coaching of each team
- Administer general coordination of T/Toss Ball activities
- Formation of T/Toss ball schedule
- Assistance with other responsibilities as designated by the executive.

6. UMPIRE IN CHIEF:

- Promotion of MMBA, its mission statement, and philosophy
- attendance at executive meetings.
- Presentation of verbal reports at executive meetings.
- Oversee the appointment of properly qualified umpires for all regular, exhibition and playoff games
- Responsible for proposing an umpire fee schedule to the Executive
- Serve as a point of contact for managers in the event an umpire is absent from an assigned game
- Oversee a record of each games umpires
- Shall have the authority to suspend or dismiss an umpire deemed incompetent or unsuitable.
- Assistance with other responsibilities as designated by the executive.

7. DEVELOPMENT:

- Promotion of MMBA, its mission statement, and philosophy
- attendance at executive meetings.
- Presentation of verbal reports at executive meetings.
- Shall ensure MMBA development programs align with development principles of Baseball Manitoba
- Shall adopt a player-centered approach to development and not approach the development of all players the same way.
- Review association development priorities on an annual basis and report to the executive on any changes in direction.
- Assistance with other responsibilities as designated by the executive.

Reviewed and revised October 2023