

# **Constitution and Bylaws**

**Riverview Minor Baseball Association (2016) Inc.**



**Adopted March 12, 2025**

### Review & Revision Log

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**Constitution and Bylaws  
Riverview Minor Baseball Association (2016) Inc.**

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**Article -1-**  
**Objectives of the Association**

To foster, encourage, support and improve all aspects of organized minor baseball within the Riverview Minor Baseball Association (2016) Inc.'s ("Association") geographic boundaries by:

- a) Organizing and financing minor baseball for all members through registration fees, sponsors, grants etc.
- b) Supporting the continuous development and instruction of players, coaches, umpires and volunteers as defined by Baseball New Brunswick ("BNB"), Baseball Canada ("BC") and in-house Association initiatives.
- c) Providing enjoyment, recreation and competition through organized programs which give due consideration to the capabilities of all members of the Association.
- d) Helping participants, through the above programs, develop and improve their personal life skills.
- e) Encouraging, supporting and teaching fair play and sportsmanship.
- f) Exercising general supervision and direction over players, teams, coaches, officials and volunteers in support of providing consistent and compliant program delivery.
- g) Conducting, controlling and managing fund raising activities which support program delivery for the teams, divisions and members.

**Article -2-**  
**Membership**

- 1) An active member shall be defined as any parent or guardian of a player on a registered Association team, a member of the Executive Committee, registered Team Officials, umpires registered with the Association or any person taking an approved and active volunteering role in the affairs and/or operation of the Association.
- 2) All members will be subject to the Constitution and any decisions and or directions of the Executive Committee.
- 3) The membership year will commence on November 1 and end on October 31 of the following year.

**Article -3-**  
**Meetings of Members**

- 1) An Annual General Meeting (“AGM”) of the Association members shall be held on such day in each year and at such place as the Executive Committee may by resolution determine no later than October 31st of each year. Notice of the date, time, place and purpose of the AGM shall be provided at least twenty (20) working days in advance of the said meeting.
- 2) All meetings of members shall be attended by the active members of the Association only. Active members (members of voting age eligible to vote provincially or nationally) and in good standing with the Association shall be eligible to vote. Each active member present at an AGM shall be entitled to one vote. Voting by a proxy shall not be allowed.
- 3) All meetings of members shall be chaired by the President or in his/her absence by the either Vice President. The chair shall vote on matters only in case of tie.
- 4) The order of business for the AGM shall be as follows:
  - a) Opening by the President
  - b) Reading and adoption of the previous minutes
  - c) Business arising from the minutes
  - d) President’s Report
  - e) Reports of Coordinators and Committees
  - f) Treasurer’s Report
  - g) New Business (submitted to the Secretary 7 days in advance)
  - h) Nomination Committee Report & Election of Executive Committee
  - i) Adjournment
- 5) No meeting shall deviate from the procedure set out above without consent of the majority of the active members present at the AGM.
- 6) If the agenda for the AGM has not been completed at one session, it shall be resumed and completed at a date agreed to by a majority of the members present.
- 7) A motion for adjournment can be entertained at any time during the meeting, provided, however that there is not an outstanding motion before the meeting.
- 8) When a vote is taken in any meeting of the Association, it shall be taken by a show of hands, provided, however, that any five active members present may request a vote to be taken by a written secret ballot. For the election of the Executive Committee, secret ballot shall be used.
- 9) The accidental omission to give notice of any meeting or the non-receipt of any notice by any active member or members shall not invalidate any resolution passed or any proceedings taken at any meeting.
- 10) At any AGM, all resolutions shall require a majority of the votes cast for such resolution to pass. An affirmative vote of at least two-thirds of the members present at the meeting shall be required to pass amendments to the Constitution.
- 11) In case of an equality of votes, whether on a show of hands or ballot, the Chairman of the meeting at which the show of hands takes place, or at which the ballot is demanded, shall be entitled to a casting vote.

- 12) At an AGM, the Constitution's Articles may only be amended by an extraordinary resolution of the active members and by a two-thirds majority.
- 13) Notice of an amendment proposal for an extraordinary resolution to be presented at the AGM shall be given in writing to the Secretary at least fourteen (14) days prior to the date of the meeting.

#### **Article -4-**

#### **Executive Committee Power and Authority**

- 1) The Executive Committee, subject to the Companies Act (New Brunswick) shall have the power and authority to:
  - a) Provide full and ultimate operational control of the affairs of the Association including amendments to the Constitution. The Constitution's Articles may only be amended by a two-thirds majority.
  - b) Determine answers and provide direction on all questions arising from items not addressed for in the Constitution.
  - c) Appoint non-elected, non-voting officers, committees and provide on-going supervision and direction to these persons to assist in the operation of the Association.
  - d) Determine all or any fees deemed necessary for the operation of the Association.
  - e) Conduct annual registrations for players in accordance with the Constitution.
  - f) Ensure the supervision and discipline of Team Officials, players, parents or guardians.
  - g) Determine, coordinate, lead and manage all monetary and logistical needs of the Association as outlined in this Constitution.



## **Article -5-**

### **Election of Executive Committee**

- 1) The Executive Committee shall appoint each year a Nomination Committee of three (3) active members to receive nominations for the members of the Executive Committee. Members of the Nominating Committee will be approved by the Executive Committee.
- 2) The Nomination Report presented by the Nomination Committee shall be placed before the AGM to be voted upon by the members.
- 3) The term of office of the Executive Committee shall be from the date of the meeting at which they are elected or appointed for a term of two (2) years, or until their successors are appointed. A person appointed by the Executive Committee to fill a vacancy on the said Executive Committee shall hold office until the AGM in the second year of their term.
- 4) The President shall be a member in good standing and have a minimum of two (2) years past-experience on the Executive Committee. In lieu of past-experience the Executive Committee may approve the member.
- 5) The Vice-Presidents shall be members in good standing and have a minimum of one (1) year past-experience on the Executive Committee. In lieu of past-experience the Executive Committee may approve the member.
- 6) The Treasurer must be a member in good standing and have appropriate accounting experience.
- 7) The Nomination Committee shall place before the AGM all nominations received to be voted upon by the members. All nominations must be submitted to the Nomination Committee seven (7) days prior to the AGM.
- 8) Election of the Executive Committee shall be by secret ballot unless the AGM decides otherwise, and the Secretary of the AGM shall appoint three (3) scrutinizers to count the votes of qualified voting members and report the results of the ballot.
- 9) The individuals nominated must be an active member of the Association and be present to accept their nomination and/or provide in writing his/her acceptance of the nomination.
- 10) The maximum term for the position of President shall be three (3) consecutive years. Should the President decide not to re-offer as President and move on to the position of Past President then nominations for the position of President shall be accepted by the Nomination Committee.
- 11) Members of the Executive Committee can serve a maximum of five (5) consecutive terms.

## **Article -6-**

### **Members of The Executive Committee**

- 1) The affairs of the Association shall be managed by the Executive Committee of eighteen (18) members maximum or seven (7) members minimum elected at the AGM.
- 2) The Executive Committee shall consist of seven (7) elected positions, forming the Board of Directors, and up to eleven (11) positions appointed by the Board of Directors. The following positions form the Board of Directors:

#### **President**

- Will be ex-officio a member of all committees.
- Will chair meetings of the Association and all committees.
- Will be the voice of the Association or appoint a member to represent the Association when required.
- Will be a cheque signing authority for the Association.  
Will only vote when there is a tie, thus casting the deciding vote.
- Will ensure the Board of Directors follows the By-Laws of the Association.
- Will ensure all committees are active and have adequate volunteer support.
- Will ensure the Association operates in a cost efficient and cost-effective manner.

#### **1st Vice President**

- Elected position
- Will attend Executive Committee meetings
- In the absence of the President the 1st Vice President will assume the role of President.
- In the event the President steps down or is removed from office the 1st Vice President will assume the role of President until an election of the Executive can be completed.
- Will be a cheque signing authority for the Association.

#### **2nd Vice President**

- Elected position
- Will attend Executive Committee meetings.
- In the absence of the 1st Vice President the 2nd Vice President will assume the role of 1st Vice President.

#### **Past President**

- Assumed position
- Will attend Executive Committee meetings.
- Will advise the Executive Committee as required.

#### **Secretary**

- Elected position
- Will attend Executive Committee meetings.
- Keep the correspondence and minutes of Executive Committee meetings.
- Distribute Executive Committee meeting minutes to all members of the Executive Committee as soon as practicable.

## Treasurer

- Elected position
- Attend Executive Committee meetings.
- Provide Association financial information as outlined in Article 9.
- Will be a cheque signing authority for the Association.

## President Elect

- Elected position
- Will attend Executive Committee meetings.
- Will assist the President in his/her duties.

Other Executive Committee positions may include:

## Rally Cap Coordinator

- Attend Executive Committee meetings.
- Appoint coaches and coordinate coach activities.
- Attend and assist with season start activities, recreational and competitive team tryouts.
- Must serve on at least one (1) committee annually during their tenure.

## 9U Coordinator

- Attend Executive Committee meetings.
- Appoint coaches and coordinate coach activities.
- Attend and assist with season start activities, recreational and competitive team tryouts.
- Must serve on at least one (1) committee annually during their tenure.

## 11U Coordinator

- Attend Executive Committee meetings.
- Appoint coaches and coordinate coach activities.
- Attend and assist with season start activities, recreational and competitive team tryouts.
- Must serve on at least one (1) committee annually during their tenure.

## 13U Coordinator

- Attend Executive Committee meetings.
- Appoint coaches and coordinate coach activities.
- Attend and assist with season start activities, recreational and competitive team tryouts.
- Must serve on at least one (1) committee annually during their tenure.

## 15U Coordinator

- Attend Executive Committee meetings.
- Appoint coaches and coordinate coach activities.
- Attend and assist with season start activities, recreational and competitive team tryouts.
- Must serve on at least one (1) committee annually during their tenure.

#### Girls Coordinator

- Attend Executive Committee meetings.
- Appoint coaches and coordinate coach activities.
- Attend and assist with season start activities, recreational and competitive team tryouts.
- Must serve on at least one (1) committee annually during their tenure.

#### Equipment Manager

- Attend Executive Committee meetings.
- Maintain equipment inventory.

#### Communications Manager

- Attend Executive Committee meetings.
- Manage website updates.
- Manage Association social media and private/public outreach and relations.

#### Field Coordinator

- Attend Executive Committee meetings.
- Prepare weekly field schedule and coordinate with Town to ensure fields are ready for play.
- Update website calendar with field bookings.
- Must serve on the Season Start/Finish & Competitive Tryouts Committee during their tenure.
- Must serve on the Tournament Planning Committee during their tenure.

#### Technical Director

- Attend Executive Committee meetings.
- Prepare & manage RMBA standard practice plans and development programs for recreational and competitive teams.
- Attend and assist with season start activities, recreational and competitive team tryouts.
- Must serve on the Training & Practice Standards Committee during their tenure.

#### Registrar

- Attend Executive Committee meetings.
- Manage registration/season start process.  
Handle Q&A with public for registration process.

- 3) The qualifications of a member of the Executive Committee shall be that he/she be an active member in good standing of the Association.
- 4) Executive Committee Members term of office shall be from the date of meeting at which they are elected or appointed for a term of two years, or until their successors are appointed.
- 5) Should a vacancy occur, the Executive Committee will appoint a replacement that will fill the vacancy until the next AGM of the active members.
- 6) The Executive Committee may appoint members to various working sub committees as needed including but not limited to: Season Start/Finish & Competitive Tryout Committee, Training & Practice Standards Committee, Coach Selection Committee, and Tournament & Event Planning Committee. A minimum of three (3) members are required to form each committee.

## **Article -7-**

### **Meetings of the Executive Committee**

- 1) The Executive Committee shall meet a minimum of three times during the membership year (November 1 to the end October 31 of the following year). Once (1) after registration, once (1) mid season and once (1) before the AGM. At these meetings the Committee will vote, determine, discuss, co-ordinate and review administrative business and operational matters that affect the ongoing functioning of the Association.
- 2) The Executive Committee shall appoint and direct other Committees as it sees fit, and any such Committees appointed may perform such duties and exercise such powers as delegated to it by the Executive Committee from time to time. An Executive Committee member shall be appointed to sit on these Committees.
- 3) The Executive Committee may permit the Chairs of these outside Committees to attend Executive Committee meetings in a non-voting capacity as it sees fit.
- 4) The President shall at the start of term, develop a meeting schedule for the Executive Committee meetings.
- 5) Additional Executive Committee meetings may be convened by the President or a Vice-President at any time, and the Secretary by direction of the Executive Committee.
- 6) A quorum of the Executive Committee shall be a majority (50% plus 1).
- 7) Motions arising at any meeting of the Executive Committee shall be decided by a majority of votes. In case of an equality of votes the Chairman shall have a deciding vote.
- 8) The Executive Committee may employ, and pay such assistants, clerks, agents, representatives or employees; and to procure, equip and maintain such offices and other facilities, and to incur such reasonable expenses as may be necessary.

## **Article -8-**

### **Replacement and Appointment of Executive Members**

- 1) Any elected or appointed Executive Committee member that is absent for more than three (3) consecutive meetings (regular, special or general), or four (4) Meetings in total, at the Board of Director's discretion will be asked to step down from their duties. The Executive Committee will appoint a replacement.
- 2) An elected or appointed Executive Committee Member will be automatically vacated.
  - a) if the member has resigned his/her office by delivering a written resignation to the secretary of the Executive Committee; and/or
  - b) if the member has any criminal convictions; and/or
  - c) if the member has declared bankruptcy within the past seven (7) years; and/or
  - d) if the member has participated in activities with interests conflicting with those of the Association's Objectives and may be expelled and their office declared vacant by a two-thirds majority vote by the Board of Directors.
- 3) Should an elected or appointed position of the Executive Committee become vacant, the remaining Board of Director members shall appoint a replacement at the earliest opportunity to fill the position. Such appointment will require a two-thirds majority vote of the Board of Directors.

**Article -9-**

**Financial Reporting**

- 1) The Treasurer and the Executive Committee shall prepare for submission to the AGM a copy of all accounts of the Association showing all monies received with details and the manner on which the monies have been invested or expended.
- 2) The signing officers of the Association shall be the President, Treasurer and 1<sup>st</sup> Vice President. A minimum of two (2) signatures are required. The President or Treasurer must be one (1) of the signatories.



**Article -10-**  
**Disciplinary Committee**

- 1) A Disciplinary Committee shall be appointed by the Executive Committee, and shall be composed of up to three (3) Executive Committee members and the President and the Secretary (5 members maximum / 3 members minimum). The President shall serve as Chair of the Disciplinary Committee. The Disciplinary Committee will serve for a term of one (1) year.
- 2) If a member of the Association has been found on inquiry, by this Committee, to be guilty of conduct unbecoming a member, or has violated the Constitution of the Association, (upon resolution passed by a majority of the Executive Committee), the Executive Committee may suspend or cancel membership in the Association for a specified period of term or indefinitely.
- 3) Notice of a resolution of this Disciplinary Committee shall be served on the member so affected by registered mail at the last address of the member shown on the books of the Association or by email.
- 4) If a Disciplinary Committee member or Disciplinary Committee member's player (child) is/are the subject of the Discipline, they must immediately recuse themselves from the hearing. If the recusing has caused the Disciplinary Committee to drop below the minimum of three (3) members, the Executive Committee may appoint a temporary member to serve on the Disciplinary Committee until resolution.

**By-Law 1**  
**Age Limit**

The player's age is determined for the current playing season by the player's age of December 31 of the current season's calendar year.

**By-Law 2**  
**Appeals**

Appeals of the Executive Committee rulings must be presented in writing to the Secretary of the Association within three (3) days of the receipt of such rulings. The Executive will meet within seven (7) days of receipt of written appeal. The determination of an appeal will be by a two-thirds majority vote of the Executive Committee.

**By-Law 3**  
**Directory**

The secretary shall prepare a directory list to include the Executive Committee and their responsibilities. This list should be ready to mail with registration forms and should be available online on the Association's web site.

**By-Law 4**  
**Coaches**

- 1) The Executive Committee shall appoint a Coach Selection Committee to recruit qualified coaches for the Association's competitive level teams. Members of the Coach Selection Committee will not be considered for competitive coaching positions.
- 2) The Executive Committee will invite qualified volunteers to participate as recreational Coaches in the Association.
- 3) The Executive Committee will encourage the overall development of coaches in the Association and will support the continued process of recruitment, retention, development, training and advancement.
- 4) The Association will attempt to have all head Coaches in place by May 1<sup>st</sup> for competitive levels and June 1<sup>st</sup> for recreational levels.
- 5) Coaches will be members of the Association in good standing.
- 6) All Coaches must have the appropriate NCCP certifications as required by BC.
- 7) The Executive Committee will decide on the appointment of all coaches. Any members of the Executive Committee who are candidates for competitive coach must abstain from the decision process.
- 8) All Coaches are required to be familiar with all the rules and regulations of the Association, BNB, and BC and particularly the playing rules as published.
- 9) All Coaches shall be listed as a member of the Association and shall abide by the Constitution, By-Laws of the Association.
- 10) All Coaches will provide to the association a valid RCMP Criminal Record Check. Any RCMP Criminal Record Checks are valid for a period of three (3) years. Criminal Record Checks must be provided to the Association by May 1<sup>st</sup> for competitive level Coaches and June 1<sup>st</sup> for recreational level Coaches.

**By-Law 5**  
**Finances**

- 1) All moneys raised by the Association shall be passed to the Treasurer.
- 2) All moneys of the Association shall be held in an approved financial institution to the credit of the Association.
- 3) Withdrawals of moneys from this account shall be made by cheque or electronic funds transfers (EFT), duly authorized by two of the Associations signing officers as detailed in Article 9. The President or Treasurer must be one (1) of the signatories.
- 4) Teams or other committees approved by the Association may maintain separate accounts during the time they are in operation. However, they are strongly encouraged to utilize a dual signing authority and maintain full and complete records of all transactions. All team or committee accounts should be dissolved at the end of the current season. All accounts are subject to an audit at the discretion of the Executive Committee.
- 5) All moneys raised by a team that does not complete the current season will be forfeited to the Association.
- 6) A copy of the Association's Annual Balance Sheet at the end of the Association's financial year shall be available at the AGM.
- 7) The fiscal year of the Association shall terminate on the 31st day of October in each year.
- 8) No Team, Coach, Manager, Parent or any member, shall undertake fund raising project(s) of any type on behalf of the Association, except by written permission of the Executive Committee.
- 9) The Board of Directors may invest such sums of the Association's money as they deem advisable, provided however, that such investments are made in undertakings, ventures or projects which will, in the opinion of the Board of Directors be of assistance or benefit, directly or indirectly, to the Association's operation and/or objectives.

## **By-Law 6**

### **Records**

The books and records of the Association shall be in the custody of the Secretary and the Treasurer and shall be open to the inspection by a member at a reasonable time.

## **By-Law 7**

### **Registrations**

- 1) The Executive Committee shall set the Annual Registration Date and Association Fees.
- 2) The registration deadline will be strictly adhered to, with the exception that additional players will be permitted to register after the cut-off date and will be placed on teams if vacancies occur.
- 3) The final decision, as to which league, category, or team any player will play on, will rest with the Executive Committee.
- 4) Proof of residency and age may be required for registration in the Association. If a member's residency falls outside of the Associations boundaries, approval to register will be at the sole discretion of the Board of Directors.

## **By-Law 8**

### **Suspensions**

The Executive Committee will be vested with the power to suspend any member and/or player with due cause pending a hearing on such suspensions. Such hearings must be held within (7) seven days. This will normally be concluded within 72 hours (3 days) of receiving a suspension.

## **By-Law 9**

### **Teams**

- 1) The Executive Committee will support the concept of progressive skill development and player advancement as such will promote this development model at all levels of recreational and competitive play.
- 2) The Executive Committee shall have the power to decide the make-up of the teams in the Association, in both the Recreational and Competitive Divisions.
- 3) The Executive Committee may add, delete, or change the operation of the Association, according to the BNB Guidelines, as they deem necessary.
- 4) All Players, Coaches, managers, and parents will be subject to the rules and regulations applying division with which they are associated.

## **By-Law 10**

### **Player Transfers and Releases**

All player transfers of any sort are subject to the rules of BNB, BC, and the Association and must be approved by the Executive Committee.

## **By-Law 11**

### **Affiliations**

- 1) No Association team or player shall participate in any other game schedule with any other baseball team, club or organization, unless approved by their primary team head coach in coordination with the Executive Committee.
- 2) No non-member of the Association may participate in any game with an Association team unless approved by the Executive Committee.
- 3) All BNB rules and regulations must be adhered to in the cases of affiliation.

## **By-Law 12**

### **Zero Tolerance Policy**

All members of the Association will abide by the guidelines outlined in the BNB Zero Tolerance Policy.

## **By-Law 13**

### **Competitive Team Age Groupings**

9U	9-10
11U A, AA, AAA	10-11
13U A, AA, AAA	12-13
15U A, AA, AAA	14-15
18U A, AA, AAA	16-18

## **By-Law 14**

### **Recreational Team Age Groupings**

5U	5-6
7U	7-9
11U	10-11
13U	12-13
15U	14-15
18U	16-18

## **Appendix A**

Baseball New Brunswick – Zero Tolerance Policy for All Levels in Baseball New Brunswick

[http://www.baseballnb.ca/images/stories/PDFs/zero\\_tolerance\\_policy\\_english.pdf](http://www.baseballnb.ca/images/stories/PDFs/zero_tolerance_policy_english.pdf)