

SEINE RIVER MINOR BALL CONSTITUTION & BY-LAWS

January 17, 2006

ARTICLE 1- NAME OF ORGANIZATION and MEMBERSHIP

1.1 NAME OF ORGANIZATION

The name of the organization shall be Seine River Minor Ball, hereinafter and in the constitution referred to as SRMB. SRMB will encompass the areas including and surrounding the communities of Ile des Chenes, Lorette, St Adolphe, Grand Pointe, and Vermette.

1.2 MEMBERSHIP

- 1.2.1 Membership – shall include all parents and/or guardians of duly registered players be up to and including the age of nineteen (19), coaches, managers, umpires and board members.
- 1.2.2 All members shall be entitled to attend, have voice and vote at any Annual General Meeting as defined in Article 5.9 if in good standing (all fees paid) in SRMB.
- 1.2.3 All members as condition of membership agree to abide by and comply with the Constitution and By-laws of SRMB.
- 1.2.4 Membership of any member of SRMB may be rescinded for just cause as in reference to Article 10 by majority vote of the current board.

ARTICLE 2-OBJECTIVES

2.1 The objectives of the SRMB are as follows:

- 2.1.1 To provide an organization in which youth up to and including the age of nineteen (19) within the designated community areas may participate in organized softball and hardball at their own competitive level.
- 2.1.2 To provide a supportive and nurturing environment in which youth can learn and master the skills of softball and hardball, while developing character, fair play ethics, sportsmanship, community spirit and teamwork.
- 2.1.3 To establish, maintain, foster and promote softball and hardball within the designated community areas.
- 2.1.4 To maintain financial self-sufficiency in order to acquire, establish, construct, operate, equip and maintain facilities for the game of

baseball/softball through fundraising, donations and/or grant applications.

2.1.5 To compete in and host tournaments at a league, divisional and provincial level.

ARTICLE 3- GOVERNING BOARD

3.1 The Governing Board of SRMB will be a Board of Directors consisting of a minimum of 5 elected executive positions. The other Directors will have appointed positions. One (1) director position shall be the Past President who will be an advisory member on the Executive of the Governing Board.

3.2 All members of the Board of Directors may be Team Managers or Coaches except the President and the Umpire-in-Chief may only be Coaches.

3.2.1. Any conflict situation that includes a board member as a coach or manager will be referred to the board for final decision making excluding the individual involved.

3.3 A Director may hold only one of the Executive positions at any given time. If a position on the Board of Directors is vacant as the result of a resignation or lack of a nominated person at the Annual General Meeting, the remaining Directors may appoint a person to the Board.

3.4 Directors will be elected annually at the Annual General Meeting and those elected shall serve on the Board until the next Annual General Meeting.

3.5 A Director may resign his or her position on the Board at any time by submitting a letter of resignation to the Secretary.

3.6 Advisory Group

The Advisory Group will consist of all Managers and Coaches and other interested parties who have been approved by the Governing Board.

ARTICLE 4 - BOARD OF DIRECTORS

4.1 **Executive** -The executive of SRMB shall consist of the:

4.1.1 President (elected)

4.1.2 Past President

4.1.3 1st Vice President – Hardball (elected)

4.1.4 2nd Vice President – Softball (elected)

4.1.5 Secretary (elected)

4.1.6 Treasurer (elected)

4.2 Directors–at-large – The directors of SRMB shall consist of:

4.2.1 Park Maintenance/Diamond Director/Manager (appointed)

4.2.2 Equipment Director/Manager (appointed)

4.2.3 Fundraising Director/Manager (appointed)

4.2.4 Canteen Director/Manager (appointed)

4.2.5 Umpire-in-chief (appointed)

4.2.6 Registrar (appointed)

4.3 Elections:

4.3.1 All Executive directors shall be elected annually at the Annual General Meeting with the exception of the Past President. If the Past President resigns, an advisory member may be appointed by the Board in his/her position.

4.3.2 All members in good standing in attendance at the Annual General Meeting are eligible to vote.

4.3.3. All Executive directors shall be elected for a term of two (2) years, with alternating years, to ensure continuity. The terms will be as follows:

- Odd years – President, 1st Vice President – Hardball & Secretary

- Even years – 2nd Vice President – Softball & Treasurer

4.3.4 Appointed positions shall be done by the elected executive and shall be one (1) year terms.

4.3.5 All Executive directors may stand for re-election every year.

4.3.6 Voting shall be by a show of hands or by secret ballot (to be determined prior to the commencement of elections), and the winner shall be the nominee who receives the highest number of votes, whether by majority or not. In the event of a tie vote, the remaining Directors will appoint one of the nominees tied by majority vote.

ARICLE 5-GOVERNMENT

- 5.1** The Governing Board shall carry out the operation of the SRMB. The Governing Board shall have the option of requesting assistance in the day-to-day operation of the SRMB from representatives of the teams participating in the SRMB, from any person who agrees to assist.
- 5.2** The Governing Board will meet once a month at a predetermined place and time, or as often as required in order to conduct the operations of the SRMB in the most efficient and expeditious manner.
- 5.3** A liaison representative of the municipality of Ritchot and Tache shall be free to attend all Governing Board meetings but shall have no vote.
- 5.4** Any person assisting the Governing Board in the day-to-day operation of the SRMB, may be requested to attend a Governing Board meeting, but shall have no vote there at.
- 5.5** Provided there is a quorum present, all matters discussed at a Governing Board meeting shall be decided by a simple majority of the Governing Board members present. In the case of a tie, the President or his representative shall cast the tie-breaking ballot. A quorum for the purpose of a Governing Board meeting shall consist of those members present, except that a quorum shall not be less than 50% of the Governing Board plus one.
- 5.6** In the event a Director's position of the Governing Board becomes vacant during the year, the remaining members of the Governing Board shall have the power to fill the vacant position by appointment until the next annual meeting.
- 5.7** An annual general meeting shall be held at the call of the President on or before January 31st of the playing year. Fiscal year will be the calendar year.
- 5.8** Representatives of the teams who participated in the SRMB in the season just completed will be notified and invited to attend the annual general meeting. In addition, a representative of any team contemplating joining the SRMB, or other persons otherwise interested in the SRMB, may attend the annual general meeting. Notice of the annual general meeting, and motions to be presented thereat, shall be given at least ten (10) days prior to the date of the meetings.
- 5.9** At all annual general meetings, any member who is in good standing with the SRMB organization, and is present, shall be entitled to vote on all matters raised.

- 5.10** All matters raised at the annual general meeting shall be decided by a simple majority of these person entitled to vote, except that any amendment to the Constitution shall require a two thirds (2/3) majority of those persons entitled to vote. And the amendment will be temporary for one (1) year, then voted a second time to make it part of the constitution at the next annual general meeting.
- 5.11** The Governing Board shall be elected at the Annual General Meeting and shall hold office until the next annual general meeting.
- 5.12** A special general meeting may be called at the request of the Governing Board or at the request of not less than five representatives of teams (one representative per team) playing in the SRMB. All team representatives shall be notified of any such special general meetings at least seven (7) days in advance of the date of such meeting, and notice shall state in general terms the purpose of the meeting. A request for such special general meetings shall be made in writing to the President, shall state the purpose for requesting the meeting, and signed by the representatives making the request. Prior to calling a special General Meeting the Governing Board shall attempt to resolve the issue outlined in the meeting request notice. If the issue is not satisfactorily resolved then that special general meeting would be called forthwith.

ARTICLE 6 - AMENDMENTS TO THE CONSTITUTION AND BYLAWS

6.1 Proposed Amendments

Any Member of the SRMB community may submit a Proposal for Amendment to the Constitution and Bylaws. It is to be submitted in writing to the Secretary at least 30 days in advance of the Annual General Meeting or presented and documented at a prior standard meeting. The proposal must be moved and seconded at the Annual General Meeting.

6.2 Requirement to Pass

Any motion to amend the Constitution must be approved by at least 2/3 majority vote at the Annual General Meeting, and also at least a majority of the Directors at a Directors meeting in order to be passed.

6.3 Annual General Meeting

Motions to amend the Constitution will only be considered at the Annual General Meeting.

BYLAWS

ARTICLE 7 - DUTIES OF THE DIRECTORS

7.0 All Directors

- 7.0.1 Help with the organization, construction and maintenance requirements of the facility
- 7.0.2 Assist in any fundraising activities decided upon by the Governing Board.
- 7.0.3 Assist in planning of the upcoming registration season to be held in March each year
- 7.0.4 Assist in all other duties that may arise that have not been specifically designated
- 7.0.5 Shall have the right, as a Board, to suspend the playing and/or membership privileges of any player, coach or manager for conduct deemed detrimental to SRMB.

7.1 The Past President

- 7.1.1 Shall act as a liaison between the previous and current Board of Directors to maintain continuity
- 7.1.2 Chairs the Nomination Committee, the election of executive directors and oversees the appointment of remaining directors
- 7.1.3 Makes recommendations to the Constitution
- 7.1.4 Assists in attending meetings in regards to SRMB, and any functions at the request of the President and/or the Governing Board

7.2 The President

- 7.2.1 Presides at all meetings
- 7.2.2 Performs such duties as usually pertains to the position of the President, and generally oversees the business of the SRMB
- 7.2.3 Shall be an ex-officio member of all committees
- 7.2.4 Shall vote only in the case of a tie
- 7.2.5 Shall represent the SRMB at all League meetings and at any other meetings at which a representative of the SRMB is required to attend
- 7.2.6 Shall act as a signing authority for SRMB's bank account or accounts
- 7.2.7 Shall act as the signing authority for any contractual arrangements made by the SRMB
- 7.2.8 Outline the agenda for all meetings and may call special meetings when necessary

7.3 The First Vice-President

- 7.3.1 Shall assist the President as required, and shall assume the duties of the President in his/her absence

- 7.3.2 Shall act as convener for Carillon Baseball League and attend any meetings in regards to Leagues
- 7.3.3 Shall act as chairperson of the rules interpretation, protest and discipline committees pertaining to baseball.

7.4 The Second Vice-President

- 7.4.1 Shall assist the President as required, and shall assume the duties of the President in his/her absence and First Vice-President's absence
- 7.4.2 Shall act as convener for the Bonivital Minor Softball League and attend any meetings in regards to League
- 7.4.3 Shall act as chairperson of the rules interpretation, protest and discipline committees pertaining to softball.

7.5 The Secretary

- 7.5.1 Shall keep an accurate record of the proceedings of all Governing Board, Annual General, and special Meetings, and distribute said records to the Directors in a timely manner.
- 7.5.2 Perform duties related to this office or duties as assigned by the Governing Board and/or the President.
- 7.5.3 To maintain copies of all correspondence sent by, received by or received from any member pertaining to the operation of the SRMB

7.6 The Treasurer

- 7.6.1 Receive all monies owing to the SRMB and deposit same, when received, in a financial institution in the name of the SRMB
- 7.6.2 Pay all proper expenses of the SRMB in a timely manner; such expenses to be paid only by cheque, which must be sign by the Treasurer and the President, or persons designated to sign.
- 7.6.3 Keep an accurate record of all receipts and disbursements, and present a statement of the same at the Annual General Meeting and at all monthly Governing Board meeting.

7.7 The Registrar

- 7.7.1 Shall supervise the registration of all players and keep a complete record of all player registrations
- 7.7.2 Shall distribute to the executive and managers a listing of players
- 7.7.3 Identify Managers and Coaches for the teams in SRMB
- 7.7.4 Shall make available Kids Sport Program registration forms (financial aid for registration) at the time of registration

7.8 The Umpire-in-Chief

- 7.8.1 Shall interpret the Official Rule book upon the request of umpires, Coaches, and Managers

- 7.8.2 Conduct or organize training clinics for Umpires with the help from MSA and MBA
- 7.8.3 Shall be in charge of Umpire recruitment for the area
- 7.8.4 Shall be in charge of umpire scheduling
- 7.8.5 Shall be in charge of dispensing umpire fees with the help of the treasurer

7.9 Park Maintenance/Diamond Director/Manager

- 7.9.1 Shall be responsible for determining what is required for the maintenance and upkeep of the facilities
- 7.9.2 Will organize volunteers to assist in the maintenance and upkeep of the facilities
- 7.9.3 Shall be responsible for the scheduling and coordination of diamond availability and usage.

7.10 Equipment Director/Manager

- 7.10.1 Shall be responsible for the organization of equipment and uniforms for ball teams
- 7.10.2 Shall be responsible for ensuring the distribution to and return of equipment and uniforms from ball teams
- 7.10.3 Shall be responsible for determining and ordering necessary equipment for the coming season.

7.11 Fundraising Director/Manager

- 7.11.1 Shall be responsible for organization of fundraising events
- 7.11.2 Shall determine and inform the governing board of monies available through grants, bursaries or other available means

7.12 Canteen Director/Manager

- 7.12.1 Shall be responsible for the management of the canteen and volunteers to operate it
- 7.12.2 Shall have the signing authority for the canteen Chequing account with a second signer.
- 7.12.3 Shall report to the Board at the general monthly meetings..
- 7.12.4 Shall appoint assistants to aid in the operation of the canteen

7.13 Coach and Player Development Coordinator

- 7.13.1 Shall organize training clinics for coaches and assistant coaches with the assistance of MBA and MSA.
- 7.13.1 Shall organize skills clinics for player development.

ARTICLE 8 - MANAGERS & COACHES

8.1 Selection of Team Managers & Coaches

- 8.1.1 All Coaches shall be selected and approved by the Board of Directors.
- 8.1.2 All managers and assistant coaches must be approved by majority vote of the board.
- 8.1.3 The board may discipline managers and/or coaches and penalties as ruled by the board shall be respected.
- 8.1.4 The board, by majority vote, may remove a manager and/or coach.

8.2 Duties of THE MANAGERS

- 8.2.1 There shall be one Manager (appointed or voluntary) for every team
- 8.2.2 He/she will report to the First Vice-president if they are in baseball and to the Second Vice-President if they are in Softball
- 8.2.3 Shall be responsible for ensuring players have submitted their registration forms and fees and communicate this to the registrar
- 8.2.4 Shall assist the coach with the Team Schedule, diamond allocation, contacting players and problem solving.

8.3 Duties of THE COACHES

- 8.3.1 There shall be one (1) head coach and a minimum of one (1) assistant coach for every team
- 8.3.2 Shall be responsible for acquiring the appropriate coach level training and submitting training fee receipt for reimbursement from SRMB
- 8.3.3 Shall be responsible for knowing and enforcing the fair play code
- 8.3.4 Shall be responsible for team equipment and uniforms that shall be received from and returned to the equipment manager

ARTICLE 9 – PLAYERS

- 9.1 All players must register in their appropriate age category. No player will be allowed to move up a division unless the board grants special circumstance.
- 9.2 All players must have the registration paid in full before commencing play on any team in SRMB unless the president has granted special circumstance.
- 9.3 The board may discipline any player and penalties as ruled by the board shall be respected.
- 9.4 Players requesting a release from SRMB may do so, but the Board has the right to accept or deny the request.
- 9.5 The Board may choose to accept players from outside SRMB's designated territory under special circumstances.

ARTICLE 10 – RULES GOVERNING PLAY

- 10.1 The official rule of baseball, as governed by the Manitoba Baseball Association, shall be followed when and where possible.

- 10.2 The official rule of softball, as governed by the Manitoba Softball Association, shall be followed when and where possible.
- 10.3 All players, coaches, managers, spectators and umpires shall abide by the SRMB Code of Ethics and Fair Play Code.
- 10.4 Teams will be selected from all registered players from the designated communities that make up SRMB. The Board will have final decision as to player distribution if multiple teams in one age division are required.
- 10.5 *Softball only:* Multiple teams in one age division, if numbers dictate, will have a player selection process by a committee selected by the Board to determine level of playing skill.