



**St. Catharines Minor Baseball Association Inc.
(SCMBA)**

Constitution

As Amended: Nov.19, 2019

As Amended: Nov.15, 2020

By-Laws

As Amended:

Policies

As Amended:

Table of Contents

CONSTITUTION	3
DEFINITIONS (IN THIS CONSTITUTION)	3
ARTICLE 1 - NAME	3
ARTICLE 2 - AFFILIATIONS	3
ARTICLE 3 - OBJECTIVES	3
ARTICLE 4 - MEMBERSHIP	3
ARTICLE 5 - TREASURER'S PETTY CASH FUND	4
ARTICLE 6 - OFFICERS AND THE BOARD OF DIRECTORS	4
ARTICLE 7 - ELECTIONS AND APPOINTMENTS	5
ARTICLE 8 - DUTIES OF THE BOARD OF DIRECTORS	6
ARTICLE 9 - MEETINGS	12
ARTICLE 10 - BY-LAWS	13
ARTICLE 11 - CONSTITUTIONAL AMENDMENTS	13
BY-LAWS	14
POLICIES	15

CONSTITUTION

DEFINITIONS (in this Constitution)

1. All references to the St. Catharines Minor Baseball Association shall now include the letters Inc. at the end to indicate that we are incorporated.
2. "SCMBA" shall mean the St. Catharines Minor Baseball Association Inc.
3. "Association" shall mean the St. Catharines Minor Baseball Association Inc.
4. "Board" shall mean the Board of Directors of the SCMBA.
5. "Member" shall mean a member in good standing except where otherwise stated.
6. "Present" shall mean physically present in person, or in an online capacity.

ARTICLE 1 – NAME

1. This organization shall be known as the St. Catharines Minor Baseball Association Inc.

ARTICLE 2 – AFFILIATIONS

1. As a member of the Niagara District Baseball Association (NDBA), the Ontario Baseball Association (Baseball Ontario, or OBA), and the Canadian Federation of Amateur Baseball (Baseball Canada, or CFAB), the St. Catharines Minor Baseball Association Inc. shall abide by the rules set out by these governing bodies.

ARTICLE 3 – OBJECTIVES

The objectives of the SCMBA shall be:

1. To foster and improve baseball in the City of St. Catharines.
2. To protect and promote the mutual interests of the Members.
3. To institute and regulate competition for minor baseball in the City of St. Catharines.

ARTICLE 4 – MEMBERSHIP

1. There shall be the following classes of membership in the SCMBA, namely:
 - 1. Executive Member**
 - i. Executive member in good standing shall be composed of all Directors listed in Article 5, and shall have 1 vote at all general meetings of the members.
 - 2. General Members**
 - i. General Members in good standing shall be composed of all of the parents or legal guardians of children who are duly registered with SCMBA (and have made full payment of registration fees) and shall have the right to one vote per family at all general meetings of the members.

3. Players

- i.** Players in good standing shall be composed of all of the children who are duly registered with the SCMBA (and have made full payment of registration fees) and are entitled to participate in the activities of the SCMBA.
- ii.** Players 18 years of age or older (and have made full payment of registration fees) shall have the right to submit one vote on behalf of the family as per Article 3.02.(i) at all general meetings of the membership.

4. Team Managers and Coaches

- i.** Team Managers and Coaches in good standing are those individuals who are acknowledged and sanctioned by the SCMBA to actively partake in the roles necessary to support the activities of the SCMBA.
- ii.** Team Managers and Coaches not covered under Article 3.02.(i) are entitled to 1 vote at all general meetings of the members.

5. Active Volunteers

- i.** Active Volunteers are those individuals who support the mission and objectives of the SCMBA and have devoted at least one full season to the SCMBA.

- 2.** Annual membership shall extend from December 1st of one year to the last day of November of the following year.
- 3.** A Life Membership may be bestowed upon a member as prescribed in the By-Laws.
- 4.** An Honorary Membership may be bestowed upon a non-member as prescribed in the By-Laws.

ARTICLE 5 – TREASURER’S PETTY CASH FUND

A Petty Cash Fund shall be instituted and maintained by the Association under the direction of the Treasurer; the amount of which shall be approved by the Board of Directors from time to time.

ARTICLE 6 – OFFICERS AND THE BOARD OF DIRECTORS

- 1.** There shall be up to five (5) Executive Officers, all with voting privileges:
 - 1.** President
 - 2.** Vice President
 - 3.** Secretary
 - 4.** Treasurer
 - 5.** Past President (if available)
- 2.** Executive Directors shall be nominated and elected to be “Directors At Large” at the Annual General Meeting, and will each have voting privileges.

ARTICLE 7 – ELECTIONS AND APPOINTMENTS

The Board of Directors shall be named, elected or appointed as follows:

1. Executives of the Association, including the Officers, and the Directors At Large, shall be elected at the Annual Meeting of the Association.
2. If positions remained unfilled following the Annual General Meeting, the Board will be able to vote in additional people to fill those positions at a Monthly Board Meeting.
3. A Past President may be appointed as a member of the Executive Officers at the monthly Board Meeting following the Annual Meeting.
4. Each Board of Directors member must receive a Constitution. Each Board member shall read, understand, and abide by the Constitution.
5. The Executive Officer positions shall serve two (2) year terms, with the roles of President and Secretary elected on even-numbered years, and the Vice-President, and Treasurer elected on odd-numbered years. These positions shall commence at the conclusion of the Annual Meeting, and shall extend to the conclusion of the Annual Meeting two (2) years hence.
6. If the President is unable to complete the two (2) year term, the Vice-President will assume the President position until the end of the current baseball season year.
7. If any of the Vice-President, Secretary, or Treasurer are unable to complete their two (2) year term, the Board shall nominate and elect someone to fill those positions until the end of the current baseball season.
8. Directors at Large will be elected for a one year term which shall commence at the conclusion of the Annual Meeting, and extend to the conclusion of the next Annual Meeting one (1) year hence. Specific Director Positions will be appointed at a Monthly Board Meeting.
9. If any Director Positions become vacant, a newly appointed Director will assume that position until the end of the current baseball season year.
10. The President, as Chairperson, may choose to exercise their vote only when a tie situation exists, or when their vote will create a tie and thus defeat a motion.
11. Normally, any person wishing to run for the position of President, Vice President, Treasurer, or Secretary must have served on the Board for at least one (1) year. However, if no member with Board experience wishes to stand for nomination, any member of the Association in good standing may be nominated for these positions.
12. The Board of Directors, by way of appointment, may fill any position(s) that remain unfilled after the Annual Meeting elections.
13. No person shall be eligible to hold office or be appointed to any position unless he/she is a member in good standing.
14. Elections shall be held by secret ballot by those members present and eligible to vote. A simple majority shall be necessary to elect.
15. The President shall appoint a Nominating Committee composed of a maximum of three (3) members at large for the purpose of proposing names of candidates to stand as Directors of the Association. The Nominating Committee shall be appointed at least forty-five (45) days prior to the Annual Meeting. Nominations shall also be accepted from the floor during the Annual Meeting.
16. All Convenors & Director positions are to be appointed at the first meeting or thereafter.
17. The Board of Directors may from time to time appoint standing committees to deal with the various aspects of the league. These committees shall be empowered to make decisions on behalf of the Association, providing that these decisions are within the financial restrictions and constitutional mandates, and with Board Approval.

ARTICLE 8 – DUTIES OF THE BOARD OF DIRECTORS

1. The Board of Directors shall:
 1. Have control of the affairs of the Association and shall be empowered to make decisions on behalf of the Association provided such decisions are consistent with the Constitution and By-Laws of the Association.
 2. Authorize all expenditures and shall not knowingly create any indebtedness beyond the income of the Association, nor distribute funds for purposes non-essential to the objectives of the Association.
 3. Designate a bank or other financial institution for the deposit of the funds of the Association, and shall appoint three (3) non-related signing Officers of the Executive, two of whom shall be the Treasurer and the President, with the third being a Director as designated by the Board. Each cheque shall require the signature of two (2) of the three (3) signing officers.
 4. Have the power to fill any vacancies within the Board's membership. Every effort should be made to fill any position within thirty (30) days of the position being vacated.
 5. Have Bingo accounts for the Association audited annually, all other accounts reviewed annually, and shall have an audit statement prepared within one hundred and twenty (120) days of the Annual Meeting.
 6. Determine the date, time and place of the Annual Meeting of the Association.
 7. Report to the Annual Meeting the major decisions and activities of the Board of Directors during its term for the approval of the membership.
 8. Approve a detailed financial budget for the Association within ninety (90) days of taking office.

2. The President shall:
 1. Preside at all meetings of the Association and shall be the Chairman of the Board of Directors.
 2. Issue or call for all regular and special meetings.
 3. Act as an ex-officio member of all committees, ensure that these committees function properly, and that these committees provide regular reports to the Board.
 4. Ensure that regular elections are held in accordance with the Constitution.
 5. Call special meetings of the Association as the need arises, if at least five (5) days notice is given to its members.
 6. Call special meetings of the Board as the need arises, if twenty-four (24) hours notice is given to its members.
 7. Execute the decisions of the Association and its Board.
 8. May choose to form an Executive Committee with up to five (5) other members of the Board to assist in expediting the business of the Association. All decisions of the Executive Committee, however, would require the approval of the Board of Directors.
 9. Ensure that SCMBA has representation at all Niagara Interlock, and Niagara District board meetings, to both speak on behalf of SCMBA, as well as to report back to our Board.
 10. Work closely with the Directors of all Programs, and with the Director of Development, to help guide day-to-day baseball operations of the Association.

3. The Vice President shall:
 1. Act as an ex-officio member of all committees, ensure that these committees function properly, and that these committees provide regular reports to the Board.
 2. Assist in ensuring that SCMBA has representation at all Niagara Interlock, and Niagara District Baseball board meetings, to both speak on behalf of SCMBA, as well as to report back to our Board.
 3. Perform such duties as may be assigned to them by the President.
 4. Perform the duties of the President in their absence as necessary.
 5. Work closely with the Umpire-in-Chief, the Director of Equipment & Uniforms, the Director of Tournaments, and the Director of Scheduling, to help guide the day-to-day baseball support and logistics needs of the Association.

4. The Treasurer, Director of Finances shall:
 1. Keep an accurate record of all receipts and disbursements of the Association's monies.
 2. Receive all monies payable to the Association, and shall deposit same in a bank or other financial institution approved by the Board of Directors.
 3. Have all cheques and vouchers payable by the Association signed by at least two (2) of the three (3) signing officers appointed by the Board of Directors.
 4. Prepare a financial statement for presentation at the Annual Meeting.
 5. Prepare and submit a financial report of the Association on a monthly basis.
 6. Prepare a detailed financial budget for the Association for the approval of the Board of Directors.
 7. Inform the Board of Directors of any budget account that is overspent or that will be overspent if certain transactions are concluded.
 8. Ensure that the Association's Insurance Policy(s) is/are up to date, and renewed as required.
 9. Work closely with the Director of Sponsorships & Fundraising, and the Director of Bingo, to help guide the day-to-day, and overall financial needs of the Association.
 10. Should it be deemed necessary, the Treasurer will source and liaise with a book keeper to help facilitate the financial recording keeping of the Association.

5. The Secretary, Director of Communications shall:
 1. Oversee all official communications and correspondence for the Board (including, but not limited to website administration, all methods of communication to members of SCMBA, etc...), as directed by the President or the Board of Directors.
 2. Keep an accurate record of proceedings of all meetings of the Association, and make typed copies of the minutes of the Annual or General Meetings available to any member upon request.
 3. Provide Board Members with meeting agenda & previous meeting minutes no later than one (1) week prior to the next scheduled board meeting.
 4. Prepare the minutes for the Annual Meeting of the previous year.
 5. Maintain a central repository for all historical records for SCMBA (including, but limited to incident reports, player releases, etc...), and other information as directed by the Board of Directors
 6. Perform such duties as may be assigned by the President.
 7. Work closely with the Registrar, the Director of Website & Social Media, the Director of Safe Sport, and the Director of Events, to help facilitate the communication and organization needs of the Association.

6. The duties assigned to Directors at Large shall be:
 1. The Director of House League Baseball Program shall:
 - i. Act as the overall Convenor of the House League Program
 - ii. Act as the Board Liaison with the Division Convenors & Coaches in the House League Program.
 - iii. Liaise with board members whose positions support the House League Program.
 - iv. Assist in the identification and selection of House League Division Convenors.
 - v. Assist in the identification and selection of House League Coaches.
 - vi. Participate in the rostering of teams in the House League.
 - vii. Assist in ensuring that SCMBA has representation at Niagara Interlock Committee meetings.
 - viii. Liaise with the Director of Development regarding Coach & Player development initiatives.
 - ix. Work with the President, Director of Development, and other Program Directors.
 2. The Director of Select Baseball Program shall:
 - i. Act as the Convenor of the Select Program.
 - ii. Act as the Board Liaison with the Select Coaches.
 - iii. Liaise with board members whose positions support the Select Program.
 - iv. Assist in the identification and selection of the Select Coaches.
 - v. Participate in the rostering of teams in the House League
 - vi. Ensure that all Select teams are rostered, and team fees are paid to Baseball Ontario (OBA) correctly, and on time.
 - vii. Liaise with the Director of Development regarding Coach & Player development initiatives.
 - viii. Work with the President, Director of Development, and other Program Directors.
 3. The Director of Rep Baseball Program shall:
 - i. Act as the Convenor of the Rep Program.
 - ii. Act as the Board Liaison with the Rep Coaches.
 - iii. Liaise with board members whose positions support the Rep Program.
 - iv. Assist in the identification and selection of the Rep Coaches.
 - v. Assist in ensuring that SCMBA has representation at Niagara District Baseball Association board meetings.
 - vi. Ensure that all Rep teams are rostered, and team fees are paid to Niagara District Baseball Association (NDBA) correctly, and on time.
 - vii. Liaise with the Director of Development regarding Coach & Player development initiatives.
 - viii. Work with the President, Director of Development, and other Program Directors.

4. The Director of Development shall:
 - i. Collect & record training records for coaches in all programs.
 - ii. Determine training needs for coaches in all programs.
 - iii. Coordinate training initiatives with coaches.
 - iv. Work with programs to establish training needs for players across the Association.
 - v. Coordinate training initiatives for players.
 - vi. Act as the Convenor of the Batting Cage Hitting League.
 - vii. Assist in the player evaluation process and policies across all programs.

5. The Registrar shall:
 - i. Coordinate all registration activities, including, but not limited to, in-person registration events, registration preparation, and advertising/marketing.
 - ii. Act as the Board Liaison with the families registering, to assist in addressing any questions or difficulties.
 - iii. Provide reports/updates to the Board throughout the registration process.
 - iv. Liaise with the Program Directors and the Director of Website & Social Media to coordinate the rostering of players and coaches to their assigned teams.
 - v. Ensure any monies collected from in-person registration events are transferred to the Treasurer immediately upon conclusion of the event.
 - vi. Ensure that all Baseball Ontario (OBA) registration requirements are being met.
 - vii. Ensure that Player/Coach/Umpire/Board Insurance is submitted correctly, and on time, to Baseball Ontario, and request and receive appropriate insurance certificates.

6. The Director of Sponsorships & Fundraising shall:
 - i. Review and establish sponsorship requirements, levels, and corresponding sponsor benefits.
 - ii. Ensure that all sponsor benefits are facilitated.
 - iii. Coordinate the identification and confirmation of sponsorships with board members, as well as teams (where appropriate).
 - iv. Act as Board Liaison between current/prospective sponsors, and the Board.
 - v. Determine fundraising goals for the upcoming season.
 - vi. Provide fundraising suggestions for achieving fundraising goals.
 - vii. Establish any material needs for fundraising initiatives, and coordinate the delivery and collection of fundraising materials, and money.
 - viii. Coordinate the selection of winner(s) depending on fundraising initiatives.
 - ix. Act as chair of any Sponsorship or Fundraising Committees that may need to be formed.

7. The Bingo Manager shall:
 - i. Ensure assigned bingo sessions are staffed appropriately.
 - ii. Liaise with Delta Bingo, and the City of St.Catharines (with regards to Bingo), and ensure all procedures and requirements from both are completed.

8. The Umpire-in-Chief shall:
 - i. Act as Board Liaison with all SCMBA umpires.
 - ii. Collect and maintain training and certification information for all SCMBA umpires.
 - iii. Assist in the identification and recruitment of umpires as needed.
 - iv. Assist in the scheduling of umpires throughout the baseball season.
 - v. Coordinate training initiatives for all SCMBA umpires.
 - vi. Assist with evaluation and feedback initiatives for all SCMBA umpires.
 - vii. Act as Board Liaison with the Niagara District Umpires Association (NDUA).
 - viii. Assist in the resolution of any issues resulting from on-field incidents as required.

9. The Director of Equipment & Uniforms shall:
 - i. Maintain accurate records of current equipment inventory, as well as all locks & keys.
 - ii. Report any equipment deficiencies or needs to the Board.
 - iii. Coordinate the delivery, and return, of equipment to coaches across all programs.
 - iv. Assist in the selection and purchase of equipment as directed by the Board.
 - v. Assist in determining the needs of SCMBA with regards to uniforms.
 - vi. Assist in the selection and ordering of uniforms as directed by the Board.
 - vii. Coordinate the delivery of uniforms to convenors/coaches.

10. The Director of Scheduling shall:
 - i. Determine the park requirements for the upcoming season.
 - ii. Attend the annual Park Allocation meeting with the City.
 - iii. Assist in the creation & communication of schedules across all programs.
 - iv. Assist in the re-scheduling of games throughout the season.
 - v. Act as Liaison to the City of St.Catharines for park and facility booking requirements.
 - vi. Work with the Umpire-in-Chief when building schedules to minimize umpire availability issues.
 - vii. Coordinate the booking of the batting cage.

11. The Director of Tournaments shall:
 - i. Establish tournament plans for the year in cooperation with the Board.
 - ii. Establish and chair a Tournament Committee as required.
 - iii. Determine specific tournament needs and requirements for each event.
 - iv. Act as Board Liaison to Baseball Ontario (OBA) with regards to tournament requirements and procedures from Baseball Ontario (OBA).
 - v. Coordinate the running of any tournaments hosted by SCMBA.
 - vi. Act as, or designate a tournament convenor for each event.

12. The Director of Website and Social Media shall:
 - i. Coordinate the maintenance and update of website content.
 - ii. Assist in the training of members pertaining to the use of the website and associated social media accounts as needed.
 - iii. Ensure the domain name(s), and email forwarding addresses are renewed/updated as needed.
 - iv. Liaise with the website service provider as required.

13. The Director of Safe Sport shall:
 - i. Assist in the creation of policies and procedures involving any safe sport related initiatives.
 - ii. Ensure that SCMBA is following any safe sport requirements as set by Baseball Canada, Baseball Ontario, Niagara District Baseball, SCMBA, or the City of St.Catharines.
 - iii. Assist in the collection, and recording of any required screening materials, as required by SCMBA, NDBA, or OBA.
 - iv. Assist in maintaining first aid kits as required.
 - v. Assist coaches with injury reporting processes, and ensure reports are forwarded to OBA as required, as well as follow up with coaches, players, and families.
 - vi. Assist with concussion processes and protocols.
 - vii. Assist with the maintenance of sharps containers in the bins.

14. Events Coordinator
 - i. Plan and coordinate annual Photo Day, and other events as directed by the Board.
 - ii. Establish and Chair an events committee as required.

ARTICLE 9 – MEETINGS

1. Board of Directors Meetings shall:
 1. Be called at the discretion of the President.
 2. Be called by the President in the event that three (3) Board Members request that a Board Meeting be convened, with such meeting to take place within one (1) week of the request.
 3. Be convened with a majority of the Board Members in office at the time are present.
2. General Meetings of the Association shall:
 1. Be called at the discretion of the Board of Directors or if twenty (20) voting members in good standing make such a request in writing to the Secretary. In the latter case, the President shall ensure that a General Meeting is convened within fifteen (15) days of the request.
 2. Be advertised to the membership through appropriate means at least five (5) days prior to the meeting date.
3. An Annual Meeting of the Association shall:
 1. Be convened for the main purpose of consideration of Constitutional and By-Law amendments, elections as required, reception of the Treasurer's Report, and other items of business as may be prescribed in the By-Laws.
 2. Be called after the conclusion of the baseball season on a date and a place approved by the Board of Directors, but not later than November 30th of the current year.
 3. Be advertised to the membership through appropriate means at least fourteen (14) days prior to the meeting date.
 4. At the Annual Meeting, all motions (except those to approve reports) must be submitted in writing to the Secretary
4. Meetings shall require a minimum quorum of Board Members to be able to conduct official board business, including, but not limited to, expenditures, policies and procedures, and discipline.
5. Require a simple majority vote for approval of official board business.

ARTICLE 10 – BY-LAWS

The Association may only pass or amend By-Laws at the Annual Meeting, or at a General Meeting, provided that any changes are consistent with the Articles in the Constitution, including:

1. The management of its property and its own internal organization and administration.
2. The conduct of the Annual and all other Meetings of the Association.
3. The discipline of its Members, including the suspension and expulsion of Members.
4. The discipline of its baseball players, including suspension and expulsion of baseball players from its teams.
5. All other matters that are deemed necessary or convenient for the promotion of the welfare of the Members and Baseball or the conduct of the business of the Association.
6. All Board Members shall be volunteers with no remuneration.

By-Law approval of amendment requires a two-thirds vote of the Voting Members present and voting.

ARTICLE 11 – CONSTITUTIONAL AMENDMENTS

Amendments to this Constitution may be made only at the Annual Meeting of the Association:

1. By a two-thirds vote of the Voting Members present and voting.
2. Must be submitted in writing to the Secretary by November 1st of the current year.

BY-LAWS

POLICIES