

Swift Current Minor Baseball Association Constitution

Adopted September 6th 2016

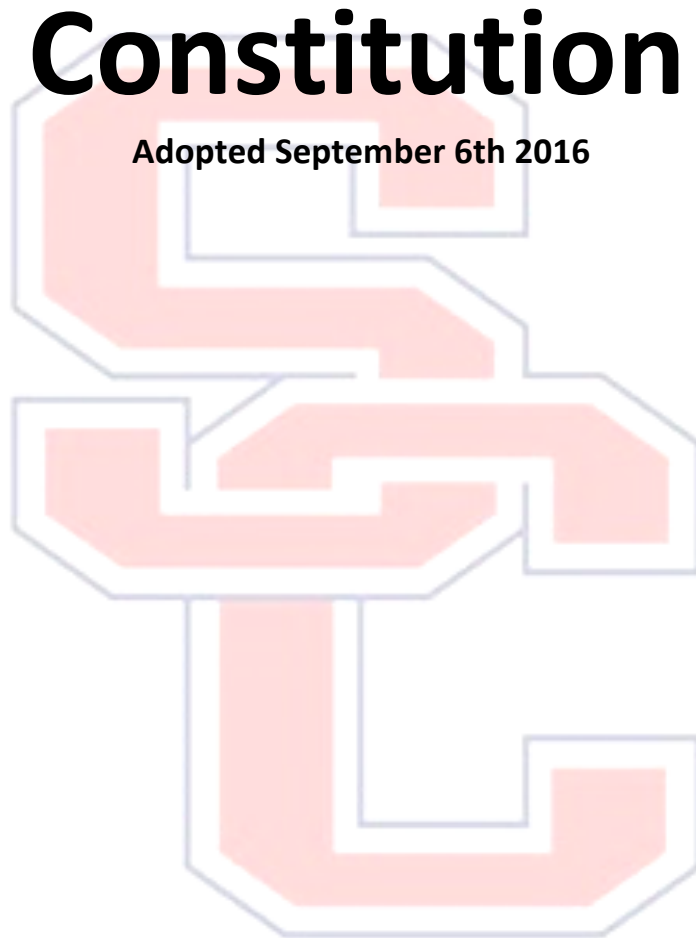


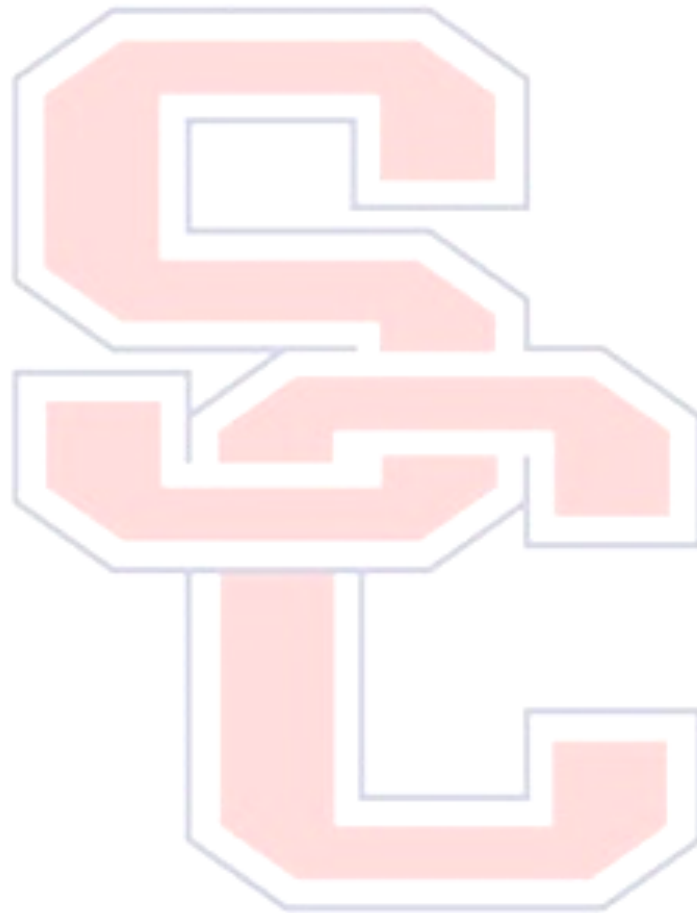
Table of Contents

Abbreviations	Pg3
Article 1 –Name	Pg4
Article 2 –Aims and Objectives	Pg4
Article 3 –Membership	Pg4
Article 4 –Directors	Pg4
Article 5 –Management of the SCMBA	Pg5
Article 6 –Duties of the Executive & Directors	Pg6
Article 7 –Meetings	Pg11
Article 8 –Registration	Pg14
Article 9 –Not Withstanding Clause	Pg14
Article 10 –Discipline	Pg14
Article 11 –Conflict of interest	Pg15
Article 12 –Dissolution	Pg15
Article 13–Amendments to the Constitution	Pg15
Codes of Best Practices	Pg16
Complaints/concerns Process	Pg17

Abbreviations:

Swift Current Minor Baseball Association
Annual General Meeting
Board of Directors
Association

SCMBA
AGM
Board
SCMBA



CONSTITUTION

Article 1 –Name

This volunteer Not for Profit Organization shall be known as the “Swift Current Minor Baseball Association.” (SCMBA) and hereinafter is referred to as the “SCMBA”.

Article 2 –Aims and Objectives

1. To provide all eligible persons with wholesome recreation and sport activity.
 2. To teach the skills of baseball.
 3. To promote physical fitness.
 4. To provide an opportunity for persons to play together in a team environment and to learn respect for others.
 5. To promote good fellowship, the ideals of good sportsmanship, honesty, loyalty, courage, and respect for authority.
 6. To provide a community service in the City of Swift Current.
 7. To provide a house league baseball experience and rep-team opportunities for those interested.
 8. To provide the opportunity for development and supervision of umpires.
- To achieve the above objectives, the Association will provide a supervised program of competitive/non-competitive baseball using the Rules and Regulations as set by the association and the Baseball Sask. Association.

Article 3 –Membership in the SCMBA

1. A member of the SCMBA shall be any person who actively participates and promotes the aims and objectives of the SCMBA as follows;
2. A member of the SCMBA shall be a Parent/Guardian of those players who have registered and paid the baseball registration fees for the current year and be in good standing.
3. There will only be one membership per household.
4. A member of the Association shall have attained the age of 18.
5. All directors, and coaches shall automatically be enrolled as members without cost.
6. A Membership Roll will be kept by the Board for reference purposes.

Article 4 –Directors

1. The directors of the SCMBA shall be a minimum of three (3) and a maximum of twenty (20) in numbers.

2. A director shall hold office for a period of one (1) year from the date of their appointment or until he/she is removed from office, resigns or the next AGM. Removal of a director may be by a 2/3 majority vote of the board. The seat of a director which has been vacated shall be filled as follows:

- i) The board of directors may nominate any member or person in good standing from the membership of the SCMBA.
- ii) Any member in good standing of the SCMBA may submit a nomination in writing for a directorship through the secretary of the board at least fourteen (14) business days prior to the AGM.
- iii) Election to the board shall be by majority vote of the membership of the SCMBA at the next AGM following the nomination.
- iv) Where vacancies occur on the board after the AGM, members or persons in good standing may be nominated and seconded by a member of the Board and if such a nomination is approved by two-thirds (2/3) of the directors present at a regular board meeting, the nominee shall be duly elected to the board and this procedure shall be followed where there is no quorum at the AGM.

Article 5 –Management of the SCMBA

1. The SCMBA board shall consist of the executive committee, directors, coordinators, members at large, and operating committees of the SCMBA.
2. The Executive shall consist of:
 - (a) President
 - (b) Past President
 - (c) Vice-President
 - (d) Treasurer
 - (e) Secretary
3. The Executive, shall be elected by the membership at the Annual General Meeting (AGM), and shall hold office for a period of two years. To provide continuity, the position of President, Past President, and Vice President will be elected on even numbered years ie: 2016, 2018 and so on. Treasurer and Secretary will be elected on odd numbered years ie: 2017, 2019 and so on.
4. Executive members may be removed from office for cause, upon the passing of a resolution by two-thirds (2/3) majority of the votes cast at a meeting of the Board of Directors.
5. Vacancies on the executive occurring as result of retirement, death, illness or otherwise, may be filled either by the passing of a resolution by a majority of the

votes cast at a meeting of the board of directors , or where necessary at the discretion of the executive.

6. Vacancies occurring of the other positions of the SCMBA may be filled either by the passing of a resolution by a majority of the votes cast at a meeting of the Board of Directors or where necessary at the discretion of the Executive.

7. Indemnification: SCMBA shall indemnify every board member and his or her heirs and legal representatives, against all costs, charges and expenses, including (without limiting the generality of the foregoing), any reasonable legal fees and any amount paid to settle an action or satisfy a judgment, reasonably incurred by him or her in respect of any civil, criminal or administrative action or proceeding to which he or she is made a party by reason of being or having been a member of the executive.

- i) He or she acted honestly and in good faith with a view to the best interests of SCMBA; and
- ii) In the case of a criminal or administrative action or proceeding that is enforced by monetary penalty, he or she had reasonable grounds for believing that his or her conduct was lawful.
- iii) No board member shall be liable for acts, receipts, neglect or defaults of any other executive member, or for joining in any receipt or other act for conformity, or for any loss or expense happening to the SCMBA upon which any of the moneys of the SCMBA shall be invested or for any loss or damage arising from the bankruptcy, insolvency or tortuous act of any person with whom any money, securities or effects shall be deposited, or for any loss occasioned by error of judgment or oversight on his or her part, or for any other loss, damage or misfortune whatever which shall happen in the execution of the duties of his or her office or in relation thereto unless the same happen through his or her own dishonesty

Article 6 –Duties of the Executive

a) President:

The President shall be responsible for the following, but not limited to:

1. Shall act as the executive officer of all meetings of the Board of Directors and shall be the official spokesperson for and on behalf of the Club.
2. Guiding the affairs of the Association and ensuring the execution of the policies established by the Board.

3. The President shall present a record of the year's operation at the AGM or at such times as requested by the Board members.
4. The President shall preside at all Board and AGM meetings.
5. Provide the agendas for Board and AGM meetings.
6. Receive and publish all nominations to the Board.
7. Along with the rest of the board, the President will be responsible for the budget process.
8. The President shall be a signing Officer along with the Treasurer and 1 (one) other Executive Member for cheques issued by the Association.
9. The president shall be the voice of the board for media releases through the local media outlets, as well as for communication with the city of Swift Current community services department.

b) Past- President:

1. To ensure orderly transition from year to year the immediate Past President shall serve and assist the succeeding President and Board of Directors for Two (2) Years.
2. The Past President shall have all the rights and duties of a Director of the Association including the right to vote at Board Meetings.
3. The Past-President will share, and offer the knowledge gained from the past years served on the board.

c) Vice-President:

1. The Vice-President may assume the duties of the President in the absence of the President, and may take over a Director's role in the event of any vacated position.
2. The Vice-President shall be responsible for web site, and social media information.
3. The Vice-President will be responsible for the umpires. The appointed umpire coordinator will report directly to him.

d) Treasurer:

The Treasurer shall act as a signing Officer for all cheques issued by the SCMBA. The Treasurer shall be responsible for the following, but not limited to:

1. Do all necessary banking and issuing of cheques for the Association. All cheques will be issued subject to submission of the expense accounting form.
2. All cheques require two (2) signatures.

3. The Treasurers shall keep an up-to-date account of the Association's financial affairs and shall provide a financial report at regular meetings of the Board.
4. The Treasurer shall provide an Annual Report at the AGM.
5. The Treasurer will ensure that the Association will follow all Not-for-Profit rules and regulations for financial accounting.
6. A bank account in the name of SCMBA shall be maintained at a Canadian Chartered Financial institution and will be recommended by treasurer for ratification by the Board.
7. The SCMBA signatories shall be three (3) members of the executive. All cheques or other order for the payment of money, notes or other evidence of indebtedness issued in the name of SCMBA, shall be authorized by a minimum of 2 members of executive.
8. The Treasurer shall be responsible for managing online and in-person registrations.

e) Secretary:

The Secretary shall be responsible for the following, but not limited to:

1. Keep all minutes and ensure distribution to SCMBA board.
2. At special meetings the secretary may be asked to take the meeting minutes.

Board Members Role:

The role of the Board is to act honestly and in good faith to serve the best interests of the SCMBA. The SCMBA Board is a working board and as such, shall be entrusted with the day to day operations of the association. In performing the task, the board shall meet on the second Monday of each month throughout the year, as well, in time of need there will be extra meetings called at the discretion of the president. In conducting the affairs of the SCMBA, the Board shall appoint standing and Ad-Hoc committees as necessary to do the work required. Individual directors may also take on specific organizational tasks. These committees or individual directors, as appointed by the SCMBA, must provide progress reports at each board meeting for acceptance and approval.

Board Directors, Appointed Positions:

1. T-Ball Director
2. Rally Cap Director
3. Mosquito Director
4. Pee Wee Director
5. Bantam Director
6. Midget Director
7. Equipment Director
8. Concession Director
9. Safety/CRC/VSC Director
10. Diamond Maintenance Director

T-Ball Director:

The T-ball Director reports to the SCMBA board and shall be responsible for recruiting coaches, preparing team rosters and overseeing the operations of the division of T-ball, also for the coordination of administrative and other tasks as they occur within the division.

Rally Cap Director:

The Rally Cap Director reports to the SCMBA board and shall be responsible for recruiting coaches, preparing team rosters and overseeing the operations of the division of Rally Cap, also for the coordination of administrative and other tasks as they occur within the division.

Mosquito Director:

The Mosquito Director reports to the SCMBA board and shall be responsible for recruiting coaches, preparing team rosters for the house league teams, and overseeing the operations of Mosquito division, also for the coordination of administrative and other tasks as they occur within the division.

Pee Wee Director:

The Pee Wee Director reports to the SCMBA board and shall be responsible for recruiting coaches, preparing team rosters for the house league teams, and overseeing the operations of the Pee Wee division, also for the coordination of administrative and other tasks as they occur within the division.

Bantam Director:

The Bantam Director reports to the SCMBA board and shall be responsible for recruiting coaches, preparing team rosters for the house league teams, and overseeing the operations of the Bantam division, also for the coordination of administrative and other tasks as they occur within the Division.

Midget Director:

The Midget Director reports to the SCMBA board and shall be responsible for recruiting coaches, preparing team rosters for the house league teams, and overseeing the operations of the Midget division, also for the coordination of administrative and other tasks as they occur within the division.

Equipment Director:

The Equipment Director Reports to the SCMBA board, and shall be responsible for the purchase, repair, storage, inventory, collection and distribution of Association Equipment at the direction and approval of the Board.

Concession Director:

The Concession Director reports to the SCMBA board, and is responsible for all aspects of the Concession, including but not limited to, purchase of product, worker schedule, tender of concession, health and safety, also for the coordination of administrative and other tasks as they occur within the concession portfolio.

Safety/CRC/VSC Director:

The Safety/CRC/VSC Director reports to the SCMBA board, and is responsible to build, maintain, and keep record of all coaches, volunteers, umpires, that belong to the SCMBA in regards to the Criminal Record Check (CRC) and the Vulnerable Sector Check (VSC) and or the city "Safe Places". They are responsible for the safety of everyone involved with the SCMBA.

Diamond Maintenance Director:

The Diamond Maintenance Director reports to the SCMBA board, and is responsible for all aspect of diamond maintenance, and diamond allocations for all divisions. They can and will do minor repairs to all the diamonds. They will

collect data on what is needed for major repairs, and improvements on the diamonds and with the City of Swift Current Community Services department build a plan to repair, improve the diamonds.

Article 7 –Meetings

1. The Board shall meet on the second Monday of each month throughout the year. A quorum for a meeting of the Board shall be one half (1/2) the number of Directors plus one (1). Voting members will be all board members in good standing
2. The AGM shall be held annually in the month of September, at a date and place chosen by the Board. Notice of the AGM must be given a minimum of three (3) weeks in advance to the membership. Notice shall be given in the website and any other communication technologies that will ensure notification to the greatest number of members. A quorum for the AGM shall be of twenty (20) members. If all the criteria for an AGM are met, except the quorum, the quorum for a regular board meeting will be accepted.
3. For election purposes only, all eligible members who have attained eighteen [18] years of age may vote with one per house hold. All members of the association have the right to vote, but only at the AGM. There will be no proxy vote.
4. Non scheduled meetings may be called by any Board member for exceptional reasons. Electronic notification with reasons for the meeting must be given to all Board members seven (7) days prior to the meeting date. A quorum, as determined in (7.1), must agree to the meeting.
5. Each meeting shall be opened and closed upon motion of a Director present and seconded by another present. Meetings shall be run using standard meeting rules of order and following a standard agenda.
6. Each meeting shall be presided over by the President, and failing him the Vice-President and failing him a Board Member agreed upon by the majority of those present.

Board Meeting protocol:

A Quorum of one half (1/2) the number of Directors plus one (1) must be present before a meeting can be called to order. All Board meetings will follow standard meeting protocol:

- i. Meeting called to order
- ii. Review previous meeting minutes (motion to accept or change)
- iii. Old Business:
 - Review action items from last meeting for progress
 - Cover any unfinished business from last meeting
- iv. Executive and Directors Reports
- v. New Business
 - New issues, business items
 - Presentations (if any)
- vi. Treasurer report
- vii. Next meeting date
- viii. Adjournment

AGM or Special Meetings:

The order of business at the Annual General Meeting or Special Meeting shall be as follows:

- Approval of minutes of the previous AGM
- AGM business
- Treasurer's Financial Report
- The President's Address
- Consideration of constitution, by-laws, amendments and alterations

Any change in the constitution, by-laws or rules and elections to the various executive or directors of the association can only be made at the AGM, or a special meeting called for that purpose. Such changes and nominations can be proposed by any member of the Association in good standing.

- The presentation of awards

General Business:

Advance notice of items discussed under General Business must be received by the Secretary no later than ten (10) days prior to the Annual General Meeting including:

- Dissolution of Existing Board of Directors
- Election and Installation of the new Board
- Appointment of new Directors
- Adjournment

Election of the Executive of the Board:

The Officers shall be elected at the Annual General Meeting in the following order:

1. President
2. Vice President
3. Treasurer
4. Secretary

Elections or Appointments of Directors

The Directors shall be elected or appointed at the Annual General Meeting in the following order:

1. T-Ball,
2. Rally Cap
3. Mosquito
4. Pee Wee
5. Bantam
6. Midget
7. Equipment Director
8. Concession Director
9. Safety/CRC/VSC Director
10. Diamond Maintenance Director
11. Umpire coordinator Director

All directors shall be for a term of one year.

The executive shall be elected by a simple majority vote of those eligible voters present at the AGM. Nominations for the executive positions must be received by the secretary no later than fifteen (15) days prior to the AGM. Nominations will be

posted on the home page of the website 15 days prior to the AGM. Nominees for executive positions must have been an active member of the board of directors the year prior to his or her nomination. If no nominations have been received for any executive position nominations may also be taken from the floor. If no nominations have been received for a position, that position is deemed vacant and may be filled by the board by majority vote any time during the fiscal year.

Article 8 –Registration

1. Persons eligible for registration as a player in the Association shall be:
 - a) A resident of the City of Swift Current and surrounding areas;
 - b) The person must comply with the age limitations for the association requirements unless otherwise approved by the Board
 - c) Any player with an acceptable release from an alternate association.
2. Registration fees for players shall be determined from year to year by the Board.

Article 9 -Notwithstanding Clause

Bylaws and rules of the SCMBA are intended to be general guidelines and cannot specifically cover each situation that may arise. Therefore, the association will have the authority to interpret and decide to the best of their judgment with regards to any specific case any matters pertaining to any and all clauses contained herein and their decision shall be final.

Article 10 -Discipline

The board is empowered to remove by a majority vote on secret ballot, any executive, director, coach, volunteer, Parent or player of the association who are deemed not to be fulfilling their duties and responsibilities, or in violation with the SCMBA code of conduct. A special meeting must be called specifically for this purpose and 75% quorum of the Board of Directors is required.

Article 11 -Conflict of Interest

1. Before agreeing to serving on the Board and during their term of office, directors must openly disclose a potential, real or perceived conflict of interest as soon as the issue arises and before the board or its committees dealing with the matter at issue.
2. A director who is in any way directly or indirectly interested in a contract or transaction, or proposed contract or transaction, with the association shall make this disclosure to the board. No such director shall attend any part of a meeting of directors or vote on any resolution to approve any such contract or transaction.

Article 12 -Dissolution

Any funds and assets of SCMBA would be turned over to the Swift Current Indians baseball club, on the dissolution of SCMBA.

Article 13 -AMENDMENTS TO THE CONSTITUTION

Amendments to the constitution may be suggested by any member in good standing.

Amendments to this constitution shall be made as follows:

1. A proposed amendment shall be submitted in writing three [3] weeks prior to the Annual Meeting to the secretary of the association.
2. The secretary of the association shall notify all directors of the receipt of the proposed amendment.
3. The President shall call a special meeting of the directors by notice set out in Article 5 of the constitution.
4. An amendment to the constitution must receive:
 - i) Approval of two thirds [2/3] of the entire board called to consider the amendment.
 - ii) The approval of a majority of a quorum of members at a membership meeting called to consider the amendments.

“Code of Best Practices”

This is a compilation of “Best Practices” for SCMBA. All members will review and comply with the following according to the SCMBA best practices starting with the 2016 season.

Roles of the Players

- ❖ Be respectful
- ❖ Play by the rules of the game
- ❖ Know the rules of the game
- ❖ Be accountable to your team/coaches/officials
- ❖ Do not express negative comments to the officials
- ❖ Direct your concerns, comments, upset to your coach
- ❖ Communicate via email, telephone, and third party to your coach when you need to be absent
- ❖ Be positive with your teammates and coaches

Roles of the Organization

- ❖ Provide safe environment
- ❖ Ensure policies and rules of WMBA are followed and enforced
- ❖ Ensure rules and policies are in place
- ❖ Ensure equal opportunities for all members according to the Human Rights provisions
- ❖ Be respectful of the membership and community
- ❖ Provide support to membership

Roles of the Parents

- ❖ There is a mandatory 24 hour cool down period before filing a complaint.
- ❖ Be supportive of your child and keep things positive
- ❖ Model integrity, honesty and good sportsmanship
- ❖ Encourage your child to take a leadership role

- ❖ Promote the “team” theme
- ❖ Respect all participants
- ❖ Support the sports environment to be safe and healthy (tobacco free and drug free)

Roles of the Umpires

- ❖ Must avoid conflict of interest
- ❖ Fair judgment of sport competition and exercise impartiality
- ❖ Treat all participants with dignity and courtesy
- ❖ Seek self-improvement
- ❖ Be honest about experience and qualifications when asked
- ❖ Protect the fans, administration, coaches, and players from inappropriate conduct
- ❖ Avoid any practices that would discredit your position or role

Role of the Coach

- ❖ Respect the members and players in the game and protect the dignity of all the participants
- ❖ Equal rights and access to roles and duties (no favoritism)
- ❖ Respect the confidentiality of your players
- ❖ Encourage mutual respect and support amongst players
- ❖ Do not involve yourself in the personal affairs of the athletes
- ❖ Provide a safe environment during practices
- ❖ Foster respect amongst players
- ❖ Continue to strive for excellence and encourage players to do the same

Complaints/Concerns – Roles and Responsibility of the SCMBA Board

The following is a breakdown of what issues may be handled by the division director and what issues are of a more serious nature and require board level intervention.

Minor Issues

These are some considerations but not limited to what is written here (can be handled by division director)

- ❖ Parental frustrations regarding games
- ❖ Parental frustrations over misperceptions

- ❖ Parents' personal feelings about a coach decision, coach, other kids or unfairness in the game
- ❖ Parents' complaints about a child's position on a team
- ❖ Parents' concerns about fees, dues practice times or games or expectations

Major Issues

These are some considerations but not limited to what is written here (must be handled by SCMBA board).

- ❖ Any form of child abuse
- ❖ Drug use/alcohol use abuse
- ❖ Parent losing control
- ❖ Violent incident (child/coach)
- ❖ Violent incident (child/child)
- ❖ Any other serious occurrences

NOTE: before any issue can be addressed a mandatory 24 hour cooling off period is required by all complainants.

Complaint/Concern Process

1. Assess the complaint.
2. Acknowledge receipt of complaint within two business days via email or telephone (this follows the 24 hour cooling off period).
3. Forward the complaint to the appropriate parties.
4. The board will decide what the next steps might be.
5. Minutes of any meetings to outline the issues and resolutions will be provided to the membership post haste.
6. Request a follow up by telephone or email by the executive to ensure that the desired result has occurred.
7. If a more formal process is necessary and of a serious nature then the board may assign a director at large to investigate and where necessary write a written report to the board as to the actions that should be taken.
8. If it is necessary the board may then act on its own to do whatever to resolve the matter to its own satisfaction.
9. All actions must be recorded and documented with a copy into the minutes.

