



**THOROLD MINOR BASEBALL  
CONSTITUTION & BY-LAWS**

# **THOROLD MINOR BASEBALL: CONSTITUTION & BY-LAWS**

## **ARTICLE 1: NAME**

The official name of the Organization shall be "Thorold Legion Minor Baseball" (TLMB). The organization shall also be referred to as "Thorold Baseball" or "Thorold Minor Baseball".

## **ARTICLE 2: OBJECTIVE & PURPOSE**

The objective and purpose of the Organization shall be:

- (a) To foster and improve the game of baseball for minor age groups in the City of Thorold.
- (b) To build and provide an inclusive youth baseball experience for players of all abilities.
- (c) To organize and operate an effective and efficient baseball program in the municipality.
- (d) To improve playing ability and provide recreation through the operation of its baseball program.

## **ARTICLE 3: MEMBERSHIP**

Membership in the TLMB shall be composed of all residents and non-residents of the City of Thorold who meet one of the following criteria:

- (a) a coach in good standing for the previous or current season;
- (b) a parent or guardian of any registered player in TLMB in the previous or current season;
- (c) a board member of either of the preceding two seasons or current season;
- (d) any player who played in either the prior or current season who has attained the age of 18 years;
- (e) a community member that has been nominated by a current member that meets one of the above criteria.

Provided, the individual agrees to abide and comply with the by-laws, rules and regulations of TLMB. Each member shall have full voting rights at any general and annual meeting.

## **ARTICLE 4: EXECUTIVE**

"The Executive" of TLMB shall consist of nine (9) voting positions: President, Vice-President, Registrar/Secretary, Treasurer; Umpire in Chief; Fundraising/Sponsorship; 9U convener, 13U convener, 18U convener, Tournaments

The outgoing President shall stay on with the incoming Executive in the ex-officio, non-voting role of Past President. They shall serve in a consolation role. The Past President may remain at the approval of the Executive, until replaced by the next outgoing President.

All offices will be held for a period of one (1) year. The election of nine (9) Executive Members shall be held at the Annual Meeting to be scheduled between Labour Day and

the 15<sup>th</sup> day of November. The President shall have the authority to fill any Executive vacancies that may occur or are not filled at the Annual Meeting election of Officers so long as they have been vetted, and cleared a background check.

A member may hold two or more executive positions concurrently, however, there must be a minimum of five (5) members comprising the executive.

In the event that one member holds two or more executive positions that member has only one vote on any association business.

It is not recommended that the President also fill the Treasurer role. When this is the case, the President and Executive should exhaust all options to avoid this scenario.

## **ARTICLE 5: DUTIES OF THE EXECUTIVE**

### **President**

Shall preside at all meetings of the organization. The President is the Chief Executive Officer and as such shall exercise supervision over the activities of the TLMB. They shall have the authority to rule on any situation which is not specifically dealt with in the constitution, by-laws or rules and regulations of the TLMB.

Shall bring any issue requiring decision to the executive for debate and vote. The President shall not bind the Organization on any ongoing financial commitment, organization membership, discipline matters or contractual obligations without informing the Executive and seeking approval.

Shall represent TLMB as its representative at any meeting or event of an association to which TLMB is a member. They are able to delegate this responsibility to a relevant Executive member.

Shall be the primary contact with the municipality, district baseball associations and provincial baseball associations.

Responsible for organization, co-ordination and delegation of all special events of the organization, including, but not limited to: Northeast Weekend; TLMB hosted tournaments; end of year awards banquet; and pictures

### **Vice-President**

Shall perform the duties of the President in their absence.

Shall have responsibility for coach and umpire recruitment and training.

Shall purchase all equipment and uniforms for teams operating in the baseball program under the TLMB. Purchases are subject to approval of TLMB Executive. To allocate, inventory, maintain, collect and store all equipment and uniforms that are the property of the TLMB.

## **Secretary/Registrar**

Shall perform the duties of the President in the absence of the President and the Vice-President

Shall be responsible for the planning, advertisement, and execution of all registration activities including collection of registration fees from all players registered in the TLMB. To establish, with approval of the TLMB Executive, a registration fee structure, registration dates and time(s) of registration.

Shall keep an accurate record of all Organization meetings. Receive and send out all correspondence for the Organization; retaining a file(s) on all correspondence. Maintain and update Organization website. Minutes of Organization meetings will be forwarded to the Executive and Directors.

## **Treasurer**

Shall receive all monies and deposit same in the Organization's account with a financial institution, receive and pay all invoices, sign all cheques along with the signature of the Vice-President or President; keep accurate account of all receipts and disbursements; present a prepared financial report at each Executive meeting; prepare the annual financial report and have written reports for distribution at the Annual Meeting; pay accounts.

## **9U Convener**

Schedules the games for regular season and playoff structure for all divisions 9U and under (Sr. Rookie, Jr. Rookie, T-Ball). To assign coaches for each team, produce schedule, and distribute them to coaches before the first game is played. Ensure coaches have equipment and baseballs. Schedule and allocate park practice time. Monitor and report to the executive on progress of teams, and any issues and concerns .

## **13U Convener**

Schedules the games for regular season and playoff structure for divisions 13U & 11U (Mosquito, Peewee). To assign coaches for each team, produce schedule and distribute them to coaches before the first game is played. Ensure coaches have equipment and baseballs. Schedule and allocate park practice time. Monitor and report to the executive on progress of teams, and any issues and concerns.

## **18U Convener**

Schedules the games for regular season and playoff structure for divisions 18U & 15U (Bantam and Midget). To assign coaches for each team formed, produce schedule and distribute to coaches before the first game is played. Ensure coaches have equipment and baseballs. Schedule and allocate park practice time. Monitor and report to the executive on progress of teams, and any issues and concerns.

## **Umpire-in-Chief**

To assist the Vice-President in Umpire training and recruitment. To schedule all umpires for home league games and TLMB hosted tournaments. To be responsible for all umpires and umpiring equipment in the Organization. Maintain a list of Umpires for assignment to games. Establish a fee schedule for each year, subject to approval of the Executive. Authorize payment of Umpires.

To liaise with Niagara District Umpires Union for all NDBU umpire needs.

To liaise with external associations when needing to fill umpire vacancies on a short-term or long-term basis.

## **Fundraising/Sponsorship/Canteen Co-Ordinator**

Responsible for the coordination of all fund raising activities and events. Coordinates sponsorship development and recognition. During season is responsible for operation of Sullivan Park and McMillan Park Canteens under the direction of the Executive.

## **ARTICLE 6: ELECTIONS**

The election of Executive and Directors of the Organization shall be conducted at the Annual Meeting held between Labour Day and Thanksgiving of each year. Nominations for Executive and Directors will be welcome from the floor at the Annual Meeting. To be nominated for an Executive position of - President, Vice-President or Treasurer - one must have served on the previous season's executive in any capacity. If more than one (1) person is nominated for any office, a vote by ballot will be taken and the nominee receiving the greatest number of votes will be elected. If a tie occurs for any Executive or Director position, the run-off vote by ballot will be taken amongst the "tied" positions only.

In the event that elections do not take place during the AGM, the position of President will be assigned by the outgoing President. The assigned President shall take on full Presidential duties. The new President will endeavor to host an AGM where elections can take place.

## **ARTICLE 7: ANNUAL MEETING**

The Annual Meeting of the TLMB shall be held between Labour Day and Thanksgiving each year. Exact date and location will be determined by the President. The order of business for the Annual Meeting will be:

- 1) President's welcome and address - summary of the year.
- 2) Secretary's report - summary of the last executive meeting.
- 3) Treasurer's report - treasurer's report for the year.
- 4) Amendments to the Constitution.
- 5) General Business
- 6) Election of Executive by position.
- 7) President's remarks.

## **ARTICLE 8: AMENDMENTS**

Amendments or any alterations shall be made to any part of the Constitution, By-Laws and Regulations at the Annual Meeting. Notice of any proposed amendment or alteration must be given in writing to the Secretary at least fourteen (14) days prior to the Annual Meeting. Amendments or alterations to the Constitution, By-Laws and/or Regulations will be adopted by a majority vote of the TLMB membership at the Annual Meeting or a general membership meeting. In certain cases, amendments may need to be made during a season or between AGM's. In these cases these amendments shall require a 2/3 majority of the Executive/Board to approve. If approved, the amendments will only serve for that season's term. To become permanently adopted, they must be brought to the next AGM or Special AGM of the membership.

## **ARTICLE 9: VOTING PROCEDURES**

Four (4) Executive in good standing constitute a quorum. A vote by majority at Executive meetings shall constitute passing of a motion. The President shall not vote except in the case of a tie. Voting shall be by a show of hands. Where required in the discretion of the President, a vote may be conducted by email. In the case of an email vote, the President shall circulate a vote summary to all executive members indicating each member's vote.

## **ARTICLE 10: MEETINGS**

The President may call a special, emergency or general meeting of the Association or Executive Board at any time. A minimum of forty-eight (48) hours notice must be given except for emergency meetings. Executive meetings shall be held at least once every month from February to October inclusive. Scheduling of Executive meetings is at the discretion of the President. Any member in good standing (see Article 3) can attend an Executive meeting whenever he/she wishes. The President may declare an Executive meeting goes into closed session, at which time any person who is not a member of the Executive may be excluded.

## **ARTICLE 11: AFFILIATIONS**

Thorold Legion Minor Baseball shall be affiliated with the Ontario Baseball Association (O.B.A.) through the Niagara District Baseball Association (N.D.B.A.). TLMB shall maintain membership in the Niagara District Baseball Association (N.D.B.A.) and Select Ontario Baseball Association (S.O.B.A) and protect its rights as a member of those Associations.

## **ARTICLE 12: ATTENDANCE**

All TLMB Executive and Directors are required to have a sixty percent attendance record throughout the upcoming years by-monthly meetings. The attendance record will begin with the Annual General Meeting. The President will provide a schedule of all the meetings for the coming year at the first meeting directly following the Annual General Meeting each October. The President shall have the power to dismiss any Executive from the TLMB because of their attendance record.

## **ARTICLE 13: EXECUTIVE AUTHORITY**

The TLMB Executive reserves the right to set, appeal or amend the Bylaws, Rules, Regulations and Guidelines as deemed necessary to facilitate and conduct the business of the TLMB in a manner consistent with the intent of the TLMB Constitution and Regulations. These changes will be published in the minutes of the meeting at which it occurred and must be ratified at the next AGM. The TLMB Executive must approve all coaches prior to the season. The TLMB Executive must approve all handouts.

## **BY-LAWS**

### **BY-LAW 1: CONCURRENT APPOINTMENTS TLMB AND OTHER ASSOCIATIONS**

**No executive member may also serve as a voting member of any other local association within NDBA**

If an **executive member outside of the President** serves on the executive of NDBA, OBA, SOBA, or Interlock Committee this member shall gain approval from the Thorold Baseball Association Board/Executive, and shall provide a synopsis of current business of said association at each TLMB executive meeting.

### **BY-LAW 2: SUSPENSIONS AND EXPULSIONS**

Any team, player, coach, manager or member of the Organization that fails to abide by the constitution, by-laws, Baseball Canada, Ontario Baseball, NBDA, Interlock or other association rules and regulations or requests of the TLMB executive and directors may be suspended or expelled.

If the President feels justified, he may indefinitely suspend any person or team. The suspended individual or team has the right to ask for a hearing before a Disciplinary Committee.

The hearing is to be held within 15 days from the requested date. The TLMB President will appoint at least 3 members from the present executive to the Disciplinary Committee. No member appointed should be directly involved with the disciplined individual or team. The committee should have a recommendation to the TLMB executive at their next scheduled meeting. The executive has the final say on all discipline. For an individual or team to be expelled it must pass by majority of all TLMB executive and directors.

### **BY-LAW 3: OBA TEAM IMPORT PLAYERS:**

Players from other local associations may play for TLMB OBA teams; however, there shall be no more than five (5) players who reside outside of the geographical limits of the City of Thorold on any team. Residency for the purpose of this By-Law shall be determined as of June 1st of the current season. Import players will be required to obtain a release from their local association where applicable.

### **BY-LAW 4: OPERATING PROCEDURES:**

The TLMB Executive will establish operating procedures for the organization and will endeavor to document and refine procedures in an operations document.

### **BY-LAW 5: BACKGROUND CHECKS & NCCP:**

All coaches, assistant coaches, trainers and any other adults that will have regular contact with players under the age of 18 must obtain and clear vulnerable sector background checks

and at a minimum obtain NCCP coaching numbers.

All coaches must follow the credential regulations as outlined by NCCP for their respective level and division.