

# **Orangeville & Headwaters Minor Baseball Association**



**Constitution & Bylaws**

**Amended in 2019**

## **1.0 ARTICLE I – IDENTITY**

1.1 The name of the organization shall be “The Orangeville & Headwaters Minor Baseball Association” herein referred to as OHMBA.

## **2.0 ARTICLE II – OBJECTIVES**

2.1 The objectives of the association shall be:

- 2.1.1 To promote sports and sportsmanship through the development of baseball in the Headwaters Region within our designated territory.
- 2.1.2 To provide a safe environment in which all players have the right to play.
- 2.1.3 To protect and promote the mutual interest of its players.
- 2.1.4 To manage and regulate House League, Select and Representative divisions, their players, coaches, umpires and scheduling.

## **3.0 ARTICLE III – MEMBERSHIP**

- 3.1 Membership in the Association shall be open to all registered parents, head coaches (mangers), umpires, sponsors and board members.
- 3.2 Membership of any member of the association may be rescinded for just cause by majority vote of the current board.

## **4.0 ARTICLE IV – BOARD**

- 4.1 Governance within the Association will be achieved through a board and committee structure. An Executive Management Board (the Board) is the decision-making authority and will provide the overall direction of the Association. The Board shall appoint a series of committees overseeing specific areas of the operation. The committees will report to the Board providing recommendations and, when required, propose by-law amendments applicable to their areas of concern.
- 4.2 The OHMBA will be managed by three structures: officers of the association, executive board and task managers
- 4.3 The officers of the association will consist of the following positions:
  - 4.3.1 President (elected on odd numbered years)
  - 4.3.2 First Vice-President of House League (elected on even years)
  - 4.3.3 Second Vice-President of Rep/Select (elected on odd numbered years)
  - 4.3.4 Secretary (elected on even years)
  - 4.4.4 Treasurer (elected on odd years)

- 4.4 The executive board will consist of the following positions:
- 4.4.1 Public Outreach and Social Media (elected on even years)
  - 4.4.2 Fields Manager (elected on odd years)
  - 4.4.3 Player Development and Ratings Coordinator (elected on even years)
  - 4.4.4 Equipment Manager (elected on odd years)
  - 4.4.5 Uniform Manager (elected on even years)
  - 4.4.6 Umpire-in-Chief (elected on odd years)
  - 4.4.7 Sponsor Coordinator (elected on even years)
  - 4.4.8 Events Coordinator (elected on odd years)
  - 4.4.9 Webmaster (elected on even years)
- 4.5 The task managers will consist of the following positions:
- 4.5.1 Shack Manager (appointed yearly)
  - 4.5.2 Administrator and Registrar (appointed yearly)
  - 4.5.3 Divisional Convenors (appointed yearly)
- 4.6 The officers of the association must be held by separate people.
- 4.7 OHMBA permits multiple officers of the association, executive board and task manager positions to be held by a single person. However, the treasurer position may only hold a single person.
- 4.8 The officers of the association may remove an executive board member for not fulfilling their role on the executive board by way of a non-confidence vote. The vote must achieve 80% to pass.
- 4.9 In order to run for the president position the candidate must have sat on the executive on the previous year.

## **5.0 ARTICLE V – DUTIES**

### **5.1 President**

- Duties / Responsibilities
  - Chair all league meetings
  - Attend all governing organizational meetings (YSBA/OBA), or delegate a proper representative.
  - Oversee all baseball operations of OHMBA.
  - Exercise general supervisor of the association, in accordance with policies stated by the board.
  - Act as ex-officio on all committees.
  - Be one of the signing officers of the association (1 of 3)
  - Represent the (see president of hockey description).

### **5.2 First VP of House League**

- Duties / Responsibilities
  - Assume the duties of the President in the absence of the President

- Monitor adherence by the Board to all existing Policies and inform the Board with respect to any inconsistencies between existing Policies and a proposed policy;
- Be available to assist any director / convener / coach as necessary.
- Carry out duties as assigned by the board, exec committee.
- Be one of the signing officers of the association (2 of 3)
- Establish and monitor all duties assigned to the conveners.
- Represent and promote the interest of the association.
- Attend all league meetings.
- Attend all governing organization meetings (YSBA/OBA) as necessary.
- Establish the House League Committee and act as chair.
- Present all House League Committee actions to the Executive for a formal vote.
- Act as a member of Discipline and Appeals Committee
- Schedule all House League games in coordination with conveners.

### 5.3 Second VP of Rep / Select

- Duties / Responsibilities
  - Assume the duties of the President in the absence of the President and VP House League
  - Attend all governing Org meetings (YSBA/OBA)
  - Oversee all Rep/Select operations of the OHMBA
  - Establish the Rep/Select Committee and act as chair
  - Carry out duties as assigned by the board, exec committee.
  - Represent and promote the interests of the league.
  - Attend all league executive meetings
  - Present all Rep/Select Committee actions to the Executive for a formal vote.
  - Act as a member of the Discipline and Appeals Committee
  - Schedule all Rep/Select games in coordination with coaches

### 5.4 Secretary

- Duties / Responsibilities
  - Record or delegate the minutes of General Meetings of the Membership, Board Meetings and Executive Committee Meetings and ensure that Association records are regularly and properly kept, and all business conducted in accordance with any applicable procedures established by the Board or by the Membership;
  - Ensure the proper custody of the Association's corporate seal, corporate minutes and resolutions and other corporate records and documents;
  - Have a functional, working knowledge of bylaws and OHMBA regulations, and carry out duties as assigned by the Board, the Executive Committee or the President;
  - Carry out duties as assigned by the board, exec committee.
  - Assist the Administrator, as necessary.

### 5.5 Treasurer

- Duties / Responsibilities
  - Act as a book-keeper for the league, maintaining all documents, balance sheet, bank statements, etc,
  - Be one of the signing officer of the association (3 of 3)
  - Review all budgeted expenditures with Executive and ensure commitments do not exceed financial resources.
  - Carry out duties as assigned by the board, exec committee.
  - Present financial information to league executive, when required.
  - Co-ordinate and be available to assist during the auditing process.

#### 5.6 Public Outreach and Social Media Coordinator

- Duties / Responsibilities
  - Authoring of articles for website, FB, all social media channels.
  - Develop and maintain policies with regards to privacy concerns for league members.
  - Attend league events to capture images for social media.
  - Carry out duties as assigned by the board, exec committee.
  - Manage leagues presence on all social media platforms
  - Facilitate league wide communications to membership
  - Manage the 'Weather Alert System'

#### 5.7 Fields Manager

- Duties / Responsibilities
  - Liaise with all towns, school boards, property owners with regards to:
    - Field maintenance & developments
    - Permits - bookings and execution
  - Work in coordination with VP Rep/Select and VP House League for game scheduling
  - Owner of all facility keys and responsible for the management of the key assignment.
  - Develop 1,3,& 5 year plans for field construction/developments in coordination with league objectives.
  - Hiring / Managing of 3rd party vendors for field maintenance requirements, as required.
  - Carry out duties as assigned by the board, exec committee.

#### 5.8 Player Development & Ratings Coordinator

- Duties / Responsibilities
  - Organize training & Development activities before, during, and after season. (ie Clinics)
  - Establish the Training & Development Committee and act as chair.
  - Develop practice plans for each age level.
  - Assist Conveners in the compiling of player ratings, providing feedback on what is a level A, level B, level C, etc...
  - Carry out duties as assigned by the board, exec committee.

## 5.9 Equipment Manager

- Duties/Responsibilities
  - Responsible for the upkeep and maintenance of all player equipment.
  - Maintain accurate, up-to-date inventories and records of equipment and reserve equipment.
  - Coordinate with Division Conveners to distribute all equipment bags to coaches and ensure all equipment is returned at the end of the season.
  - Develop and maintain standard inventories for all equipment in each bag to ensure that all coaches have equipment they need for their season.
  - Continuous identification of equipment which has exceeded its life expectancy, and arrange for replacement.
  - Develop strategies to improve the quality and lower costs of acquiring equipment year over year.
  - Provides recommendations to the Board to approve ordering new equipment as required from season to season.
  - Carry out duties as assigned by the board, exec committee.

## 5.10 Uniform Manager

- Duties/Responsibilities
  - Coordinate and facilitate all programs related to the Rep/Select and House League uniform ordering needs.
  - Identify new vendors for uniform needs as necessary and present to Executive for review.
  - Carry out duties as assigned by the board, exec committee.

## 5.11 Umpire-in-Chief

- Duties/Responsibilities
  - Mentor and provide support to all umpires.
  - Support coaches and other members of the association in implementing the playing rules of the association.
  - Maintain accurate and up-to-date inventories and records of all umpire equipment.
  - Stock fields with umpire equipment.
  - Gather and provide recommendations to the Rules and Constitution Committee and board on updates to the official rules.
  - Respond and investigate complaints concerning rules and umpires to provide recommendations to the Discipline and Appeals Committee and Board.
  - Maintain an official umpire certification with OBA.
  - Carry out duties as assigned by the board, exec committee.

## 5.12 Sponsor Coordinator

- Duties/Responsibilities
  - Secure team sponsorships for all house league teams.
  - Secure special sponsorships for field, shack and events.
  - Creation of a sponsorship letter for promotion of league sponsorships.
  - Coordinate sponsor contact information and logos for website display.

- Invoice for and collection of sponsorship monies.
- Liaison with registrar and uniform manager to ensure team numbers and sponsorship requests are fulfilled.
- Arrange for and deliver sponsorship appreciation plaques.
- Carry out duties as assigned by the board, exec committee.

#### 5.13 Events Coordinator

- Duties/Responsibilities
  - Carry out duties as assigned by the board, exec committee.
  - Oversee and be the primary contact for all league run events; including but not limited to
    - Opening Day(s)
    - Closing Day(s) / Day of Champs
    - Fundraising activities
    - Tournaments
    - Photo Day
    - Other league sanctioned events, as necessary.

#### 5.14 Webmaster

- Duties/Responsibilities
  - Provide management and support to the league for all web & e-commerce related resources.
  - Liaise with 3rd party vendors on behalf of the league for all league e-platforms.
  - Carry out duties as assigned by the board, exec committee.

#### 5.15 Shack Manager

- Duties/Responsibilities
  - Be the main point of contact for all Snack Shack related inquiries.
  - Recruit student volunteers to help run concession at shack.
  - Ensure the concession is stocked with all applicable items, and purchase additional stock as required.
  - Scheduling of shack volunteers for all games and events.
  - Carry out duties as assigned by the board, exec committee.

#### 5.16 Administrator & Registrar

- Duties/Responsibilities
  - Be available to assist all executive members with administrative duties.
  - Facilitate registration activities and collect all payments.
  - Maintain and sort all registration records, and update the Executive as required through attendance at league meetings.
  - Schedule all umpires for league games, tournaments, and playdowns if necessary.
  - Deposit cheques and e-transfers, as required.
  - Carry out duties as assigned by the board, exec committee and as outlined by the contract.

#### 5.17 Divisional Conveners

- Duties/Responsibilities
  - Create fair and balanced team rosters.
  - Responsible for the sorting and disbursement of uniforms for their given division.
  - Liaison and mentor divisional coaches concerning player development and rules.
  - Respond to concerns or complaints at the divisional level.
  - Communicate special events to divisional coaches.
  - Attend house league subcommittee meetings and coaches meetings.
  - Present medallions and awards on closing day or arrange for an alternative.
  - Occasionally attend divisional games.
  - Carry out duties as assigned by the board, exec committee.

### 6.0 ARTICLE VI – COMMITTEES

6.1 The president shall be ex-officio on all committees

6.2 The OHMBA will have the following committees:

6.2.1 House League

6.2.2 Rep/Select

6.2.3 Training and Development

6.2.4 Discipline and Appeals

6.2.5 Rules & Constitution

6.2.6 Opening Day & Closing Day

### 7.0 ARTICLE VII – MEETINGS

7.1 A quorum for all committee meetings is 50% of the committee members.

7.2 Committee decisions shall be by majority vote.

7.3 All committees must keep records of meetings and prepare auditable control of financial transactions.

7.4 The board must approve all committee decisions.

7.5 The annual general meeting shall be held during the fourth quarter of the calendar year or at the earliest convenient date.

7.6 The president shall call general board meetings at least once a month.

7.7 Special meetings may be called at any time. A special meeting must be called within two weeks of a request for such as made by any three members of the board.

7.8 All members of the board shall be notified at least 48 hours prior to any



general board meeting or special meeting. If acceptable contact cannot be made, the president or secretary will attest to the fact that at least two attempts were made to contact the individual concerned.

7.9 A quorum at general board meetings shall consist of 50% of the board.

7.10 The minutes of all board meetings will be recorded by the OHMBA secretary and will be available for review by the executive board.

## **8.0 ARTICLE VIII – VOTING**

8.1 Election of succeeding officers of the association and executive board shall be by majority vote at the annual general meeting and follow the guidelines as set out in Article IV, sect. 4.3.

8.2 Election of the officers of the association and executive board shall be by secret ballot.

8.3 Each person at the annual general meeting may only vote once under the following conditions:

8.3.1 Voting at the annual general meeting is restricted to one vote per registered child up to a maximum of 2 votes per family if more than 1 child is registered.

8.3.2 Each officer of the association and executive board member has one vote.

8.3.3 Each sponsor or representative has one vote.

8.3.4 Each head coach (manager) has one vote.

8.4 For members less than 18 years of age that vote is the parent/guardians responsibility. For members over 18 years of age the responsibility is their own.

8.5 No proxy or absentee voting is allowed.

## **9.0 ARTICLE IX – MANAGERS AND COACHES**

9.1 The second vice president of rep/select in consul with training and development, and rep/select committees will select rep and select coaches.

9.2 The division convenors in consultation with the first vice president of house league shall select coaches for each team in their division.

9.3 The board may discipline managers and/or coaches and penalties as ruled by the board shall be respected.

9.4 The board, by a majority vote, may remove a manager and/or coach.

## **10.0 ARTICLE X – PLAYERS**

10.1 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. For representative teams refer to representative team bylaws.

10.2 All players must be paid in full before commencing play on any team in

- OHMBA unless the president has granted special circumstance.
- 10.3 The committee of discipline and appeals may discipline all players and penalties as ruled by the board shall be respected.
  - 10.4 Players requesting a release from the association must pay a \$20.00 administration fee.

## **11.0 ARTICLE XI – UMPIRES**

- 11.1 All umpires are required to wear the approved uniform as outlined in OBA or OHMBA guidelines and as instructed annually at the mandatory umpire clinic
- 11.2 All umpires who umpire for OHMBA at the rep and select must attend and pass an OBA approved umpire clinic and provide the Umpire-in-Chief with their umpire number upon receiving it
- 11.3 All umpires are required to notify the Umpire Scheduler of any cancellation a minimum of 2 hours prior to game time. Umpires are required to show up 15 minutes prior to the start of a game and review ground rules 5 minutes prior to the start of the game
- 11.4 All umpires are required to follow all rules as outlined by the Baseball Canada rule book, Baseball Ontario, and the house league rules set forth by OHMBA
- 11.5 All umpires are to strictly follow the OBA and OHMBA harassment and ejection policy and guidelines
- 11.6 Any contradiction of the above mentioned will result in a suspension from Games, practices or the association after review by the Umpire-in-Chief.

## **12.0 ARTICLE XII – FINANCIAL MANAGEMENT**

- 12.1 Executive board and officers of the association shall set player fees.
- 12.2 Executive board and officers of the association shall set sponsorship fees.
- 12.3 All association expenses and purchases will be paid by cheque bearing the signatures of two of the three signing officers.
- 12.4 The signing officers shall be:
  - 12.4.1 President
  - 12.4.2 Treasurer
  - 12.4.3 First vice president of house league
- 12.5 A financial review will be carried out annually within 90 days of the playing season. Unaudited financial statements will be made available at the annual general meeting. Further reviews and/or audits will be conducted in compliance with the regulatory obligations of the Ontario Not For Profit Corporations legislation.
- 12.6 Refunds prior to May 1st will be refunded without charge. As of May 15th a 25% administration fee will be applied. After June 15th a 50% administration fee will be applied.

- 12.7 Refunds will not be granted after July 1st. The board on an individual basis will look at extenuating circumstances.
- 12.8 **Remuneration.** The executive board members or officer of the association shall serve without remuneration and no member of the executive board or officers of the association shall directly or indirectly receive a profit from their position. Executive board members and officers of the association shall be reimbursed fair and reasonable expenses that arise as a result of fulfilling their duties in support of the whole of the Association. The Board may also reimburse other members of the Association, as well as volunteers, for expenses incurred while conducting Board approved activities. All disbursements are to be dealt with in a fair and equitable manner. All disbursements are to be itemized and clearly stated as an addendum to the annual financial statement. Fair and reasonable expenses include:
- 12.8.1 Fuel costs for attendance at meetings in support of a division or the whole of the Association.
- 12.8.2 Meal expenses for individuals spending a minimum of five consecutive hours performing activities approved by the Executive Board, including:
- 12.8.2.1 Convening and Association hosted tournament which is sanctioned by a governing body (ex. OBA, SOBA)
- 12.8.2.2 Participation at meetings in support of Association Business
- 12.8.2.3 Division administration costs, including photocopying and long distance telephone calls.

### **13.0 ARTICLE XIII – STANDING COMMITTEES**

- 13.1 Standing committees may be formed to assist in all aspects of association business. Their responsibilities shall be to carry out such assignments, as the board shall delegate to them. In addition, they will be expected to make recommendations to the board for improvement in areas of their activities.
- 13.2 The president shall appoint a chairperson to head such standing committees, as they deem necessary. The chairperson shall, in turn, report directly to the president to keep them informed on the activities of the committee.
- 13.3 Members of all standing committees shall be appointed jointly by the president and chairperson of the committee.
- 13.4 Pre-approved exist under article 6.2

### **14.0 ARTICLE XIV – HARASSMENT AND EJECTION POLICY**

- 14.1 Any player, coach or spectator that is ejected during an OHMBA game will be automatically suspended from the next game.

- 14.2 All game suspensions require the offending player miss all league activities during the suspension period.
- 14.3 The discipline and appeals committee will review the suspension and may lengthen if appropriate.

#### **15.0 ARTICLE XV – AMENDMENTS TO THE CONSTITUTION AND BY-LAWS**

- 15.1 The OHMBA Constitution is a living document and may be amended by a majority vote of the executive board at anytime.
- 15.2 The constitution may be amended by a majority vote the executive board.
- 15.2 A “Notice of Proposed Amendment” must be submitted to the chairman of the constitution and rules committee for consideration.
- 15.3 The present official playing rules and by-laws must be ratified at each annual general meeting.
- 15.4 Amendments to the officials playing rules and by-laws may be made by majority vote of the board at regular general meetings.