



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

Constitution

As Amended Nov.6, 2012

By-Laws

As Amended:

Policies

As Amended:

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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.

ARTICLE 1 – NAME

1. This organization shall be known as the St. Catharines Minor Baseball Association Inc.
2. 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 2 – 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 3 – MEMBERSHIP

1. There shall be the following classes of membership in the SCMBA, namely:

01. 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.

02. 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.

03. 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.

04. 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.

05. 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 4 – 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 5 – OFFICERS AND THE BOARD OF DIRECTORS

1. There shall be an Executive consisting of six (6) officers, all with voting privileges:
 01. President
 02. Past President
 03. Vice President, Director of House League
 04. Vice President, Director of All-Star
 05. Treasurer, Director of Finances
 06. Secretary, Director of Communications
2. There shall be a minimum of eight (8) elected Directors at Large, all with voting privileges.

ARTICLE 6 – ELECTIONS AND APPOINTMENTS

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

1. Officers of the Association, including the Executive and Directors, shall be elected at the Annual Meeting of the Association.
2. A Past President shall be appointed as a member of the Executive at the first meeting or thereafter.
3. Each Board of Directors member must receive a Constitution. Each Board member shall read, understand, and abide by the Constitution.
4. The Executive shall serve 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. If any opening occurs on the Board, the appointed person will only hold this position until the next Annual Meeting.
5. 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.
6. The President, as Chairman, may choose to exercise his/her vote only when a tie situation exists or when his/her vote will create a tie and thus defeat a motion.
7. 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.
8. The Board of Directors, by way of appointment, may fill any position(s) that remain unfilled after the Annual Meeting elections.
9. No person shall be eligible to hold office or be appointed to any position unless he/she is a member in good standing.
10. Elections shall be held by secret ballot by those members present and eligible to vote. A simple majority shall be necessary to elect.
11. 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.
12. All Convenors & Director positions are to be appointed at the first meeting or thereafter.
13. 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 7 – DUTIES OF THE BOARD OF DIRECTORS

1. The Board of Directors shall:
 01. 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.
 02. 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.
 03. 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.
 04. 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.
 05. 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.
 06. Determine the date, time and place of the Annual Meeting of the Association.
 07. Report to the Annual Meeting the major decisions and activities of the Board of Directors during its term for the approval of the membership.
 08. Approve a detailed financial budget for the Association within ninety (90) days of taking office.
2. The President shall:
 01. Preside at all meetings of the Association and shall be the Chairman of the Board of Directors.
 02. Issue or call for all regular and special meetings.
 03. 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.
 04. Ensure that regular elections are held in accordance with the Constitution.
 05. Call special meetings of the Association as the need arises, if at least five (5) days notice is given to its members.
 06. Call special meetings of the Board as the need arises, if twenty-four (24) hours notice is given to its members.
 07. Execute the decisions of the Association and its Board.
 08. 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.

3. The Vice President, Director of House League shall:
 01. Act as Association Representative for the Niagara Interlock Committee, and shall attend Niagara Interlock Committee meetings on behalf of the SCMB, and report such business back to the Board.
 02. Oversee all business associated with the House League Divisions within the SCMB (including, but not limited to equipment, uniforms, photos, etc...) and update the Board at regular meetings.
 03. Assist in selection of convenors for all House League Divisions.
 04. Liaise with all Board Members whose duties support the House League Divisions, and assist division convenors in resolving any issues that may arise throughout the season.
 05. In conjunction with the Registrar and Division Convenors, assist with player drafts for all divisions.
 06. Participate in the creation of all house league schedules for both regular season and playoffs.
 07. Will chair a Resolution Committee for any issues with respect to the House League Divisions.
 08. Perform such duties as may be assigned to them by the President.
 09. Perform the duties of the President in his/her absence as necessary.
 10. In the event that the President's office should become vacant prior to the Annual Elections, the Vice President, Director of House League shall be considered the Acting President.
4. The Vice President, Director of All-star shall:
 01. Act as Association Representative for the Niagara District Baseball Association (NDBA), shall attend NDBA board meetings on behalf of the SCMB, and report such business back to the Board.
 02. Oversee all business associated with all-star teams within the SCMB (including, but not limited to equipment, uniforms, photos, etc...) and update the Board at regular meetings.
 03. Assist in the selection of the coaches for all all-star teams.
 04. Liaise with all Board Members whose duties support the all-star teams, and assist all-star coaches in resolving any issues that may arise throughout the season.
 05. Participate in the creation of all all-star schedules for both regular season and playoffs.
 06. Will chair a Resolution Committee for any issues with respect to the all-star teams.
 07. Ensure that bonds & fees related to tournaments are processed and paid on time.
 08. Ensure that coaches and players are properly registered and copies are given to the SCMB Secretary for Board records.
 09. Ensure all all-star coaches are aware of their responsibilities and duties towards the players, parents and Board.
 10. Collect the all-star premiums and remit to Treasurer.
 11. Perform such duties as may be assigned to them by the President.
 12. Perform the duties of the President in his/her absence as necessary.

5. The Treasurer, Director of Finances shall:
 01. Keep an accurate record of all receipts and disbursements of the Association's monies.
 02. Receive all monies payable to the Association, and shall deposit same in a bank or other financial institution approved by the Board of Directors.
 03. 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.
 04. Prepare a financial statement for presentation at the Annual Meeting.
 05. Prepare and submit a financial report of the Association on a monthly basis.
 06. Prepare a detailed financial budget for the Association for the approval of the Board of Directors.
 07. Inform the Board of Directors of any budget account that is overspent or that will be overspent if certain transactions are concluded.
 08. Ensure that the Association's Insurance Policy(s) is/are up to date, and renewed as required.
6. The Secretary, Director of Communications shall:
 01. 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.
 02. 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.
 03. Provide Board Members with meeting agenda & previous meeting minutes no later than one (1) week prior to the next scheduled board meeting.
 04. Prepare the minutes for the Annual Meeting of the previous year.
 05. 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
 06. Perform such duties as may be assigned by the President.
7. The duties assigned to Directors at Large shall be:
 01. Registrar
 - i. Establish and Chair a committee of members of the Association to coordinate all registration activities.
 - ii. Liaise with the Board and with families concerning all matters pertaining to registration.
 - iii. Provide reports/updates to Board throughout the registration process.
 - iv. Assist in the player draft process
 - v. Ensure any monies from in-person registration events are transferred to the Treasurer immediately upon conclusion of the event.

02. Sponsorship Coordinator

- i. Review and establish sponsorship requirements, levels, and corresponding sponsor benefits.
- ii. Establish and Chair a committee of members of the Association to assist with the establishment of team/division/league sponsors.
- iii. Liaise between current or prospective sponsors, and the Board.

03. Bingo Manager

- i. Ensure the monthly bingos are staffed appropriately.
- ii. Receive bingo paperwork, and ensure Treasurer receives said paperwork.
- iii. Work with Treasurer to ensure bingo personnel are reimbursed (if applicable)

04. Umpire-in-Chief

- i. Collect and record certification/training levels of all SCMBA umpires.
- ii. Maintain records of all active SCMBA umpires.
- iii. Recruit umpires as required.
- iv. Scheduling of SCMBA umpires throughout the baseball season.
- v. Coordinate training of all SCMBA umpires.
- vi. Evaluate and provide feedback to all SCMBA umpires.
- vii. Act as SCMBA Representative to Niagara District Umpires Association (NDUA).

05. Equipment Manager

- i. Maintain accurate records of current equipment inventory, as well as all locks & keys.
- ii. Report any deficiencies or needs to the Board.
- iii. Coordinate the delivery and return of equipment to the coaches.
- iv. Assist in the selection and purchase of equipment as directed by the Board.

06. Uniforms Coordinator

- i. Assist in determining needs of SCMBA with regards to uniforms.
- ii. Assist in selection and ordering of uniforms as directed by the Board.
- iii. Coordinate delivery of uniforms to convenors/coaches.

07. Fundraising Coordinator

- i. Determine fundraising goals for upcoming season.
- ii. Provide fundraising suggestions for achieving said goals.
- iii. Establish material needs for each fundraising option.
- iv. Coordinate the delivery and collection of fundraising materials and money.
- v. Coordinate the selection of winner(s) depending on fundraising initiative.

08. Parks Coordinator

- i. Determine the park requirements for upcoming season.
- ii. Attend the annual Park Allocation meeting with the City.
- iii. Assist the Vice Presidents (House League and All-star) in the creation of regular season schedules and playoff schedules for all divisions.
- iv. Assist the Convenors and/or Coaches with the rescheduling of games and practices.
- v. Liaise with city Parks personnel for changes and needs for park facilities.

09. Development Coordinator

- i. Determine training needs for house league and all-star coaches.
- ii. Collect and record training certification levels for all all-star coaches.
- iii. Establish and maintain coaching resources.
- iv. Determine training needs for players in each division.
- v. Establish and/or communicate training opportunities to each group.
- vi. Work to improve training of each group.

10. 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.

11. Tournament Coordinator

- 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. Plan and coordinate any house league and all-star tournaments.
- v. Act as, or establish tournament convenor for each event.

12. Website Administrator

- i. Maintain and update the website.
- ii. Assist in the training of members pertaining to the use of the website and associated media.
- iii. Renewal of domain names as required.
- iv. Liaise with website service provider as required.

13. Division Convenors

- i. Will act as liaison between the Board and the coaches of each division.
- ii. Participate in the drafting of teams.
- iii. Have knowledge of division rules, and ensure all coaches are informed of division rules as well.
- iv. Hold an annual coaches meeting prior to the start of the season.
- v. Assist in the delivery of equipment and materials to coaches of their division as required.
- vi. Assist in the rescheduling of any games and practices as necessary.
- vii. Follow up with coaches throughout the season and help to resolve any issues that may arise.

ARTICLE 8 – MEETINGS

1. Board of Directors Meetings shall:

01. Be called at the discretion of the President.
02. 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.
03. Be convened with a majority of the Board Members in office at the time are present.

2. General Meetings of the Association shall:

01. 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.
02. 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:

01. 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.
02. 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.
03. Be advertised to the membership through appropriate means at least fourteen (14) days prior to the meeting date.
04. At the Annual Meeting, all motions (except those to approve reports) must be submitted in writing to the Secretary.

ARTICLE 9 – 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 10 – 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.