

# Grimsby Amateur Ball Association Constitution

Established 2016

## Grimsby Amateur Ball Association

### **Article 1.0 – Name**

1.1 The name of the non-profit organization shall be 'Grimsby Amateur Ball Association', and shall be referred to in all articles below as the 'Association'

### **Article 2.0 – Vision and Mission**

2.1 Vision – to foster a lifelong love of baseball and be recognised as a first class summer sports program and to promote ball and teaching from T-Ball to Midget, with good sportsmanship and fair play in Grimsby

2.2 Mission – (a) to provide opportunities for coaches, players, umpires and volunteers to better themselves with knowledge and skills of baseball  
(b) to develop the spirit of fair play and good sportsmanship

### **Article 3.0 – Affiliation**

3.1 The Association shall be affiliated with one of the following:  
(a) Softball Ontario (SO)  
(b) Ontario Amateur Softball Association (OASA)  
(c) Provincial Women's Softball Association (PWSA)

### **Article 4.0 – Membership**

4.1 Members of the Association shall consist of registered players and coaches

4.2 Members must agree to abide by, comply with and uphold the Constitution, By-Laws, Policies, Procedures and Codes of Conduct of the Association

4.3 Membership for players shall commence each year once the registration fee has been paid.

Membership for coaches shall commence each year upon the date they submit any and all documents required by the Association for coaching.

4.4 Membership terminates on October 31<sup>st</sup> each year.

4.5 Members may lose their membership status for failure to adhere to or uphold the Associations Constitution, By-Laws, Policies, Procedures or Codes of Conduct

4.6 Membership under consideration for revocation should use the Associations Disciplinary Policy for guidance except in extreme circumstances

#### **Voting Eligibility**

4.7 Membership vote shall be one per family regardless of number registered at AMG

## **Article 5.0 – Executive**

- 5.1 The Executive of the Association shall be:  
President  
1<sup>st</sup> Vice President – Operation and Sponsors  
2<sup>nd</sup> Vice President – Uniforms and Equipment  
Secretary  
Registrar  
Treasurer  
Conveners of each division
- 5.2 All Executive Officers and Other Executive Members shall be at least legal voting age  
(18)
- 5.3 All Terms to last one year
- 5.4 All Executive Officers and Other Executive Members may bring forth motions and maintain voting rights  
The President may only vote in the event of a tie.
- 5.5 The Executive shall have control of the affairs of the Association and have the power to fill any vacancies which may occur within the Executive of within the current year, without calling a General Meeting

## **Article 6.0 – Duties of the Executive Officers and Executive Memberships**

- 6.1 The President shall:
- a) preside at all meetings of the Executive and the Annual General Meeting when present. If the President is not there, the next ranking Executive to preside.
  - b) prepare a slate of officers to be presented at the Annual General Meeting from those nominated
  - c) act as a member of all standing and special committees
  - d) be kept informed by all Executive Members of all developments and situations concerning the operation of the Association
  - e) hold themselves as the representative of the Association with any association of organization that requires local representation from the Association
  - f) ensure all orders and resolutions of the Executive are carried into effect
  - g) act as the Chief Executive Officer of the Association where an immediate decision is require; make the decision subject to approval of the Executive at its next meeting
  - h) act as a signing officer for the Association
  - i) other duties as required
- 6.2 The 1<sup>st</sup> Vice President shall:
- a) work closely with the President and 2<sup>nd</sup> Vice President and Conveners procuring items such as but not limited to equipment, uniforms, trophies, etc.
  - b) assist in rule setting, long-term player development, team selection and balancing

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- c) be the Association's Sponsorship Chairperson
  - d) in the event of the President being unable to be present the 1<sup>st</sup> Vice President will fill the role until the President is able to return.
  - e) other duties as required
- 6.3 The 2<sup>nd</sup> Vice President shall:
- a) assume related responsibilities in the absence of the 1<sup>st</sup> Vice President
  - b) act as a signing officer for the Association
  - c) other duties as required
- 6.4 The Secretary shall
- a) maintain accurate records of all proceedings for the Association
  - b) maintain current records of all decisions and appointments
  - c) provide accurate records and minutes to the Executive
  - d) other duties as required
- 6.5 The Registrar shall:
- a) register all members, including but not limited to all player, Executive, coaches, umpires, relevant personnel, players parents and/or legal guardians where parents are under the age of majority.
  - b) be responsible for collecting all monies for registration
  - c) maintain all team lists to assist in each year's registration
  - d) keep an electronic register of all members' records, including but not limited to addresses, email addresses and telephone numbers.
  - e) keep a register of all vulnerable sector police record checks for those members required to have such a check
  - f) also be the Association's Privacy Officer, ensuring the safeguarding of all confidential and personal information
  - g) other duties as required
- 6.6 The Treasurer shall:
- a) conduct and properly record all financial transactions of the Association
  - b) preside over any committees designated to prepare the annual budget to be presented and approved by the Executive
  - c) ensure all payments over \$50.00 are made promptly and by cheque, signed by any two of the following: President, 1<sup>st</sup> Vice President or 2<sup>nd</sup> Vice president or Treasurer.
  - d) prepare and submit an annual financial statement to the Executive
  - e) submit interim reports at the monthly meetings.
  - f) act as a signing officer for the Association
  - g) other duties as required
- 6.7 The Umpire-in-Chief shall:
- a) be responsible for the recruitment and training of all umpires
  - b) ensure the general conduct and performance standards of all umpires
  - c) facilitate the appropriate clinics for umpires to attend

d) assign umpires to house league games, tournaments, exhibition games and other games as requested

e) review and approve umpire submissions for payment

f) assist in rule setting and long-term player developments

g) other duties as required

6.8 The Immediate Past President shall:

a) be empowered to participate in the deliberation of the Association with voting privileges and in general, act in an advisory capacity.

6.9 League Conveners:

a) The League Conveners shall, where practical, assume specific duties for the division they are responsible for, to ensure continuity amongst the Association, and/or form part of a committee to perform larger tasks. Duties may include but are not limited to:

- tracking scores
- equipment maintenance
- handing out equipment, uniforms
- special events such as opening and/or closing day, picture day, tournaments
- rule setting and long-term player development
- player and coach development
- disciplinary hearings
- selecting trophies and/or other memorabilia
- submit media releases

b) act as a liaison for their division

c) other duties as required

6.10 The Volunteer Coordinator shall:

a) coordinate the solicitation of volunteers and volunteer activities

b) maintain accurate records of who is to volunteer when and whether the volunteer completed their duties

c) maintain accurate records for high school students who volunteer and require activity tracking logs

d) other duties as required

## Article 8.0 – Elections

8.1 All Executive Officer and Other Executive Member positions must be voted in (no acclamation) with the exception of the Immediate Past President, who shall have the option to sit for the next term on the Executive.

8.2 Candidates may be nominated by a member of the Executive, a nominating committee, 'from the floor' by the general membership, or by some combination of these.

8.3 All Executive Members in good standing shall be eligible to return and run for re-election.

8.4 All votes shall be by secret ballot. A majority of the votes cast shall be used when there

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are only two candidates. A plurality vote of the votes cast shall be used when there are three or more candidates.

8.5 Where only one candidate is nominated a vote shall still take place. Position must be seconded.

8.6 No person shall be nominated or elected to the office of President without having served on the Executive for the preceding season.

8.7 Elections shall take place in the following order:

Executive Officers:

President

1<sup>st</sup> Vice President

2<sup>nd</sup> Vice President

Treasurer

Umpire-in-Chief

Secretary

Registrar

League Conveners

### Article 9.0 – Resignation or Removal from Office

9.1 Any Executive member may resign from the Association by written notice of their resignation to the Secretary. The Secretary shall notify the Executive within five business days of receiving such a note.

9.2 Any Executive member who acts in a manner that contravenes the Association's Constitution, By-Laws, Policies, Procedures and/or Codes of Conduct or participates in conduct deemed prejudicial or detrimental to the welfare or conduct of the Association's business may be removed from office and replaced by appointment or by a resolution passed by a majority vote of the voting members of the Executive.

9.3 Any Executive member who has two absences in sequence or a pattern of absences arises, the President is obligated to follow-up with the Member in question. The President shall report back to the Executive or Sub-Committee on their findings, which shall be recorded in the minutes.

9.4 Where such absences are experienced without prior reasonable explanation, a Member may be deemed to have submitted their resignation forthwith.

9.5 If the Executive determines a member has discontinued the duties and/or activities of their position, their position may be terminated by a majority vote of the voting member of the Executive.

9.6 The Executive shall have the power to fill any vacancies (for any cause) in any office (including Executive positions) that may occur for the balance of a term by a majority vote of the voting members of the Executive.

### Article 10.0 – Meetings

### 10.1 Executive Members

- a) There shall be monthly All Executive Member Meetings in the twelve month term.
- b) at least two days notice shall be given for all such meetings except in extreme circumstances.
- c) a quorum shall consist of at least one third of the Executive -- outlined in Article 6.0 -- present.
- d) each Executive Member must notify the Secretary or President if they are unable to attend a meeting or risk removal from the Executive.
- e) the Secretary (or another Executive Member in their absence) shall record minutes. They shall provide an editable electronic copy to the President for review within fourteen days of the meeting.
- f) a majority vote is required to pass all motions, etc. One vote per Executive Member.
- g) it is preferable that meetings and voting take place in person; however, they may take place via electronic methods, if necessary, and if all applicable Executive Members have an opportunity to participate.

### 10.2 Annual and/or General Meeting

- a) The Annual General Meeting shall be held in October of present year
- b) Notice of the Annual General Meeting shall be publicized at minimum six weeks prior to the meeting on the Association website. It is preferable to use additional means at least one week prior to the Annual Meeting.
- c) Articles of the Constitution of the Association shall not be revoked or amended except by two-thirds vote of the votes cast.
- d) Only one vote per registered family.
- e) a quorum shall consist of the General Membership present and shall have at least three Executive Members – outlined in Article 6.0 – present.
- g) the Secretary (or another Executive Member in their absence) shall record minutes. They shall provide an editable electronic copy to the President for review within fourteen days of the meeting.

### 10.3 Special Committee and Other Ad-hoc Meetings

- h) Special Committee and other ad-hoc meeting may be called by the President at any time. A meeting shall also be convened upon receipt of a written and/or email request signed by a least three Executive Members.
- i) At least two days notice shall be given for all such meetings, except in extreme circumstances.
- j) Committee Members must notify the Chairperson of the Committee, Secretary or President if they are unable to attend a meeting or risk removal from the Executive.
- k) the Secretary (or another Executive Member in their absence) shall record minutes. They shall provide and editable electronic copy to the President for review within fourteen days of the meeting.
- l) a majority vote is required to pass all motions, etc. One vote per Committee or Executive Member.
- m) it is preferable that meetings and voting take place in person; however, they may take place via electronic methods, if necessary, and if all applicable Executive Members have an opportunity

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to participate.

### **Article 11.0 – Finance**

11.1 The Treasurer shall be charged with the oversight of Association's funds.

11.2 Funding shall come from a variety of sources including but not limited to registration fees, volunteer fees, sponsorships, fundraising, food booth sales, special events, etc.

11.3 all monies belonging to the Association shall be deposited and disbursed through a bank account established for this Association by the Executive.

11.4 The Association shall be operated without purpose of pecuniary gain and any surplus monies of Association shall be used solely for the objectives and promotion of the Association.

11.5 Unless otherwise ordered by the Executive, the fiscal year end of the Association shall terminate on October 31<sup>st</sup> of each year.

### **Article 12.0 – Website**

12.1 The Association shall purchase and maintain an appropriate domain name and website as a means of communication to Members and the public.

### **Article 13.0 – Contracts**

13.1 Contracts, documents or instruments in writing requiring the signature of the Association may be signed by 2 of 3 signing officers.

13.2 The Association is authorized from time to time to appoint by resolution any Executive member or any person or persons on behalf of the Association to either sign general or specific contracts, documents or instruments in writing. The Secretary shall keep a record of any resolutions.

### **Article 14.0 – Liability of Executive**

14.1 The Association shall provide, at its expense, liability insurance to cover risks assumed by the Executive members with respect to any act or actions taken by them as a group or individually on behalf of the Association and in accordance with the duties as Executive members of the Association.

14.2 An Executive member shall not be held liable for the acts, receipts, neglects or defaults of any other Executive member or for the joining in any receipt or act for conformity, or for any other loss, damage, expense, or misfortune whatever which may happen to the Association in the execution of the duties of their respective office or trust in relation thereto.

14.3 Every Executive member, their heirs, executors, administrators, estates, and effects shall



at all times be indemnified and saved harmless out of the funds of the Association and against all costs, charges or expenses sustained or incurred in any action, suit or proceeding brought against them in respect to any act, deed or matter whatever, occurring in the execution of the duties of their office, except the costs, charges or expenses occasioned by their own willful neglect or default.

## **Article 15.0 – By-Laws, Policies, Procedures and Codes of Conduct**

15.1 The Executive is responsible for the maintenance and enforcement of all Association By-Laws, Policies, Procedures and Codes of Conduct. A review of all By-Laws, Policies, Procedures and Codes of Conduct will take place at minimum once a year and/or as required.

15.2 By-Laws, Policies, Procedures and Codes of Conduct shall include but not limited to:

- Anti-Harassment
- Executive Evaluation
- Coaching Selection Process
- Codes of Conduct
- Player's Code of Conduct
- Parent's Code of Conduct
- Coach's Code of Conduct
- Conflict of Interest
- Discipline Guideline
- Emergency Action Plan
- Injury Report
- Vulnerable Sector Screening Police Record Checks
- Playing Rules and Regulations – House League and/or Select
- Privacy
- Registration Requirements – House League and/or Select
- Select Team Rules, Regulations and Requirements
- Tobacco-Free
- Umpire and Game Officials

### **Definitions**

#### *Voting*

A vote is by a person entitled to vote. Only valid ballots will be counted.

#### *Majority Vote*

More than half of the votes.

#### *Plurality Vote*

The largest number of votes (which may be less than a majority) when there are three or more alternatives.

#### *Two-thirds Vote*

A two-thirds vote means two-thirds of the votes cast, ignoring blanks which should never be counted. Not to be confused with a vote of two-thirds of the members present or two-thirds of the members.

#### *Example:*

Suppose 14 members vote on where 20 present are out of a total membership of 70

- A majority vote would be 8
- A plurality vote would be the highest number of votes
- A two-thirds vote would be 10
- A two-thirds vote of the members present would be 14.
- A vote of two-thirds of the members would be 47.

## **Article 16.0 – Rules of Order**

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16.1 Robert's Rules of Order Newly Revised shall be used in situation where the Association's Constitution, By-Laws, Policies, Procedures or Codes of Conduct is silent.

**Article 17.0 – Dissolution**

17.1 If the Association disbands or ceases to exist, the assets and funds of the organization shall be transferred to and held in trust by the Town of Grimsby Parks and Recreation Department pending resolution and distribution of such assets and funds.

Respectively submitted and approved by Executive on the following:

Executive

Date