



# CONSTITUTION of the Springfield Minor Baseball Association

## ARTICLE I. NAME

This organization shall be known as Springfield Minor Baseball Association. Hereafter known as: the "Association".

## ARTICLE II. PURPOSE AND GOALS

### Section I. Purpose

The purpose of the Association is to coordinate the baseball (hardball) program in Springfield.

### Section I. Goals

1. Provide opportunity for the largest number of members possible to play organized baseball in a fun and safe atmosphere.
2. Provide opportunity for the largest number of members possible to develop the skills of baseball and to learn the ethical and sportsmanship lessons inherent in baseball and youth sport.

### Section II. Objectives

The major objectives of the Association shall be to:

- (1) Conduct the registration and team selection process for boys and girls 18 & under wishing to play baseball in the Springfield area.
- (2) Interface with the RM of Springfield and the various Community Associations to secure safe and adequate playing fields for the Association.
- (3) Provide supervision over the collection and accounting of funds gathered from a) user fees b) private sponsors c) the RM of Springfield and d) local community associations, to ensure the program provides adequate equipment, uniforms, etc.
- (4) Supervise the enlisting and improvement of competent coaches for the Association.
- (5) Communicate with recognized leagues (RRVSL) and associations (MBA) to ensure structured inter-association league play is available.
- (6) Establish and enforce by-laws that ensure the Association maintains a reputation of integrity and respect within the Springfield community and within the various communities visited by the membership through league affiliations.

## **ARTICLE III. MEMBERSHIP**

### **Section I. Eligibility**

1. Membership in the Association is open to all boys and girls wishing to play baseball in the Springfield area who are members in good standing of a recognized Community Association within Springfield and who either reside in the catchment of Red River Valley Sports League or who have been “released” by their natural catchment area.
2. In the event of player numbers having to be restricted, preference will be given in the following order:
  1. Players residing in the RM of Springfield
  2. Past members of SMB residing outside of Springfield but within RRVSL catchment
  3. Players residing outside of Springfield but within RRVSL catchment
  4. Players residing outside of Springfield and outside of RRVSL catchment

### **Section II. Privileges**

Membership includes the opportunity to participate on a team, non-voting attendance by an adult representative at monthly Association meetings, and voting attendance (one vote per membership family) by an adult representative at the Annual General Meeting.

## **ARTICLE IV. EXECUTIVE**

### **Section I. Requirements for Officers**

Officers of the Association must be 18 years of age or older.

### **Section II. Officers and Duties**

- (1) **President** – Shall preside over all meetings, coordinate the duties of the other officers, represent the Association at required affiliated associations’ meetings, perform the duties of vacant officer positions, supervise team selection process in cooperation with the coaches and the registrar, and provide general leadership and development for the Association.
- (2) **Vice President** – Shall assist the President and perform the duties of the President in the President’s absence. Shall coordinate and supervise the selection of Head Coaches in collaboration with the President and at least one other member of the Executive.
- (3) **Secretary** – Shall record and catalogue minutes at meetings, aid the registrar as necessary, aid the treasurer as necessary.
- (4) **Treasurer** – Shall perform banking duties including depositing cheques, issuing cheques, providing accounting reports at all meetings, provide an annual financial statement, prepare and issue tax receipts to membership as required.

**(5) Registrar** – Shall coordinate and supervise annual and ongoing registration process, shall maintain a database of past and present membership, shall review membership eligibility, and shall provide registration report to President for team selection process.

**(6) Uniform Manager** – Shall coordinate and supervise the maintenance, distribution, collection, and storage of the uniforms. Shall coordinate the acquisition of new uniform equipment as required, including annual items such as caps.

**(7) Equipment Manager** – Shall coordinate the maintenance, distribution/collection, and off-season storage of adequate equipment. Shall acquire new equipment as necessary in cooperation with the treasurer and with the approval of the President.

**(8) Scheduler** – Shall assign fields for practices and games in cooperation with coaches and in cooperation with the organizations owning the fields.

**(9) Baseball Development Manager** – Shall direct and encourage the development of baseball skills and knowledge for players, coaches, and umpires. Shall coordinate training camps/clinics and/or direct players, coaches and umpires to existing development opportunities. Shall work in cooperation with the President and Vice President and coaches to coordinate tryout procedures. Shall be the contact point for information and advice regarding coaching certification requirements.

**(10) Rally Cap Coordinator** – shall coordinate and supervise annual and ongoing registration process with the Registrar, shall organize the teams and organize and set the schedule. They are also responsible for coordinating coaching assignments.

**(11) Grand Slam Coordinator** – shall coordinate and supervise annual and ongoing registration process with the Registrar, shall organize the teams and organize and set the schedule. They are also responsible for coordinating coaching assignments.

**(11) Fundraising Coordinator** – shall coordinate and supervise all annual fundraising initiatives and efforts. They are also responsible for researching and creating opportunities to raise funds to support the baseball in the community.

**(12) Special Events and Volunteer Coordinator** – shall coordinate and supervise all annual special events including but not limited to the Chicken Daze Parade and the Rally Cap and Grand Slam windups. They are also responsible for eliciting volunteer support to support the special events.

**NOTE:** Persons may fill more than one Officer position. Holding more than one officer position does NOT entitle the holder to more than one vote.

### **Section III. Election of Officers**

1. Officers shall be elected at the Annual General Meeting held in September with the exception of Head Coaches who are selected by the executive (see Article IV, section II, paragraph
2. A quorum must be present and new candidates must be nominated by someone other than themselves, 50% or more of the votes present results in a win for that candidate. Newly elected officers assume their responsibilities immediately following the completion of the Annual General Meeting.
3. The term of Officers shall be two years.

4. The President, Secretary, Registrar, Equipment Manager, Scheduler, Rally Cap Coordinator and Special Events/Volunteer Coordinator shall be elected in even numbered years.
5. Vice President, Treasurer, Uniform Manager, Baseball Development Manager, Grand Slam Coordinator and Fundraising Coordinator shall be elected in odd numbered years.
6. Vacant Officer positions may be filled following the AGM at a scheduled monthly meeting if all other conditions of Election of Officers are met.

## **ARTICLE V. MEETINGS**

### **Section I. Regular Meetings**

1. The regular meetings shall be held as it is voted on in the previous meeting but not resulting in less than six regular meetings per year. The May meeting will always be early in the season and as such is subject to an alternate day by mutual consent to accommodate game schedules.
2. The Annual General Meeting shall be held, immediately prior to the regular September meeting, or as voted on in the preceding regular meeting.
3. Special meetings may be called when the officers vote to have one.

### **Section II. Quorum Defined**

1. A quorum shall consist of five eligible voters. Motions require 50% or more to pass.

## **ARTICLE VI. AFFILIATIONS**

### **Section I. Governing Bodies**

1. The Association shall uphold and promote the rules, regulations, and guidelines for youth baseball as published annually by Baseball Canada and Baseball Manitoba. In the event of conflict between Baseball Canada and Baseball Manitoba, the Association shall uphold the rulings supported by the applicable affiliated league.

### **Section I. League Affiliations**

1. The Association is affiliated with the Red River Valley Sports League.
2. The Association reserves the right to operate internal league play not affiliated with any other League.
3. The Association shall endeavor to maintain a working cooperative relationship with the recognized Community Associations in Springfield.

## **ARTICLE VII. AMENDMENTS**

### **Section I. Constitutional Revision**

1. The constitution may be revised or amended at any meeting provided notice has been given to members prior to that meeting as to the need for such revision or amendment. A proposed amendment will go into effect if approved by a two-thirds majority of quorum (see Article VI, section II).

## **ARTICLE VII. FINANCES**

### **Section I. Accounting Year**

1. The accounting year for the Association will be from January 1 to December 31st. The funds of this organization shall be accrued by user fees, donations, and by such other means as the organization shall determine.

### **Section II. User Fees**

1. User fees shall be determined annually and must be approved by the Executive in a passed motion.

### **Section III. Monetary Transactions**

1. Outgoing monetary transaction (signed cheque) must be approved by the Treasurer and the President or Vice President prior to being released. Banking procedures must ensure two signatures are required on all Association cheques. When possible, approval of outgoing funds shall take place at a regular meeting. Otherwise, approval via email communication is acceptable but must be documented in the first subsequent meeting.
2. Deposits may take place without approval but a report of all deposits must be made at the first meeting following the transaction.

### **Section IV. Dissolution of Organization and Allocation of Remaining Funds**

1. Should the organization be dissolved for any reason, all the monies will be dispersed to non-profit organizations promoting youth baseball and youth sport, in the Springfield area. The Executive prior to dissolution shall approve such allocation.

## **ARTICLE IX. BY-LAWS**

### **Section I. Code of Conduct**

1. The Association shall establish and ratify through a motion a “Code of Conduct” by-law outlining standards of conduct for the membership and coaches. Such by-law shall be documented and presented to all members and coaches.

### **Section II. Fair Play**

1. The Association shall establish and ratify through a motion a “Fair Play” by-law outlining goals of fair play and defining a minimum standard of fair play. Such by-law shall be documented and presented to all members and coaches.

### **Section III. By-Law Amendments**

1. By-laws may be amended or created at any meeting with a quorum. Deletion of a by-law will be considered a constitutional revision and must meet those voting requirements before being passed (see Article VII, section I).