



Georgina Minor Baseball Association Constitution

ARTICLE I – NAME

- a) The name of this association shall be the “Georgina Minor Baseball Association” hereinafter referred to as “the Association”;
- b) It is the intent of the Association to promote the participation of organized baseball and sportsmanship among youth in Georgina

ARTICLE II – OBJECTIVES

- a) To provide organized baseball games using Ontario Baseball Association (OBA) Rules with exceptions as agreed upon by the Executive prior to the start of each season;
- b) To offer well planned programs information and clinics pertaining to baseball;
- c) To provide the highest caliber coaching and umpiring available;
- d) To encourage participation of the community, businesses and the municipality’s Recreation Department;
- e) To raise funds to support and enhance youth baseball within Georgina.

ARTICLE III – MEMBERSHIP

Membership in the Association will be any parent or guardian who:

- a) Has a child registered and paid with the Georgina Minor Baseball Association within the current year;
- b) Coaches;
- c) Umpires; or
- d) Who actively volunteers within the Association.

The Association hereby warrants that any child within the age boundaries serviced by the Association may join the Association upon payment of the requisite fee and that no child may be refused entry on the basis of sex, colour, religion or ability.

ARTICLE IV – NON-PROFIT MOTIVATION

The Association will operate in a non-profit manner and any surplus of receipts over expenditures for a given fiscal year will be applied to the ensuing fiscal year's operations. Similarly, any deficit incurred will be applied to the ensuing fiscal year's operating budget.

ARTICLE V – EXECUTIVE

The Executive of this Association shall be: President, Vice-President, Treasurer, Head Coach, Umpire in Chief, Sponsor/Fundraising Coordinator, Registrar, Uniform Manager, OBA Representative, Equipment Manager, Player Development Instructor, and Past President.

ARTICLE VI – AMENDMENTS TO THE CONSITUTION

This constitution may be amended at the Annual General Meeting (AGM) of the Association by vote of two-thirds all members present or by the Executive Committee by a unanimous vote of the quorum. Notice of all proposed amendments must be submitted to the Executive in writing at least fifteen (15) days prior to the AGM at which they are to be discussed.

This Constitution for the Georgina Minor Baseball Association is hereby passed, we hereto affix our signatures:

Enter Name, President

Enter Name, Treasurer (Appointed)

Enter Name, Administrator
(Appointed)

Enter Name, Head Coach

Enter Name, Registrar

Enter Name, Umpire in Chief

Enter Name, OBA Representative

Enter Name, Uniform Manager

Enter Name, Equipment Manager

Enter Name, Sponsorship Coordinator

Enter Name, Player Development

RIGHTS, RESPONSIBILITIES AND DUTIES OF THE EXECUTIVE

A By-Law defining quorum, the conduct for all meetings and sub-committees and the rights, responsibilities and duties of the Executive of the Association.

Quorum:

For Executive meetings, fifty (50) percent plus 1 of the members of the Executive Committee shall constitute a quorum.

Meetings:

- a) For all matters pertaining to the conducting of Association's meetings, Robert's Rules of Order shall prevail;
- b) The Annual General meeting of the Association shall be held during September, or as promptly as possible following the end of the Association's seasonal operations as is practical. This meeting will be held for the election of officers for the ensuing year;
- c) The Executive shall meet once per month, or more often as determined by the President;
- d) Meetings of sub-committees shall be called at the pleasure of the respective Committee Chairpersons;
- e) If a member of the Executive misses three (3) consecutive meetings, without just cause or unless attending events directly impacting the GMBA, that person's Executive position shall be considered vacant;
- f) All meeting shall be made known to the participants at least five (5) days prior to said meeting.

The Roll of Sub-Committees:

- a) Sub-Committees shall be appointed by the Executive as required to further the work of the Association and may include either or both of Executive members or others as the Executives see fit;
- b) Sub-Committees shall submit reports and recommendations to the Executive and shall follow directions from the Executive for definite action to implement such recommendations;
- c) Sub-committees Chairpersons shall make reports at the Annual and/or at Regular Meetings as stipulated by their mandate.

Rights:

- a) To manage the day-to-day operations of the Association;
- b) To set all fees to be levied by the Association without exception;
- c) To ask for any additional fee required as they arise;
- d) To vote on all motions presented during the course of a meeting, unless prohibited by their position as stipulated in By-Law 2005-4

Responsibilities:

- a) To schedule monthly meetings of the Executive Committee;
- b) To schedule any special meetings as the need arises;
- c) To schedule an Annual General Meeting;
- d) To represent the Association at any meetings with The Corporation of the Town of Georgina;
- e) To ensure that enough fields, dates and times are secured for the playing season;
- f) To maintain records of position held to be passed onto the following year's executive member of same position;

The duties of each member of the Executive are as follows;

The **President** shall:

- a) Act as the head of the Association;
- b) Delegate responsibility where applicable;
- c) Act as the chairperson and set the agenda for monthly, special or Annual General Meetings;
- d) Act as the official representative of the Association;
- e) Liaison with the Town of Georgina
- f) Attend Business, Award, and Town of Georgina Meetings.
- g) Liaison with York Simcoe Baseball Association
- h) Attend YSBA Presidents Meetings.
- i) Liaison with Baseball Ontario
- j) Attend Baseball Ontario Meetings.
- k) Develop and Manage GMBA budgets and financial planning.
- l) Approve all purchases. (as per voting requirements)
- m) Shall update and distribute position responsibilities and guidelines to Executive.
- n) Schedule and conduct Registrations.
- o) Schedule GMBA Executives to cover the registration dates;
- p) Review and Approve/Decline release requests.
- q) Provide Conflict Resolution for the GMBA Members.
- r) Ensure all OBA fundraising is documented and funds put towards appropriate causes (teams)
- s) Keep secure a Master Schedule of diamonds from the Town and update as needed throughout the season;
- t) Ensure that enough ball diamonds, dates and times are secured for the playing season in conjunction with the Town, on master schedule and request that Administrator post games into OC;
- u) Supply local newspaper and other media with articles and information regarding Association's activities.

The **Administrator** shall:

Note: The Administrator position will be a “paid” position receiving a base salary for each season of \$6000 paid on the first day of each month. An additional \$5/registered player will be paid to the Administrator on completion of the HL regular season each year.

- a) Be appointed (not elected) at the Annual General Meeting.
- b) Accept such responsibilities as may be delegated from the President from time to time.
- c) Manage League Cell Phone, Mailbox, and Email Accounts.
- d) Keep the minutes of all meetings held under the auspices of the Association;
- e) Circulate copies of the minutes to all members of the Executive within 5 business days following said meeting;
- f) Inform the members of the Executive Committee of their tasks or duties as listed in minutes;
- g) Update the volunteer list and submit Enter Names for Awards;
- h) Schedule and book all monthly meetings with the Town of Georgina and book space with the Leisure Services for lobby of arena and space on the Marquee for advertisements (at the Civic Center and the Ice Palace) concerning Registration;
- i) Coordinate events that the GMBA uses to enhance the league and membership experiences. To include but not be limited to Closing Day and Santa Clause Parades;
- j) Be responsible for all updates to website and facebook account;
- k) Prepare and have available all materials required for the registration’s date eg. GMBA banner, extra registration forms, receipt books, pens etc;
- l) Coordinate and renew insurance policy with Baseball Ontario.
- m) To provide all access codes and passwords for Sports Ngin (on-line assoc.) to be kept on file.
- n) Enter all games into Official Call (“OC”), Support Umpire in Chief in scheduling umpires through OC.
- o) Create and distribute Umpire bi-weekly pay report for approval and payment.
- p) To collect all NSF cheques pertaining to registration fees.
- q) Organize fundraising with Executive approval from Association;
- r) Collect and deposit all fundraising monies into the Bank.
- s) Assume responsibility for purchasing all trophies or other items, which the Executive has agreed to recognize the accomplishments of Coaches/Players/Umpires;
- t) Be responsible for arranging a photographer after agreement with the Executive, for player/coach annual photographs;
- u) Organize the Player of the Game award;
- v) Purchase and Coordinate distribution of the annual league awards.

The **Treasurer** shall:

- a) Be appointed (not elected) at the Annual General Meeting, as the Association requires a qualified individual to administer the handling of receipts and disbursements for the Association; (this is a by-law)
- b) The Treasurer position may be a “paid” position if a volunteer applicant is not available.
- c) Keep a bank account on behalf of the Association;
- d) Ensure that the signing authority of the bank account be set up such that the President and Vice-President must sign the cheques;
- e) Keep a running total and ledger;
- f) Make a monthly financial report to the President, to be presented to the members of the Executive of the Association;
- g) Make an annual statement for the Annual General Meeting;

- h) Pay bills as authorized by the members of the Executive;
- i) Have the Association's books reviewed annually by the Executive and have them presented at the Annual General Meeting.

The **Registrar** shall:

- a) Participate in Registration Events and enter player data into Sports Ngin.
- b) Hand over all monies to the Treasurer from such registrations;
- c) Keep one (1) copy of said Registrations and give one (1) copy of the same to the Treasurer;
- d) Provide Head Coach a list of Registered Players.
- e) New registration program, update software including removal of players off the system that have not played in several years or that are over the age limit to play;
- f) Update the registration forms including fee changes and current dates, add other programs if necessary;

The **Head Coach** shall:

- a) Maintain a record of all player registration containing the Division, Team and Coach to which each player is assigned;
- b) Seek out Conveners for each division and working with the Conveners, disseminate information to coaches, parents, players as direct by the Executive.
- c) Be responsible for obtaining applications of coaches for approval by the members of the Executive;
- d) Set up team selection formats for the teams in all age divisions;
- e) Make recommendations as to local rules changes for enforcement within the Association;
- f) Book evaluation dates with the scheduler;
- g) Needs to know all the rules of House League;
- h) Coordinate with Executive to make all league decisions.
- i) Inform coaches of league decisions.
- j) Reschedule rainouts or other missed games;
- k) Ensure accurate standings are sent to Web Administrator on a weekly basis;

The **OBA Representative** shall:

- a) Act as the Association representative at the York Simcoe Baseball Association and Ontario Baseball Association meetings; appoint an OBA coach as back up for meetings;
- b) Attend monthly YSBA meetings.
- c) Host Meeting with OBA Coaches. Discuss OBA, YSBA, & GMBA expectations, requirements and rule changes.
- d) Make recommendations as to local rule changes for enforcement within the Association;
- e) Make sure all players are registered and payments received and handed in to the Registrar in a timely fashion. All players need to be registered as per GMBA guidelines;
- f) Book OBA Tryouts in September and inform all Rep and House League Players of these dates.
- g) Provide updated OBA and YSBA Release Policies.
- h) Request and Consolidate Roster information for GMBA Rep Teams. Enter OBA Rosters into Baseball Ontario Website.
- i) Adhere to OBA/YSBA ejection/suspension guidelines. Inform Coaches of OBA/YSBA decisions.

The **Equipment Manager** shall:

- a) Source equipment from suppliers and submit the quotations and a recommendation to the members of the Executive for approval;
- b) Be responsible for maintaining equipment;
- c) Maintain a record of where the equipment is at all times;
- d) Collect all equipment at season's end;
- e) Encourage coaches and umpires to demand care of equipment;
- f) Search out new suppliers.

The **Uniform Manager** shall:

- a) Source uniforms from suppliers and submit the quotations and a recommendation to the members of the Executive for approval;
- b) Be responsible for the distribution of the uniform to the team coaches;
- c) Know deadline dates for uniforms;
- d) Know start dates for OBA, House League, and Select.

The **Umpire in Chief** shall:

- a) Be a duly qualified umpire who is accredited with the OBA or other such umpiring association as may be required or be willing to obtain such credentials.
- b) Arrange training seminars for any individuals that wish to earn their umpiring credentials;
- c) Recruit and maintain a list of umpires available for all age divisions;
- d) Distribute, record and collect umpiring equipment as required;
- e) Recommend a Fee Schedule for the payment of umpires to be approved by the members of the Executive;
- f) Make recommendations as to local rules changes for enforcement within the Association;
- g) Knows OBA, House League, and Select rules including all changes from year to year;
- h) Be responsible for all Umpire evaluations and reviews during the season.
- i) Be responsible for scheduling umpires for all games and maintaining payments due;
- j) Bring any concerns regarding umpire training, behavior or other issues to the attention of the President for resolution;
- k) Coordinate schedules with individual entering games into OC;
- l) Approve bi-weekly umpire pay reports.

The **Sponsorship Coordinator** shall:

- a) Seek out sponsors for the teams;
- b) Work in coordination with Uniform Manager for uniform sponsors and sponsorship plaques;
- c) Maintain a liaison between the Association and its Sponsors;
- d) Collect and submit all sponsorship monies to the President or Vice President;

The **Past President** shall:

- a) Bring continuity and advice to the present Executive;
- b) Not have a vote.

The **Player Development Instructor** shall:

- a) Be responsible for any coaches and player clinics;
- b) To be involved in any Tournaments that the Executive may get involved in
- c) Research any new clinics available to coaches, umpires and players;
- d) Support coordination and running of the T-Ball program.

BY-LAW 2005-2

ELECTIONS

Being a By-Law to control the election of Executive Officers and Directors of the Association.

- a) Executive Officers, with the exception of Treasurer, may be nominated from and by any member of the Association and must be seconded by another member. These nominations shall be submitted in writing to the Executive with the written consent of the nominee, at least fifteen (15) days prior to the Annual General Meeting. Further nominations may be made and seconded from the floor at the Annual General Meeting, and if the nominee accepts said nomination, the nominee's Enter Name will be therefore posted for election.
- b) In the case where more than one nominee stands for an office, a secret ballot will be conducted by the sitting Board. Each bona fide member in attendance at the Annual General Meeting will be entitled to one vote of each office available for election. Voting by proxy is not acceptable.
- c) Should a vacancy occur in any office, the Executive shall have the power to appoint a member of the Association to fill the same office for the unexpired term of the office.

BY-LAW 2005-3

DISSOLUTION OF THE ASSOCIATION

Being a By-Law to define the steps and results of any dissolution of the Association or the parent corporation.

- a) Written notification to dissolve the Association must be submitted thirty (30) days prior to any Annual General Meeting.
- b) In the event of dissolution:
 - a. The bank shall be notified in writing of the dissolution;
 - b. All assets and/or equipment owned by the Association or the parent corporation will be discussed by the Executive Committee and a vote held on where such assets/equipment will be placed.

BY-LAW 2005-4

RIGHTS, RESPONSIBILITIES AND DUTIES OF THE EXECUTIVE

Being a By-Law to define the spirit of purchases made by the Association in the conducting of its business.

In order to standardize and streamline the purchasing behavior of the Association, each purchase involving \$250 or more is subject to the following stipulations;

- a) The requester must provide a written request for expenditure, which must be approved by the Executive Committee;
- b) The requester must present for approval three (3) competitive bids for the item or service being requested and must make a recommendation to the Executive Committee regarding the preferred vendor;
- c) Weighted preference will be given to vendors that are:
 - a. Within the municipal boundaries of The Corporation of the Town of Georgina;
 - b. Within the municipal boundaries of The Corporation of the Region of York;
 - c. Within the boundaries of The Province of Ontario;
 - d. Within the boundary of Canada;
 - e. All other areas.
- d) The stipulations as set forth above may be waived for a single purchase by a majority vote of the Executive Committee.

BY-LAW 2005-5

COMPLAINT AND DISCIPLINARY PROCEDURES

- 1) In the event any person(s) attending a meeting of the Executive engage(s) in conduct during a meeting deemed to be inappropriate, prejudicial, or not in the interest of the Association, a resolution passed by a simple majority shall be ground to dismiss the individual(s) from said meeting.
- 2) The Executive may, by resolution, suspend or expel for such period as it shall determine, any member having contravened any By-Law of the Association's Constitution or whose conduct is considered by the Executive as being detrimental to the interest of the Association.
- 3) Complaints regarding a member, wherein said member is believed to be in breach of any By-Law of the Association's Constitution, or whose conduct is considered detrimental to the Association, must be filed in writing within sixty (60) days of breach.

The complaint must be filed in writing to the President and signed by the complainant before any action is to be taken. The member against whom the complaint is being made must also receive a copy of the complaint; the complainant must provide proof positive this step has been taken.

The President shall convene a special meeting of the Executive within then (10) days of such a properly written and filed complaint to adjudicate same.

Once a complaint has been filed, the Association member in question is suspended from all Association activities until a decision has been reached by the Executive.

Any decision regarding the complaint will be made in a special meeting of the Executive. The member in question will have the opportunity to respond to the complaint, before a final decision is rendered.

Any sanctions to be taken against the accused member will require a resolution of the Executive, passed with a simple majority. The vote will be by secret ballot.

The decision of the Executive will be final and binding. The ballots will be destroyed upon determination of the result.

The final decision of the Executive will be conveyed in writing to all parties to the complaint within seven (7) days of the decision.

All references to the President apply equally to any person acting in the stead of the President.

All references to days in this By-Law refer to business days and excludes weekend and statutory holidays.

BY-LAW 2011-6

FAILURE TO COMPLETE TASKS/RESPONSIBILITIES

Being a By-Law to define the dismissal of Board Executives:

- 1) In the event, a member of the Executive fails to meet their obligation to the Association as described under the Duties section of this Constitution, the President and Vice President shall discuss and give warning of dismissal. In the event said Executive is President and/or Vice President, a subcommittee (minimum 3 current year executives, and selected by the current year board members) shall be created to determine if failure to meet obligations has been met, and give warning of dismissal. Executive will be given a reasonable deadline to commit to their obligations.
- 2) If by that time, the obligations to the Association have still not been fulfilled, a meeting will be called. All Georgina Minor Baseball Association Executives are to be present, where the said Executive will be given the chance to explain why they should not be asked to resign from the Association.
- 3) The Executive, minus said Executive, will vote.
- 4) If said Executive chooses not to defend, they will be immediately dismissed from the current year Executive of Georgina Minor Baseball Association.
- 5) President will delegate said duties as he/she see fit.

BY-LAW 2013-7

EXECUTIVE ROLL AND RESPONSIBILITY INCENTIVE

Being a By-Law to define eligibility of incentive program for executives:

- 1) Executive volunteers that fulfill their duties through a full season with the GMBA, will receive a free registration for their child up to a value of \$200.00 for future registrations.