



THE SIMCOE MINOR BASEBALL ASSOCIATION



CONSTITUTION



TABLE OF CONTENTS

SECTION 1.0: NAMES	PAGE 3
SECTION 2.0: AIMS AND OBJECTIVES	PAGE 3
SECTION 3.0: AFFILIATION	PAGE 3
SECTION 4.0: MEMBERS OF THE SMBA	PAGE 4
SECTION 5.0: EXECUTIVE COMMITTEE	PAGE 4
SECTION 6.0: ELECTION AND APPOINTMENT OF THE EXECUTIVE	PAGE 6
SECTION 7.0: DETAILS OF OFFICERS	PAGE 6
SECTION 8.0: STANDING COMMITTEES	PAGE 10
SECTION 9.0: MEETINGS	PAGE 10
SECTION 10.0: ANNUAL GENERAL MEETING	PAGE 10
SECTION 11.0: CONSTITUTION AMENDMENTS	PAGE 11
SECTION 12.0: QUORUMS	PAGE 11
SECTION 13.0: CONFIDENTIALITY	PAGE 12
SECTION 14.0: GENERAL	PAGE 12

SECTION 1.0: NAMES

- 1.1 This organization shall be known as the Simcoe Minor Baseball Association and will be referred to as “SMBA”
- 1.2 The Southern Counties Baseball Association will be referred to as “SCBA”
- 1.3 The Ontario Baseball Association will be referred to as “OBA”.
- 1.4 The Inter County Baseball Association will be referred to as “ICBA”

SECTION 2.0: AIMS AND OBJECTIVES

- 2.1 The Aims and Objectives of the SMBA are as follows:
 - 2.1.1 To foster and promote minor baseball within the Town of Simcoe and SCBA jurisdiction;
 - 2.1.2 To develop and encourage sportsmanship, community spirit and good fellowship;
 - 2.1.3 To provide recreation for as many of the youth of the Town of Simcoe and SCBA jurisdiction as wish to participate;
 - 2.1.4 To provide representative calibre of play and competition for those players whose talents will benefit by being challenged; and,
 - 2.1.5 To sponsor, control and promote such athletic, social and other activities as may contribute to the betterment of the SMBA.

SECTION 3.0: AFFILIATION

- 3.1 The SMBA shall operate in whatever leagues, exhibition games, and tournaments as may be approved by the OBA.
- 3.2 The OBA, SCBA and ICBA Regulations and Policies and Rules of Competition shall apply to the SMBA, however, the Executive of the SMBA shall make such additional by-laws and/or playing rules deemed in the best interest and safety of the young people who are registered in the SMBA.
- 3.3 The activities of the SMBA will be carried out without purpose of gain for its members and any profits to the organization shall be used in promoting its aims and objectives.
- 3.4 In the event of the dissolution or winding-up of the SMBA, all its remaining assets, after payment of liabilities, shall be distributed in accordance with the provisions of the applicable legislation.

SECTION 4.0: MEMBERS OF THE SMBA

- 4.1** The following persons are deemed members of SMBA for each baseball season if they have reached their eighteenth birthday:
- 4.1.1** All parents and/or legal guardians of players registered in SMBA
 - 4.1.2** All elected and appointed members of the Executive Committee of SMBA, herein after referred to as the “Executive”
 - 4.1.3** All coaches, managers and convenors in SMBA
 - 4.1.4** All SMBA sponsors (one representative for each sponsor)
 - 4.1.5** All honorary members appointed by the Executive
- 4.2** No person who is an active player in the SMBA shall be a member.
- 4.3** Membership in the SMBA shall have a duration of 1 year, from April 1st to March 31st. This membership term applies to all members except Executive Committee members. See Section 5.0: Executive Committee for additional information regarding the membership term of Executive Committee members.

SECTION 5.0: EXECUTIVE COMMITTEE

- 5.1** The Executive Committee of the SMBA shall be composed of the Past President, as well as the following elected and appointed positions:
- 5.1.1** The elected positions shall include:
- (a) President
 - (b) Vice-President
 - (c) Secretary
 - (d) Treasurer
- 5.1.2** The appointed positions shall be deemed Directors and shall include:
- (a) Equipment Manager
 - (b) Registrar
 - (c) Diamond Scheduler
 - (d) Tournament Director – Peewee & Below
 - (e) Tournament Director – Bantam & Above
 - (f) Apparel Director
 - (g) Tournament Concession Director
 - (h) Rep Convenor
 - (i) House League Convenor
 - (j) Media Director – Mosquito & Below
 - (k) Media Director – Peewee & Above
 - (l) SCBA Rep

- (m) Sponsorship Director
- (n) Fundraising Director
- (o) Screening Policy Lead

5.1.3 The paid, non-voting positions include:

- (a) Umpire-in-Chief

- 5.2** Elected and appointed Executive Committee positions shall sit for the period beginning with the appointment to the Executive to the next Annual General Meeting except for the President and Vice President whose terms shall be 2 years. The President's term shall commence in odd numbered years and the Vice President's term shall commence in even numbered years. The President and Vice President are eligible to run again once their terms have expired.
- 5.3** During the 2-year term, the President cannot run for any other elected position and the Vice-President cannot run for any other elected position with the exception of the President's position. If the Vice-President is elected to the President's position, a vote will take place to fill the remaining one year term of the Vice-President's position. If the Vice-President is not elected to the President's position, the Vice-President will remain in his or her current position for the duration of the term.
- 5.4** Each Executive member is expected to attend all meetings. If unable to attend he/she should notify the President or his/her designate. If an Executive member misses more than three meetings without a reason deemed valid by the Executive, they may be replaced by the Executive to permit the appropriate duties and functions to be performed.
- 5.5** Wherever possible, no convenor should coach or manage any team at the level at which he/she is convenor.
- 5.6** All members of the executive of the SMBA shall hold office until:
- 5.6.1** He/she is unable to carry out his/her duties due to illness.
 - 5.6.2** He/she refuses to carry out his/her duties.
 - 5.6.3** He/she resigns from office.
 - 5.6.4** He/she deliberately disrupts or undermines the purpose or objectives of the SMBA. A vote shall be taken and a 2/3 majority will result in dismissal of said Member. A quorum of 100% is required for this type of vote. Any abstentions to the vote will be considered a vote for dismissal.
 - 5.6.5** A new Executive Committee is formed at the Annual meeting.
- 5.7** The decision to remove any player, coach or manager must be made by the Executive Committee. The length of the removal will be determined by the Executive Committee and will be dependent on the individual circumstances. A vote shall be taken and a 2/3 majority will result in the removal of the individual. A quorum of 100% is required for this type of vote. Any abstentions to the vote will be considered a vote for removal. Written notification of the removal will be provided to the removed individual and a copy retained by the SMBA.

SECTION 6.0: ELECTION AND APPOINTMENT OF THE EXECUTIVE

- 6.1 Any member in 'good standing' can make nominations or self-nominate him/herself for any open Elected Executive position. Nominations can be submitted up to and including the AGM.
- 6.2 Wherever possible, individuals nominated for the President's position must have held an elected or appointed Executive Committee position for at least one year.
- 6.3 Any member in 'good standing' can submit a letter of interest to the Secretary to be considered for an Appointed Executive position electronically or in writing within two weeks after the Annual General Meeting. The Elected Executive will meet prior to the next monthly Executive meeting to determine the successful candidate appointments.
- 6.4 Any Elected Executive position not filled at the annual general meeting may be appointed by the duly elected members of the Executive.
- 6.5 The Executive Committee shall have the power to appoint replacements for any Executive position who resigns during their period of appointment.

SECTION 7.0: DETAILS OF OFFICERS

- 7.1 The **Past President** shall participate at all Executive Committee meetings.
- 7.2 The **President** shall:
 - 7.2.1 Preside at all meetings of the SMBA
 - 7.2.2 Oversee general operation of the SMBA
 - 7.2.3 Direct the operation of the SMBA
 - 7.2.4 Be an ex-officio member of all committees
 - 7.2.5 Act, or appoint a designate, to liaise with the SMBA, the Town of Simcoe and all other Baseball Associations
 - 7.2.6 Attend SCBA meetings on behalf of the SMBA
 - 7.2.7 Act as Guardian of the Constitution, By-Laws and Playing Rules for the benefit of all members
 - 7.2.8 Review Executive Committee meeting minutes prior to distribution to the Executive Committee
 - 7.2.9 Be 1st signing officer after the Treasurer
 - 7.2.10 Set the date for the first Executive Committee meeting
 - 7.2.11 Vote on matters only to break a tie
- 7.3 The **Vice President** shall:
 - 7.3.1 In the absence of the President, have the power to perform all the duties of the President
 - 7.3.2 Be 2nd signing officer after the Treasurer

7.4 The Secretary shall:

- 7.4.1** Prepare, with the assistance of the President, an Agenda for each meeting
- 7.4.2** Keep minutes of all meetings
- 7.4.3** Distribute minutes to President and Vice-President within 7 days of the meeting
- 7.4.4** At least 7 days prior to a meeting, via email:
 - (a) Notify all Executive members of Executive Committee meeting dates, times and location
 - (b) Distribute copies of Executive Committee minutes to the Executive Committee members
- 7.4.5** Keep custody of all SMBA documents and correspondence
- 7.4.6** Keep an up-to-date record of all By-laws, rules and policies as they are adopted and keep same on file
- 7.4.7** Handle correspondence of SMBA
- 7.4.8** Maintain an accurate record of all motions, passed and rejected

7.5 The Treasurer shall:

- 7.5.1** Collect and properly record all finances
- 7.5.2** Pay all accounts upon Executive Committee approval by cheques which are signed together with the President or Vice President or as delegated by a by-law or resolution
- 7.5.3** Be prepared to submit interim financial information as up– to–date as possible at each Executive Meeting
- 7.5.4** Submit an annual financial statement at the Annual General Meeting
- 7.5.5** Upon request of the Executive, be responsible for having a review or audit performed, by a qualified person(s) as stipulated by the Executive, of the financial statements of SMBA
- 7.5.6** Receive from the Convenors all receipts from their operations.
- 7.5.7** Be responsible for deposits to SMBA accounts.

7.6 The Equipment Manager shall:

- 7.6.1** Handle the purchases of all new equipment and repairs to existing equipment
- 7.6.2** Set equipment bags for each team and organize their distribution and return
- 7.6.3** Monitor condition of equipment
- 7.6.4** Review needs of SMBA annually and prepare an equipment budget for the Treasurer

7.7 The Umpire in Chief shall:

- 7.7.1** Set up the umpiring schedule for playing season
- 7.7.2** Set up the umpiring clinic on an annual basis
- 7.7.3** Attend games periodically throughout the season to ensure consistency in rule application, evaluate umpires and address any issues
- 7.7.4** Issue detailed report to Treasurer to ensure proper remuneration to all Umpires
- 7.7.5** Prepare expected costs for the upcoming season
- 7.7.6** Be signing authority for all checks pertaining to umpire payments.



- 7.7.7** Arrange for umpire payments for both regular payments and tournament payments.
- 7.7.8** Not have voting rights within the SMBA Executive.
- 7.7.9** Be paid a periodic wage by SMBA for the successful act of scheduling umpires for all SMBA games including tournaments. Wage for a given year is to be determined by the SMBA executive in a minuted meeting in advance of the season. SMBA reserves the right to make the wage a flat rate, based on games played, based on games executed with the proper number of scheduled umpires, or any other function needed to best ensure the quality of the SMBA offerings.

7.8 The Registrar shall:

- 7.8.1** Set up dates for registration
- 7.8.2** Manage the registration of all players
- 7.8.3** Provide a detailed listing of money given to Treasurer for deposit, to include player's name, division and breakdown of funds
- 7.8.4** Be responsible for ensuring that all representative league teams are properly constituted

7.9 The Diamond Scheduler shall:

- 7.9.1** Act as the liaison between the SMBA and Norfolk County with regards to facilities
- 7.9.2** Ensure the billing from Norfolk County is accurate
- 7.9.3** Work with President and Vice-President to determine scheduling needs

7.10 The Tournament Directors shall:

- 7.10.1** Perform all duties necessary to coordinate and run the SMBA Rep Tournaments. This includes preparing all tournament convenors with their hosting responsibilities for individual rep tournaments.
- 7.10.2** Prepare, maintain, update and ensure proper documentation of all information needed for rep tournament convenors.
- 7.10.3** Work with individual rep tournament convenor's on pools, game schedules, and brackets for each tournament.
- 7.10.4** Perform all duties necessary to host any SMBA rep tournaments as selected by the Executive. This will include sending sign up information for each tournament to that tournament's Head Coach for distribution to their teams.
- 7.10.5** Shall collect all money from rep tournament entrants and provide the treasurer with a detailed list of entered teams and fees.

7.11 The Apparel Director Shall:

- 7.11.1** Review with the assistance of the Executive, a list of apparel items to be sold for the year.
- 7.11.2** Review with the assistance of the Executive, a list of apparel sale dates and locations for the year.
- 7.11.3** Review with the assistance of the Executive, preferred supplier of apparel for the year.
- 7.11.4** Shall collect all money from apparel sales and provide the treasurer with a detailed list of sales.
- 7.11.5** Shall arrange the purchase of orders from the supplier of apparel.
- 7.11.6** Organize and keep a current inventory count of any apparel held in stock of the SMBA

7.12 The Tournament Concession Director Shall:

- 7.12.1 Review with the assistance of the Executive, a list of items to be sold at tournaments each year.
- 7.12.2 Review with the assistance of the Executive, the list of tournament dates for the year.
- 7.12.3 Have the ability to store concession items throughout the summer.
- 7.12.4 Arrange with tournament convenors to have concession items available for each tournament.
- 7.12.5 Shall arrange the purchase of concession items, preferably at the lowest possible price.

7.13 The Rep Convenor Shall:

- 7.13.1 To help Rep teams with any issues that may arise.
- 7.13.2 To act as a go between with Rep teams and SMBA executive
- 7.13.3 Provide schedules to SMBA rep teams once completed.
- 7.13.4 To provide feedback to executive on Rep coaches.
- 7.13.5 To act as a member of the Coaching Committee in nominating Rep Coaches
- 7.13.6 Ensure all rep coaches have their coaching qualifications

7.14 The House League Convenor Shall:

- 7.14.1 To help House League teams with any issues that may arise.
- 7.14.2 To act as a go between with House League teams and SMBA executive
- 7.14.3 Create and Provide schedules to SMBA house league teams once completed.
- 7.14.4 To provide feedback to executive on House League coaches.
- 7.14.5 To act as a member of the Coaching Committee in nominating House League Coaches

7.15 The Media Directors shall:

- 7.15.1 Update all social media platforms. Facebook, Twitter etc.
- 7.15.2 Update SMBA website as important events happen throughout the season.
- 7.15.3 Provide website access to SMBA coaches and executive when needed.
- 7.15.4 Recognize sponsors.
- 7.15.5 Update all other forms of media when applicable. (Print, Radio)

7.16 The SCBA Rep shall:

- 7.16.1 Attend all SCBA meetings, or arrange for an alternate to attend.
- 7.16.2 Update SMBA executive on meeting results.
- 7.16.3 Arrange for other members to attend when voting is required.

7.17 The Sponsorship Director shall:

- 7.17.1 Reach out to all sponsors to gather interest for each season
- 7.17.2 Secure and track all sponsorship obligations.
- 7.17.3 Report regularly to the Board on sponsorships and related financial outcomes.
- 7.17.4 Oversee the acquisition of sponsors for both representative and recreational teams.
- 7.17.5 Pursue new sponsorship opportunities each season and maintain relationships with existing sponsors.

7.17.6 Coordinate with the President and Vice-President on sponsorship development, acquisition, and recognition.

7.17.7 Ensure all sponsorship agreements are properly documented, fulfilled, and displayed (logos, signage, uniforms, etc.).

7.17.8 Coordinate with the person submitting house league (HL) jersey orders to ensure every team has a sponsor.

7.17.9 Ensure all sponsorship funds are collected, recorded, and transferred to the Treasurer for deposit.

7.17.10 Maintain transparent and accurate financial tracking of all fundraising activities.

7.17.11 Ensure sponsors receive appropriate recognition and communication regarding their contributions.

7.18 The **Fundraising Director** shall:

7.18.1 Develop, coordinate and oversee all fundraising activities to support the operations of SMBA.

7.18.2 Ensure all fundraising initiatives are tracked and reported.

7.18.3 Report regularly to the Board on fundraising and related financial outcomes.

7.18.4 Oversee association-wide fundraising efforts and ensure appropriate coordination of activities.

7.18.5 Support and monitor team-level fundraising initiatives, ensuring proposals are submitted for Board approval, funds are distributed properly, and team statements outlining fund distribution are collected.

7.18.6 Provide full documentation and financial details of all fundraising efforts to the Treasurer.

7.18.7 Maintain transparent and accurate financial tracking of all fundraising activities.

7.19 The **Screening Policy Lead** shall:

7.19.1 Be responsible for Leading the screening committee.

7.19.2 Review the submitted screening documents.

7.19.3 Report to the committee any flagged screening documents.

7.19.4 Report their personal screening documents to the SMBA president.

7.19.5 Lead the enforcement of the SMBA Volunteer Screening Policy, as found on the SMBA website.

SECTION 8.0: STANDING COMMITTEES

8.1 The Executive shall create such Standing Committees as are deemed necessary for the orderly function of the SMBA

SECTION 9.0: MEETINGS

9.1 There shall be a minimum of seven SMBA Executive Committee meetings annually. The day and time of each meeting may be set at the inaugural meeting.

9.2 General Meetings may be held as determined by the Executive Committee.



- 9.3** The last General Meeting shall be the Annual Meeting. Attendance at the General and Annual General Meetings shall be open to the public.
- 9.4** Executive Committee meetings shall be open to the public unless the meeting is declared to be in camera.
- 9.5** At a General or Annual General Meeting the President may appoint a speaker to chair all or part of the meeting in order to allow the President to take an active part in the meeting.
- 9.6** Any member of the SMBA may vote at General and Annual General Meetings. There shall be no voting by proxy.
- 9.7** Only members of the SMBA Executive may vote at an Executive Committee meeting.

SECTION 10.0: ANNUAL GENERAL MEETING

- 10.1** The Annual General Meeting shall be held during the month of November in each and every year and notice of said meeting shall be given to all members of the SMBA at least one month prior to the date of the Annual General Meeting.
- 10.2** Special Reports, Notices of Motion and proposed amendments to the Constitution, if any, shall be available to all members of the SMBA at least fourteen (14) days prior to the date of the Annual General Meeting.
- 10.3** The chair of the Annual General Meeting shall present a list of nominations for the elected positions. An election, if needed, will be held by secret ballot for these nominations only. The voting shall be for one position at a time.
- 10.4** Voting for the elected Executive Committee positions will take place in the following order:
 - 10.4.1** President (if odd year)
 - 10.4.2** Vice-President (if even year)
 - 10.4.3** Secretary
 - 10.4.4** Treasurer
- 10.5** A blank piece of paper shall be given to each voting delegate upon which he/she shall place the single names of his/her choice. This procedure shall be repeated for each position for which an election is needed.
- 10.6** The chair of the Annual General Meeting will only vote in the event of a tie.
- 10.7** The Order of Business at the Annual General Meeting will be as follows:
 - 10.7.1** Minutes of previous Annual General Meeting
 - 10.7.2** Treasurer's Report



10.7.3 Correspondence or Special Reports

10.7.4 Committee or Executive Reports

10.7.5 President's Report

10.7.6 Notice(s) of Motions

10.7.7 Amendments to the Constitution

10.7.8 General Business

10.7.9 Election of Executive Officers

10.7.10 Adjournment

10.8 Any member may propose a change to the By-Laws, rules or policies of SMBA provided that written notice of same is given to the Secretary at least one month prior to the Annual General Meeting

SECTION 11.0: CONSTITUTION AMENDMENTS

11.1 No amendment to the constitution may be made without a prior notice of amendment given to the Executive Committee in writing at least one month in advance of the Annual General Meeting.

11.2 The Constitution may be amended by a minimum of two thirds (2/3) majority of all those present and eligible to vote at an Annual General Meeting.

SECTION 12.0: QUORUMS

12.1 At an Executive Committee Meeting, a quorum shall consist of one half (1/2) of all members of the Executive who are allowed to vote.

12.2 At a General Meeting, a quorum shall include the four (4) elected members of the Executive Committee plus a minimum of an additional four (4) members.

12.3 At the Annual General Meeting there shall be no quorums.

SECTION 13.0: CONFIDENTIALITY

13.0 All members of the Executive Committee owe the SMBA a duty of confidentiality. Sensitive and confidential information should not be discussed outside of in camera Executive Committee meetings unless specifically authorized by the Executive Committee to bring it to the general membership.

SECTION 14.0: GENERAL

14.1 ***Acting in More than One Position:*** No person may hold more than one position in the SMBA., if in the opinion of the Executive he/she cannot capably and impartially carry out his/her duties of both position(s). If such occurs, the person may choose whichever position he/she desires and the other

position must be filled through appointment by the Executive. In the event an individual holds more than one Executive Committee position, this individual will only have one vote.

- 14.2 *Roberts Rules of Order:*** All Standing Committees; Executive, General and Annual Meetings shall generally follow Roberts Rules of Order (most recent edition) in terms of procedural rules for meetings.
- 14.3 *General Guide:*** The Constitution and By-laws of this Association are intended as a general guide and cannot specifically cover each situation that may arise. Therefore, the Executive Committee, in any meeting with a quorum and a simple majority vote, will have the authority to interpret and decide to the best of their ability with regard to all these circumstances or any specific case, any matters pertaining to any and all clauses contained herein and that their decision shall be final.
- 14.4 *Conflict of Interest:*** Any Executive Committee member who has a conflict of interest regarding any matter that is before the Executive Committee will declare such conflict and abstain from voting on any motion dealing with that particular matter.
- 14.4.1** Any Executive Committee member, who in the opinion of the Executive Committee, is deemed to have a conflict of interest, although undeclared by the member, will be prohibited from voting on any motion pertaining to that matter.
- 14.5 *Current Executive Committee:*** The Executive Committee of the SMBA that is in place at the time that this Constitution is adopted shall remain in that capacity until the next Annual General Meeting.
- 14.6 *Constitution Takes Precedence:*** This Constitution shall take precedence over any conflicting motion or resolution made prior to the adoption of this Constitution.