

Leamington District Minor Baseball Association Constitution

1. NAME

- 1.1. The name of the Association shall be the Leamington District Minor Baseball Association and referred to in this document as the LDMBA.

2. AIMS and OBJECTIVES

- 2.1. To foster and improve baseball in Leamington and the surrounding area
- 2.2. To teach the participants the proper skills required to play the sport.
- 2.3. To teach good sportsmanship through the medium of competitive play.
- 2.4. To develop a positive attitude toward sportsmanship in regard to both winning and losing.
- 2.5. To help develop the habits and attitudes in youth that is associated with responsible behaviours through counsel and example.
- 2.6. To protect and promote the mutual interests of the members.
- 2.7. To institute and regulate competition as per rules set with the following associations: O.B.A, S.P.B.A, S.O.B.A, S.S.I.B.A and Girls Interlock.

3. LDMBA EXECUTIVE BOARD AND BOARD OF DIRECTORS

- 3.1. The LDMBA Executive Board is accountable to the Membership for the management of programs within the LDMBA. The members of the Board, at minimum shall hold the positions of the President, 1ST Vice President, SPBA Representative, SSIBA Representative and Girls Interlock Representative.
- 3.2. The executive board shall consist of a maximum of 15 members.
- 3.3. After serving one full year on the executive board, that executive member may request full regular registration reimbursement for one child within LDMBA as long as that member holds a position on the LDMBA executive for the given registration year.
- 3.4. Nominations for the Executive shall be made at the Annual Meeting by members in good standing.
- 3.5. The elections may be show of hands unless a ballot vote be demanded by any member in good standing.
- 3.6. The elected Executive shall constitute the Executive Board.
- 3.7. A Secretary, Registrar and Treasurer shall be appointed by the Executive annually for a term of one year (effective November 1st). These positions may be combined however, the Treasurer and Registrar may not be combined.
- 3.8. Any Elected Board Member who fails to attend three (3) consecutive monthly business meetings without reasons that in the opinion of the President are satisfactory, shall have automatically tendered their resignation. After two (2) consecutive misses, the offending member shall be so notified by the Secretary. Upon the offending member's inability to attend a third consecutive meeting without valid reasons, the Board may appoint a replacement.
- 3.9. Executive Board Meetings shall occur a minimum of six (6) times per year.
- 3.10. Quorum for Executive Meetings shall be at least two-thirds (2/3) of the Executive Members.
- 3.11. Quorum for General and Annual Meetings shall be those members present, which number five (5) or more.
- 3.12. Each board member shall hold a minimum of one position within LDMBA as set out by the LDMBA President for each year.

4. TERM OF OFFICE

- 4.1. The term of office of the Executive Board shall be from one Annual Meeting to the next (one year), with the Annual Meetings being held within the month of October of each year. The Executive shall be elected at the Annual Meeting.

6. DISCIPLINARY COUNCIL

- 6.1. A Disciplinary Council shall be formed within the LDMBA executive and number five (5) elected members.
6.2. The Council shall meet per incident and provide advice and guidance to the LDMBA on matters of disciplinary actions.
6.3. Each disciplinary hearing must comprise of a minimum of three (3) of the disciplinary council members.
6.4. Any disciplinary decisions may be appealed by the parties involved within 1 weeks of notification of disciplinary action. The board will meet within 1 week time to hear all appeals.

7. GOVERNANCE AND MEETINGS

- 7.1. The LDMBA Executive Board is accountable to the membership for the strategic direction and annual management of the LDMBA. The Board shall approve an Annual Budget, oversee all Committees and approve all input to associated governing bodies.
7.2. The President will chair the Executive Board
7.3. The Secretary shall provide notice of all Board meetings at least seven (7) days in advance. Board Members shall inform the Secretary of their inability to attend at least 72 hours prior to the scheduled meeting
7.4. The Annual General Meeting shall be held within the month of October.
7.4.1. The Order of Business for the AGM shall be:
 - Minutes of the Last Annual General Meeting
 - Business Arising from the Minutes
 - President's Report
 - Treasurer's Report
 - Constitutional Amendments
 - Announcements
 - Election of Executive
 - Appointments (Travel Convenor, SSIBA Representative, Girls Interlock, Registrar)
 - Adjournment
7.4.2. The following Officers shall be elected at the AGM to a term of one year:
 - President
 - 1st Vice-President
 - Secretary
 - Treasurer
 - Executive members (to a maximum of 11 not including above 4 positions)
7.4.3. The Travel, SSIBA and Girls Interlock convenors shall be appointed by the President at or shortly after the AGM.
7.5. Voting at the AGM shall be restricted to members in good standing.
7.6. Amendments to the Constitution shall be made only at the Annual General Meeting and shall be completed by two-thirds of majority of votes of eligible members in attendance. The Secretary shall receive amendments to the Constitution in writing seven (7) days prior to the Annual Meeting.
7.7. Amendments to the By-Laws shall be made at regularly held meetings, two-thirds majority of votes required of eligible members in attendance and each member shall receive written notice within seven (7) days prior.
7.8. NOTE: Once a matter has been brought before the general membership and voted on, whether it is defeated or passed it shall not be brought before the general membership again for a period not less than one year from the previous date.

8. DUTIES OF SPECIFIC ELECTED and APPOINTED EXECUTIVE BOARD MEMBERS

8.1. President

8.1.1. The President Shall:

- Serve as Chairman of the Board
- Ensure the objective and goals of LDMBA are carried out in accordance with the Constitution
- Develop a long term strategic Plan with input from the Association
- Act as the spokesperson for the LDMBA with Provincial Baseball Associations and elsewhere that a LDMBA position will be stated
- Report to the Annual General Meeting on the Activities for the past year
- Provide a budget at the November meeting to adhere to for the upcoming season

8.2. 1st Vice President

8.2.1. The Immediate 1st Vice President shall:

- Assume the duties and functions of the President should the existing President become absent with delegating their responsibilities
- Assist the incoming Board through the transition period

8.3. Registrar

8.3.1. The Registrar shall

- Act as registrar of the players for the LDMBA
- Co-ordinate all registration information
- Arrange and maintain all records required for registration
- Respond to any inquiries or complaints regarding registration and bring any unresolved issues to the attention of the Board
- Maintain up to date records of releases and imports

8.4. Treasurer

8.4.1. The Treasurer shall:

- Maintain accurate records of monies received and disbursed
- Prepare monthly and annual financial reports
- Review previous month(s) bank statement(s) with Executive every Executive Meeting – Must include bank statement, deposit slips, and cancelled cheques – all cheques must be accounted for at each meeting
- Collect all registration fees and reconcile registrations with fees Manage Bank accounts
- When the Association is active in fundraising or Grants of any kind, these funds are to be kept in a separate Bank Account and an External Review must occur every two years.

8.5. Secretary

8.5.1. The Secretary shall:

- Be responsible for all correspondence, directing all incoming correspondence appropriately and arranging for outgoing correspondence
- Ensuring accurate and permanent records of all meetings and proceedings of the organization are taken and maintained
- Monitor attendance of members at Board meetings and take appropriate actions
- Arrange for maintenance and storage of correspondence and other documents
- Arrange for meeting locations and provide notice of upcoming meetings

- Approve tournament hosting, umpire clinic hosting, coaching clinic hosting and championship hosting applications

9. EXECUTIVE BOARD VACANCIES

- 9.1. Any vacancy, other than that of the President, may be filled by means of an appointment by the Board. Any such appointment must obtain a majority ratification vote by the Board.
- 9.2. A Presidential vacancy shall not be filled until the next immediate Annual General Meeting. The 1st Vice President shall assume all responsibilities of the President. Should the 1st Vice President be unable or unwilling to accept these duties, the Board shall appoint an interim President by majority vote.

10. ELIGIBILITY FOR ELECTION

- 10.1. Definition – a member is a person who has paid fees to that LDMBA in order for his or her child to play baseball in the current year, or a person who is elected to the governing Executive of LDMBA.
- 10.2. A Board member may nominate one non-member to the Board, i.e. only one nomination in total for all elected positions.
- 10.3. All persons to be elected must be present or have sent written consent to the President and Secretary prior to the commencement of the Annual Meeting.

11. ELIGIBILITY FOR APPOINTMENT

- 11.1. Any member in good standing or a member of the general public may be appointed by the Board to the position of Secretary, Treasurer, or Registrar
- 11.2. The SPBA, SSIBA and Girls Interlock Representative must be a member of LDMBA as per 10.1

12. LEGALITIES

- 12.1. Where there are omissions in procedures within this document they shall be ruled through the current issue of Robert's Rules of Order.
- 12.2. Where "he" is used, it should be noted that "she" or both could be used and / or substituted with no intent to discriminate.
- 12.3. Should the LDMBA fall into bankruptcy or cease to function, all rights, assets and properties shall be moved to the Town of Leamington.
- 12.4. Fiscal year shall be defined as the calendar year.
- 12.5. Nothing in this document shall supersede or by inference, detract or break the law of the land. Should one section be declared null and void, the remaining sections shall continue to be valid.
- 12.6. The Constitution and By-Laws of this Association as shown in this book are intended as a general guide and cannot specifically cover each situation that may arise. Therefore, the President in Regular or Special Meetings with quorum of the Board will have the authority to interpret and decide to the best of their judgement with regard to all these circumstances or any specific case, any matter pertaining to any and all clauses contained herein and that their decision shall be final.