

# ORILLIA LEGION MINOR BASEBALL ASSOCIATION

## CONSTITUTION

Adopted 2004

Updated November 2022



# ORILLIA LEGION MINOR BASEBALL ASSOCIATION

## CONSTITUTION Updated November 2022

### TABLE OF CONTENTS

#### **ARTICLE**

- 1 NAME
- 2 AUTHORITY
- 3 OBJECTIVE
- 4 MEMBERSHIP
- 5 EXECUTIVE COMMITTEE
- 6 SPECIFIC DUTIES OF EXECUTIVE COMMITTEE
- 7 ASSOCIATION MEETINGS
- 8 ELECTIONS
- 9 AMENDMENTS
- 10 VOTING
- 11 CONFLICT OF INTEREST
- 12 DISTRIBUTION
- 13 CONFIDENTIALITY

**ARTICLE 1 - NAME**

- 1.1 The name of this organization shall be “**ORILLIA LEGION MINOR BASEBALL ASSOCIATION**” (unless the context otherwise requires, hereinafter referred to as OLMB).

**ARTICLE 2 – AUTHORITY**

- 2.1 The OLMB will operate as a non-profit corporation under the Ontario Business Corporation Act.
- 2.2 The OLMB shall be affiliated with the governing authority(s) having jurisdiction over the league as chosen by the Executive Committee, thus adopts all rules and regulations of these bodies unless otherwise noted in this Constitution, Associations Manual of Operations or the House League Operating Procedures.

**ARTICLE 3 - OBJECTIVE:**

- 3.1 The objective of the OLMB shall be:
- .1 To promote through the entire minor baseball program, good moral and physical development, emphasizing sports etiquette and fair play for all children.
  - .2 To foster, govern and improve baseball at all levels in the City of Orillia and the surroundings areas.
  - .3 To protect and promote the mutual interests of the members

**ARTICLE 4 - MEMBERSHIP:**

- 4.1 The Association shall consist of:
- .1 All baseball teams within the City of Orillia who operate under the jurisdiction of the Association
  - .2 Life Members
  - .3 Past Presidents
  - .4 Executive Committee (elected)
  - .5 Directors and Committee Members (appointed)
  - .6 Members in good standing
- 4.2 A Member in Good Standing is:
- .1 An individual who has accepted a position, either by election or appointment within the OLMB, during the current fiscal year and who is not under suspension
  - .2 An individual (parent or Guardian) who represents the interests of a player or family of players registered with the OLMB, in the current year
  - .3 A player who has reached the age of majority and is registered with the OLMB, in the current year
  - .4 Registered shall mean that the member is not in default of fees owing or arrangements made to pay fees

## **ARTICLE 5 – EXECUTIVE COMMITTEE**

- 5.1 The operation of the Orillia Legion Minor Baseball Association shall be managed by an Executive Committee comprised of:
- |   |                              |                     |
|---|------------------------------|---------------------|
| - | President                    | Elected             |
| - | Vice-President of Operations | Elected             |
| - | Director of House League     | Elected             |
| - | Director of Rep/Select       | Elected             |
| - | Secretary                    | Elected             |
| - | Treasurer                    | Elected             |
| - | Registrar                    | Elected             |
| - | Director of Equipment        | Elected             |
| - | Umpire in Chief              | Elected, non-voting |
| - | Director of Fundraising      | Elected             |
| - | Director of Sponsorship      | Elected             |
| - | Director of Public Relations | Elected             |
| - | Director at Large            | Elected             |
| - | Director at Large            | Elected             |
| - | Past President               | Automatic           |

### **All of whom shall be elected at the Annual General Meeting**

- 5.2 Executive Committee members must be:
- .1 18 years of age or older.
  - .2 Elected or Appointed to an office or position designated under the Association Constitution.

## **ARTICLE 6 – SPECIFIC DUTIES OF THE EXECUTIVE COMMITTEE**

### **6.1 PRESIDENT**

- .1 Shall be charged with the general management and supervision of overall policies and operations of the Association.
- .2 Shall have the authority to sign as a signing officer for the Association.
- .3 Shall prepare an agenda for and preside over all Executive meetings and the Annual General Meeting.
- .4 Shall prepare a President's Report for presentation at the Annual General Meeting.
- .5 May sit on all Committees as a voting member.
- .6 May, upon completion of his/her term of office, be appointed Past President.
- .7 Shall serve as Chair of the Discipline Committee.
- .8 Shall exercise the powers of the Executive, in case of emergency.

### **6.2 VICE-PRESIDENT OF OPERATIONS**

- .1 In the absence of the President, the Vice-President of Operations shall assume all duties of the President.
- .2 Shall oversee the operation of all divisions.

### **6.3 DIRECTOR OF HOUSE LEAGUE**

- .1 Report directly to Vice-President of Operations or Executive committee.
- .2 Shall oversee the operation of the house league divisions.
- .3 Shall be responsible for locating as many conveners as deemed necessary.
- .4 Shall be responsible to oversee the convenors and meet with them on a regular basis.
- .5 Shall have the authority to enforce the Rules, Regulations and Guidelines established by the Association in the Manual of Operations.
- .6 Shall oversee the assigning of players and coaches to teams.
- .7 Shall ensure that all teams have balanced team rosters and that teams are equalized in all divisions.
- .8 Shall have authority to move specially skilled or unskilled players to higher or lower house league divisions, in order to protect the integrity of any age group.
- .9 Shall obtain from OLMB the necessary requirements to operate a successful division (field-time, equipment, etc.).
- .10 Shall prepare a report for presentation at the Annual General Meeting.
- .11 Shall coordinate the activities of teams entered in the South-Simcoe Baseball League.
- .12 Any matter pertaining to the team coached by the Director of House League will be addressed by the President or Vice-President of Operations.

### **6.4 DIRECTOR OF REP/SELECT**

- .1 Report to directly to the Vice-President of Operations or Executive committee.
- .2 Shall be responsible for the operation of the Association's Representative and Select teams.
- .3 Shall be responsible for maintaining an open dialogue with the Representative and Select coaches throughout the season.
- .4 Must chair a Coaches Selection Committee (minimum of 3 persons) containing at least 1 other member of the Executive Committee and be responsible for appointing a Coach for each Representative and Select Team.
- .5 Shall be responsible for the collection of signed OBA cards and Rep fees, from the team managers, by the assigned dates.
- .6 Will serve as the York/Simcoe Representative from OLMB.
- .7 Shall have the authority to enforce the Rules, Regulations and Guidelines established by the Association in the Manual of Operations.
- .8 Shall obtain from OLMB the necessary requirements to operate a successful division (field-time, equipment, etc.).
- .9 Shall prepare a report for presentation at the Annual General Meeting.
- .10 Any matter pertaining to the team coached by the Director of Rep/Select will be addressed by the President or Vice-President of Operations.

**6.5 SECRETARY**

- .1 Shall take the minutes at all Executive and Association meetings. Minutes summarizing these discussions will be produced and distributed to the Executive Committee.
- .2 Shall maintain and record attendance at Executive meetings.
- .3 Shall annually make any required changes to the Constitution, Manual of Operations and House League Operating Procedures.
- .4 Shall receive, reply to, and file all correspondence pertaining to the Association as directed by the Executive Committee.
- .5 May sit on all committees as required by the Executive Committee.
- .6 Shall take the minutes at any Disciplinary Committee meetings. These Minutes are to be produced and distributed to the Executive Committee.
- .7 Shall be designated Privacy Official. This will include, but not limited to, receipt of police checks from applicants, prepare and maintain executive contact list, receive and process injury/accident reports, receive and process discipline complaints, and obtain required insurance policies.

**6.6 TREASURER**

- .1 Shall keep accurate, up to date records of all monies received and disbursed by the Association and shall report to the Executive monthly.
- .2 Shall report on all Accounts Payable and Accounts Receivable.
- .3 Shall issue receipts for all payments received.
- .4 Shall disburse all payments by cheque. Prepare a list of all cheques written, to be circulated and adopted by the Executive Committee.
- .5 Shall arrange for an annual review of the Association's financial statements.
- .6 Shall prepare a Treasurer's report and Financial Statement for presentation at the Annual General Meeting.
- .7 Shall act as a signing officer along with either the President or Vice-President of Operations.
- .8 May sit on all committees as required by the Executive Committee.
- .9 Shall be designated representative for CRA purposes.

**6.7 PAST-PRESIDENT**

- .1 Shall act as a full voting member of the Executive.
- .2 Shall act as an advisor to the Executive in the interest of continuity.
- .3 Shall act as Chair of the Nominating Committee.
- .4 Shall conduct elections at the Annual General Meeting.

**6.8 REGISTRAR**

- .1 Shall be responsible for correctly registering all interested players in the Association's programs.
- .2 Shall be responsible for preparing and submitting rosters to coaches, South-Simcoe Baseball, York-Simcoe Baseball and Baseball Ontario.
- .3 Shall prepare a registration report for presentation at the Annual General Meeting.

**6.9 DIRECTOR OF EQUIPMENT**

- .1 Shall be responsible for the purchasing, maintenance, and storage of an inventory of equipment and uniforms deemed necessary to outfit the Association teams in accordance with their requirements and within the budget set out annually by the Executive Committee.
- .2 Shall develop and enforce a system for the distribution and collection of all OLMB owned equipment and uniforms, "including possible rental fees".
- .3 Shall prepare a report, which must include a current inventory of equipment owned by the OLMB, for presentation at the Annual General Meeting.

**6.10 UMPIRE IN CHIEF**

- .1 Shall be responsible to implement an annual plan for recruiting and developmental training of individuals interested in umpiring.
- .2 Shall work to ensure that properly carded umpires are scheduled for all representative, house league and tournament games scheduled.
- .3 Shall be responsible for supervising all house league and representative umpires.
- .4 Need not be a qualified umpire.
- .5 Shall prepare a report for presentation at the Annual General Meeting.
- .6 The Umpire in Chief will report to the VP of Operations. The Umpire in Chief position will be a non-voting position.

**6.11 DIRECTOR OF FUNDRAISING**

- .1 Shall work co-operatively with various members of the Executive Committee in regard to the planning and development of all fundraising programs and special events.
- .2 Shall be responsible for securing volunteers needed to operate bingos, tournaments, fundraising activities and other special events.
- .3 Shall serve as a Director on all fundraising and special event Committees.
- .4 Shall look at all new and innovative ways of fundraising, submitting ideas to the Executive Committee for approval.
- .5 Shall prepare a report for presentation at the Annual General Meeting.

**6.12 DIRECTOR OF SPONSORSHIP**

- .1 Shall be responsible for securing sponsors for all recognized teams within OLMB.
- .2 Shall be responsible for the collection of all sponsorship fees.
- .3 Shall be responsible to implement an annual plan for recruiting and recognizing the volunteers that assist the Organization.
- .4 Shall look at all new and innovative ways for sponsors to contribute to the Association, submitting ideas to the Executive Committee for approval.
- .5 Shall prepare a report for presentation at the Annual General Meeting.

**6.13 DIRECTOR OF PUBLIC RELATIONS**

- .1 Shall liaise with the local news media regarding the operations and functions of OLMB.

- .2 Shall have all extraordinary news items approved by the Executive Committee prior to the media release.
- .3 Shall be responsible for arranging, subject to approval of the Executive, team and individual photographs for all OLMB teams.
- .4 Shall be responsible for all advertising that is approved by the Executive.
- .5 Shall work co-operatively with the "Director of Fundraising" to annually recognize the contribution of all sponsors of OLMB teams.
- .6 Shall be responsible for communication, to all members, all special events and important dates.
- .7 Shall prepare a report for presentation at the Annual General Meeting.

#### **6.14 DIRECTOR AT LARGE**

- .1 To assist the Executive Committee throughout the year in areas where needed.
- .2 Shall sit on Committees as requested by the Executive Committee.
- .3 Shall hold voting rights at all Executive Committee meetings.
- .4 Shall report to the President.

### **ARTICLE 7 – ASSOCIATION MEETINGS**

#### **7.1 Executive Committee Meetings**

- .1 Shall be held a minimum of once per month. At certain times of the year meetings may be held twice a month.
- .2 The quorum for Executive Meetings shall be a majority of the current Executive Committee.
- .3 The President shall have the authority to call any special meetings, as required.

#### **7.2.1 Annual General Meeting**

- .1 Shall be held on or before the last day of November or as soon after as possible in each calendar year.
- .2 Shall be announced through all local media and to the general membership at least four weeks prior to the date.
- .3 Shall follow an order of business that shall be:
  - Welcome
  - Declarations of Conflict of Interest
  - Adoption of Agenda
  - Adoption of Minutes of the previous Annual General Meeting
  - President's Report
  - Vice-President of Operations' Report
  - Director of House League's Report
  - Director of Rep/Select's Report
  - Director of Equipment's Report
  - Umpire in Chief's Report
  - Director of Sponsorship's Report
  - Director of Public Relations' Report
  - Director of Fundraising's Report
  - Directors-at-Large Reports



- Secretary's Report
  - Treasurer's Report
  - Special Committee Reports
  - Amendments to the Constitution, Manual of Operations and House League Operating Procedures
  - Election of Executive Committee
  - Comments by new President
  - General Business
  - Adjournment
- .4 Shall require a quorum of twenty (20).
  - .5 All other OLMB meetings shall be conducted according to the procedures outlined in the OLMB Manual of Operations.
  - .6 The Executive Committee shall have the authority to call a special general meeting, providing Article 7.2.2 is adhered to.

#### **ARTICLE 8 – ELECTIONS – EXECUTIVE COMMITTEE**

- 8.1 The Executive shall be elected at the Annual General Meeting and will serve a one-year term commencing on the first day of December in the year elected. Executive members may seek re-election the following year for the same or other Executive positions.
- 8.2 Elections shall be under the guidance of the Past-President, who may designate Assistants as required. The Past-President will cast the deciding vote in the event of a tie. The order of the election will be at the discretion of the Nominating Committee.
- 8.3 The elections shall commence with the declaration of the voting process and the presentation of the slate of officers proposed by the Nominating Committee.
- 8.4 Shall be followed by nominations from the floor.
- 8.5 All nominations MUST be accepted by the nominee in person or in writing.
- 8.6 The Executive may fill any vacancies that occur, on any committee during the year by a majority vote of the Executive Committee.
- 8.7 An Executive Member may be appointed to fill a vacant position on the Executive, but may not exercise more than one vote.

#### **ARTICLE 9 – AMENDMENTS**

- 9.1 The Constitution, the Manual of Operations and the House League Operating Procedures, shall not be amended except:
  - .1 At the Annual General Meeting
  - .2 At a special meeting of the membership for which notice of the meeting and purpose has been published at least one month in advance.
- 9.2 Amendments to the Constitution, the Manual of Operations and the House League Operating Procedures, may be approved by a majority (50% + 1) of the votes cast by the membership present at the meeting (subject to Article 10)
- 9.3 Amendments must be made available to the membership, at least two weeks prior to the meeting at which time the amendments will be discussed.

- 9.4 Any OLMB member may propose an amendment, in writing, to the Secretary, at least 4 weeks prior to the Annual General Meeting.

#### **ARTICLE 10 – VOTING – GENERAL and EXECUTIVE MEETINGS**

- 10.1 All voting shall be by a show of hands, unless otherwise decided by motion.
- 10.2 Each member of the Executive Committee is entitled to a vote at all meetings.
- 10.3 Each OLMB member in good standing is entitled to a vote at all Annual or General Meetings, if they have registered as a participant in the meeting.
- 10.4 There shall be no proxy votes
- 10.5 NO person shall have more than one vote.

#### **ARTICLE 11 – CONFLICT OF INTEREST**

- 11.1 Where a member, either on their own behalf or while acting for, by, with, or through another, has any pecuniary or personal interest, direct or indirect, in any matter and is present at the meeting of the Association at which the matter is the subject of consideration, they:
- .1 shall, prior to any consideration of the matter at the meeting, disclose their interest and the general nature thereof;
  - .2 shall not take part in the discussion unless given permission to do so by the presiding official nor vote on any question in respect of the matter;
  - .3 shall not attempt in any way before, during, or after the meeting to influence the voting on any such question.

#### **ARTICLE 12 – DISTRIBUTION**

- 12.1 Copies of the Constitution, Manual of Operations and House League Operating Procedures are available on the OLMB website.

#### **ARTICLE 13 – CONFIDENTIALITY**

- 13.1 All Executive members to sign a confidentiality agreement.