

Constitution of the Winkler Minor Ball Association

Table of Contents

Constitution.....	2
Article 1	2
Article 2	2
Article 3	2
Article 4	2
BY-LAWS	3
BY-LAW 1 – Composition of the Executive.....	3
BY-LAW 2 – Executive Officers’ Duties.....	3
BY-LAW 3 – Meetings.....	3
BY-LAW 4 – Voting	3
BY-LAW 5 – Election of Executive Members.....	3
BY-LAW 6 – Specific Duties of Officers.....	4
a. President.....	4
b. Vice-President	4
c. Secretary.....	4
d. Treasurer	4
e. Coaches Committee Chairman.....	4
f. Scheduling Committee (Convenors).....	4
g. Equipment Committee Chairman.....	5
h. Fundraising Committee Chairman	5
i. Umpire Representative.....	5
j. Registrar	5
BY-LAW 7 – Order of Business.....	5
BY-LAW 8.....	6

Articles of the Constitution

Article 1

- a. The name of the organization shall be “Winkler Minor Ball Association”.
- b. The association shall be part of the South Central Minor Baseball and Softball organizations.
- c. The association shall be under the authority of Manitoba Baseball and Manitoba Softball..

Article 2

- a. The objectives of this organization are:
 - i. to foster, promote and encourage Minor Ball in the City of Winkler.
 - ii. to promote good citizenship and sportsmanship and abide by the guidelines taught in the Respect in Sport program.
 - iii. to do all such things as are incidental or conducive to the attainment of the objectives and the exercise of the powers of the association.
 - iv. to ensure that no executive member causes undo stress or force to any other executive members, coaches, players, etc.

Article 3

- a. The constitution of the Winkler Minor Ball Association cannot be altered except at an annual meeting and notice of the proposed alteration shall be given to the secretary at least one week before the day of the meeting, and the secretary shall immediately notify the Executive Committee of the proposed changes. Notice of the proposed amendments shall be sent to the members of the association. An amendment to this Constitution can only be made at an annual meeting by a two-thirds majority of the members voting thereon.

Article 4

- a. The membership of the association shall consist of:
 - i. parents or guardians of all players registered for any of the teams under its jurisdiction.
 - ii. coaches and managers of all teams under its jurisdiction.
 - iii. Executive members
- b. One-half of the members of the Executive shall be elected at each annual meeting for a two year term.
- c. The appointment of the Executive Officers shall be made within the Executive at its first regular meeting of the year and shall be subject to the following provisions:
 - i. A nomination shall be accepted for the office of President only if that person has served in the Executive during one of the two years prior to his/her nomination.
 - ii. A nomination shall be accepted for the office of Vice-President only if that person has served on the Executive during one of the two years prior to his/her nomination.

By-Laws of the Constitution

BY-LAW 1 – COMPOSITION OF THE EXECUTIVE

- a. The Executive shall consist of ten (10) elected members plus the past president.

BY-LAW 2 – EXECUTIVE OFFICERS' DUTIES

- a. The Executive shall have the power to:
 - i. control the affairs of the Association.
 - ii. fill any vacancy that might occur in its membership.
 - iii. amend or alter regulations of the Association.
 - iv. suspend or discipline any Executive member, coach, manager, player, umpire or other official connected to the Association.
 - v. shall create an umpire fee schedule.

BY-LAW 3 – MEETINGS

- a. The Annual Meeting of the Association is to take place in the month of September of each year. It shall deal with elections, constitutional changes or special items of business decided by the Executive. The duties of the new Executive are to commence within thirty days of the said meeting.
- b. All meetings of the Executive shall be at the call of the President, except as outlined under item "c" below.
 - i. A quorum for the Executive meetings shall consist of fifty percent or more of its members. A quorum is required for the transaction of business at any and all Executive meetings.
 - ii. The President shall call regular Executive meetings during the entire year, and as often as deemed necessary during the ball season.
- c. At the request of three Executive members, the President shall call a special meeting. No subject shall be discussed or considered at a special meeting except that specified in the notice.

BY-LAW 4 – VOTING

- a. The following shall be eligible to vote at Annual Meetings:
 - i. All parents or guardians of all players registered for any of the teams under the jurisdiction of the Association.
 - ii. One coach and one manager for each team under the jurisdiction of the Association.
 - iii. Elected Executive members.
- b. Each eligible person attending the Annual Meeting shall have one vote.
- c. A quorum for the Annual Meeting shall consist of the eligible members present.
- d. Only elected Executive members shall be eligible to vote at Executive meetings.

BY-LAW 5 – ELECTION OF EXECUTIVE MEMBERS

- a. A slate of candidates shall be presented at the Annual Meeting by Executive members. Further nominations shall be accepted from the floor.
- b. Voting shall be done by secret ballot.
- c. Candidates receiving the highest number of votes shall be declared elected.

BY-LAW 6 – SPECIFIC DUTIES OF OFFICERS

- a. President – The President has authority to act in the name of, but within the jurisdiction of the Association. He/She shall have the right to:
 - i. Preside at all meetings.
 - ii. Sign as one of the signing officers for the Association.
 - iii. Exercise the powers of the Executive in case of emergency.
 - iv. Suspend teams or players subject to notification of the next meeting of the Executive.
 - v. Sit on all Committees as an ex-officio voting member.
 - vi. Has the authority to release a player from Winkler Minor Ball if approved by the Executive.
- b. Vice-President – In the absence of the President, or in the event of his/her inability to act, the Vice President shall have and exercise all of the powers of the President. In addition he/she:
 - i. May assume other duties as designated by the Executive.
- c. Secretary – The Secretary shall:
 - i. Keep an accurate record of the proceedings of the Association and Executive meetings and make these minutes available to its members.
 - ii. Publish notice of the Annual Meeting in the local newspaper at least two weeks before the meeting.
 - iii. Conduct official correspondence of the Association, example: publicity of any kind.
 - iv. Advertise registration dates.
- d. Treasurer – The Treasurer shall:
 - i. Keep record of all moneys received and disbursed.
 - ii. Present to the Executive all financial information in a report.
 - iii. Present at each Annual Meeting a report and a duly prepared and examined (CA or CGA) statement of the operations of the Association.
 - iv. Be one of the signing officers for the Association.
 - v. Assist in registration of players and such other duties as necessary or as designated by the Executive.
- e. Coaches Committee Chairman – The Coaches Committee Chairman shall:
 - i. Recommend the appointment of coaches, managers and other personnel required to operate teams of the Association.
 - ii. Present recommendations for suspension of coaches, managers or other officials to the Executive. The Executive shall hold a hearing within one week of the recommendation to rule on the suspension and to take, if necessary, further disciplinary action including dismissal.
 - iii. Be the liaison between the coaches and the Executive.
 - iv. Provide assistance to coaches through clinic and instructional material.
 - v. Call meetings of coaches when deemed necessary.
 - vi. Provide or update a list of rules and regulations for all coaches and managers.
- f. Scheduling Committee (Convenors) – The Scheduling Committee Chairman shall:
 - i. Work out a suitable scheme with the Recreation Director.
 - ii. Be responsible for obtaining adequate pre-season training time, regular season practice time, league and exhibition game time.
 - iii. Ensure all coaches in their divisions have obtained the Respect in Sport certification.
 - iv. Have the authority to recommend suspension of a player to Executive.
 - v. Organize gym practices in the pre-season, at the expense of the teams involved.
 - vi. Be responsible for organizing tournaments, jamboree's, etc. for teams that fall under their division.

- g. Equipment Committee Chairman – The Equipment Committee Chairman shall:
 - i. Be responsible for the handling, storage, cleaning and inventory of equipment, keys to storage room, and obtaining insurance for equipment, etc.
 - ii. Be responsible for the manner of distribution of all equipment.
 - iii. Submit a list of equipment requirements and, when authorized, be responsible for the purchase of same.
 - iv. Be responsible for organizing a used equipment sale, if deemed advisable, at the beginning of the season.

- h. Fundraising Committee Chairman – Fundraising Committee Chairman shall:
 - i. Be responsible for the fundraising projects such as raffles and so on.
 - ii. Be responsible for soliciting funds from other sources and by other means such as deemed necessary by the Executive.

- i. Umpire Representative – The Umpire Committee Chairman shall:
 - i. By whatever means available, ensure that there are umpires qualified to satisfy the demands of the Association. Example: clinics, training information, etc.
 - ii. Be responsible to appoint properly qualified umpires for all regular, exhibition, tournament, and playoff games.
 - iii. Be responsible to propose an umpires fee schedule to the Executive for approval.
 - iv. Authorize payment only for umpires who are properly appointed for a game.
 - v. Be informed immediately by the coach or manager of the home team if an umpire fails to appear or arrives late.
 - vi. Appoint an umpire other than from his regular group when he cannot secure the services of any of the regular umpires or for special reasons considered in the interests of the Association.
 - vii. Recommend suspension of an umpire deemed incompetent or unsuitable to the Executive. The Executive shall hold a hearing within one week of the time of recommendation to rule on the suspension and to take further disciplinary action including dismissal if necessary.
 - viii. Provide or update a list of rules and regulations.

- j. Registrar – The Registrar shall:
 - i. Organize and arrange Minor Ball registration in March of each year.
 - ii. Complete rosters for each minor ball team and forward to South Central Ball, as required.
 - iii. Process additions/deletions of players/coaches for team rosters and forward to South Central Baseball as required.
 - iv. Provide each minor ball team with official rosters.
 - v. Complete insurance applications and team applications and forward to Manitoba Baseball, as required.

BY-LAW 7 – ORDER OF BUSINESS

- a. The following order of business shall be observed at all meetings:
 - i. Reading of minutes of last meeting and/or special meeting.
 - ii. Business arising out of minutes.
 - iii. President's Address.
 - iv. Committee Reports, Treasurer's Report, etc.
 - v. Resolutions, general or new business.
 - vi. Adjournment

BY-LAW 8

- a. The Executive shall have the authority to add such duties as it deems necessary for any member of the Executive or any of its Committee Chairman. Such additions would be regarded as temporary and could be modified or deleted without a constitutional change.
- b. The Executive shall also have the authority to appoint additional committee chairmen for such responsibilities as they shall decide.
- c. The Executive shall grant refunds only to those with medical reasons, accompanied by a Doctor's note.
- d. The Executive shall impose a \$25.00 charge on all NSF cheques received.
- e. The Executive shall impose the following penalty to those that fail to pay a registration fee:
 - i. Registrations not paid from previous year are required to pay last years' registration fee, the present years' registration fee, and an additional \$15 penalty in cash before registration shall be accepted.