

MORDEN MINOR BALL INCORPORATED CONSTITUTION

ARTICLE 1: NAME & INCORPORATION DATE

The name of the organization shall be known as Morden Minor Ball Inc., hereafter referred to as MMBI. The organization was officially incorporated on June 25, 2002.

ARTICLE 2: MISSION STATEMENT

MMBI is dedicated to the promotion of Softball and Baseball among the youth of our community.

ARTICLE 3: PHILOSOPHY

MMBI believes in:

1. The need for skill development at all age and ability levels.
2. Promoting enjoyment of the sports of Baseball and Softball. Facilitating this by development of confidence in each player that they have the skills necessary to participate in the games.
3. Equal opportunity for all to participate.
4. Promoting and developing sportsmanship, a sense of fair play, and respect for oneself, teammates, opposition and authority.
5. The organization's responsibility to govern and organize a system that will result in a safe environment for our players.
6. Organizational accountability to its membership and players.
7. Education of coaches to provide qualified team leadership.

ARTICLE 4: MEMBERSHIP

The association membership includes the following:

1. Parents or guardians of registered players.
2. Coaches and managers of all teams within MMBI.
3. Executive members.
4. Umpires.
5. Life members
6. Past presidents.

ARTICLE 5: EXECUTIVE OFFICES

- A) The executive shall consist of a minimum of 8 and a maximum of 12 members. Executive offices shall include: President, Vice President, Secretary, Treasurer, Immediate past president. Other executive members shall serve as committee chairpersons as required.
- B) Each year one-half of the executive shall be elected at the Annual General Meeting for a term of two years.
- C) The appointment of the executive officers and committee chairpersons shall be made within the executive at its first regular meeting.

ARTICLE 6: AMMENDMENTS TO THE CONSTITUTION

Any and all amendments to the constitution of the MMBI shall only be made at the Semi-Annual or the Annual General Meeting (hereafter referred to as AGM). Written notice of proposed amendments must be forwarded to the secretary a minimum of seven days prior to the date of the AGM or Semi-AGM. An amendment to the constitution shall be made by approval of two thirds of the membership present. The seven-day notice period will be waived provided the proposed amendment(s) receives unanimous approval of the members in attendance.

MORDEN MINOR BALL INCORPORATED-BYLAWS

BYLAW 1: EXECUTIVE OFFICERS' DUTIES

The executive of MMBI shall have authority to complete the following functions:

- 1. Control the financial and organizational affairs of the association.
- 2. Discipline, suspend, or remove from membership any executive member, coach, manager, player, or other persons associated with the MMBI.
- 3. Fill any vacancy that might occur in its membership between Annual General Meetings.
- 4. Revise, add or delete executive or committee member's duties as required.

BYLAW 2: MEETINGS

- 1. The Annual General Meeting of MMBI shall be held prior to the end of October and a Semi-Annual General meeting shall be held prior to the end of April.
- 2. The President, Treasurer and each committee chairperson shall submit a written report summarizing the year's activities for the purpose of distribution at the AGM. This report shall be given verbally at the AGM. A verbal report only is required of the President, Treasurer and each committee chairperson at the Semi-Annual General meeting.
- 3. All meetings of the executive shall be at the call of the President, except as outlined under item "4" below.
 - a. A quorum for executive meetings shall consist of more than half of its members.

- b. The president shall call a minimum of monthly executive meetings during the March-June preseason and playing season. Additional meetings may be necessary in the off season (January-February) to complete "project work".
4. At the request of a minimum 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.

BYLAW 3: VOTING

1. MMBI membership, as listed in Article 4, shall be eligible to vote at any general meeting.
2. Each eligible person attending the general meeting shall have one vote.
3. There shall be no proxy votes.

BYLAW 4: ELECTION OF EXECUTIVE AND COMMITTEE CHAIRPERSONS

1. A slate of candidates may be presented at the AGM by nomination.
2. Voting shall be by secret ballot.
3. Candidates receiving the greatest number of votes shall be declared elected.
4. In the event of a tie vote, a second vote shall be taken involving those candidates who were tied.
5. Ballots shall be destroyed following the voting and tallying process.

BYLAW 5: LIFE MEMBERSHIP

Life membership is the highest honor that can be bestowed by the MMBI and should be awarded only for distinctive service. Life members may be nominated by the executive or the membership and elected at the AGM by a two-thirds majority of the voting membership present.

BYLAW 6: SPECIFIC DUTIES OF EXECUTIVE OFFICERS

1. **President:** Expectations of the president include the following:
 - a. Preside as chairperson at all general and executive meetings.
 - b. Develop agendas for all general and executive meetings.
 - c. Act as one of three signing officers of the MMBI.
 - d. Exercise the powers of the executive in case of emergency.
 - e. Suspend teams, players, coaches or executive members subject to ratification of the executive at the next meeting.
 - f. Present written and/or verbal reports at the general meetings.
 - g. Represent MMBI at Manitoba Softball Association and Manitoba Baseball Association meetings and exercise voting privileges. If unable to attend, the president shall ensure that another executive or committee member is present to represent MMBI interests if at all possible.

2. **Secretary:** The secretary's duties shall include the following:
 - a. Keep an accurate record of the proceedings of the general and executive meetings and circulate these to executive and committee members.
 - b. Notify executive members of the time and place of meetings.
 - c. Submit notice of AGM and Semi-annual general meetings and registration to the local newspaper and radio stations a minimum of two weeks prior to the event.
 - d. Assist with other responsibilities or duties as designated by the executive.

3. **Treasurer:** The treasurer's duties shall include the following:
 - a. Keep a written, accurate record of all money received and disbursed.
 - b. Act as one of three signing officers of the MMBI.
 - c. Prepare an annual budget proposal for presentation to the executive.
 - d. Present a report and duly audited statement of the operations of the MMBI at each general meeting.
 - e. Assist with other responsibilities or duties as designated by the executive.

4. **Committee Chairpersons:**
 - a. Registration.
 - b. Concession.
 - c. Coaching-Softball, Baseball, Blast/Toss Ball.
 - d. Incentive/Volunteer Coordination.
 - e. Fundraising.
 - f. Equipment/Uniforms.Terms of reference of each committee chairperson outlined below.

COMMITTEE CHAIRPERSONS TERMS OF REFERENCE

1. **REGISTRATION:**
 - a. Promotion of the MMBI, its mission statement and philosophy.
 - b. Attendance at all executive meetings.
 - c. Presentation of verbal reports at executive meetings.
 - d. Organization of registration night.
 - e. Preparation of an appropriate registration form.
 - f. Financial responsibility at registration night in cooperation with Treasurer.
 - g. Preparation and submission of written report for AGM and verbal report for Semi-Annual general meeting.
 - h. Determination of appropriate registration fees in consultation with executive members.
 - i. Assist with other responsibilities as designated by the executive.

2. CONCESSION:

- a. Promotion of the MMBI, its mission statement and philosophy.
- b. Attendance at all executive meetings.
- c. Presentation of verbal reports at executive meetings.
- d. Communication with Parks and Recreation Department regarding use of the concession booth.
- e. Create a schedule of league games and tournament dates.
- f. Organize schedule of concession organization and work together with Incentive Chairperson to contact volunteers.
- g. Maintain an accurate statement of all goods purchased and sold.
- h. Submit all revenue and invoices or receipts to the Treasurer.
- i. Retain a list of goods purchased, amounts and sources as a yearly record.
- j. Prepare and submit a written yearly report for the AGM and a verbal report for the Semi-annual general meeting.
- k. Assist with other responsibilities as designated by the executive.

3. COACHING CHAIRPERSON(S): Baseball, Softball and Blast/Toss ball

- a. Promotion of the MMBI, its mission statement and philosophy.
- b. Attend all executive meetings.
- c. Presentation of a verbal report at executive meetings.
- d. Recruit coaches for all age categories applicable.
- e. Act as an observer/evaluator of coaches.
- f. Promote continuing education of coaches by informing all coaches of available clinics and organize clinics when necessary.
- g. Preparation of coaches' information packages including coaching guidelines and any resource material applicable. Review and revisions of these packages yearly.
- h. Preparation of league schedules (or ensuring the appropriate information is supplied to the leagues and those preparing the schedules).
- i. Attendance at league and association meetings to represent the interests of MMBI or arranging for a delegate to attend and fulfill these duties.
- j. Preparation and submission of written yearly report for the AGM and verbal report for the Semi-Annual general meeting.
- k. Assist with other responsibilities as designated by the executive.

4. INCENTIVE:

- a. Promotion of the MMBI, its mission statement, and philosophy.
- b. Attendance at executive meetings.
- c. Present verbal reports at executive meetings.
- d. Attend registration night and recruit volunteers.
- e. All requests for volunteers to be channeled through incentive chairperson.

- f. Contact volunteers for various activities as required-concession shifts included.
- g. Documentation of which volunteers have completed their incentive responsibilities.
- h. Upon completion of season, submit to the Treasurer a list of those who have not completed their volunteer commitment to ensure their bonds are cashed.
- i. Preparation and submission of a written year end report for the AGM and verbal report for the Semi-Annual general meeting.
- j. Assist with other responsibilities as designated by the executive.

5. FUNDRAISING:

- a. Promotion of the MMBI, its mission statement, and philosophy.
- b. Attendance at executive meetings.
- c. Present verbal reports at executive meetings.
- d. Generation of potential fundraising activities.
- e. Organization of fundraising activities and tasks pertaining to running of same.
- f. Organizing sponsorship drives as required.
- g. Preparation and submission of a written year end report for the AGM and a verbal report for the Semi-Annual general meeting.
- h. Assist with other responsibilities as designated by the executive.

6. EQUIPMENT/UNIFORMS:

- a. Promotion of the MMBI, its mission statement, and philosophy.
- b. Attendance at executive meetings.
- c. Present verbal reports at executive meetings.
- d. Maintenance and updating itemized list of all MMBI equipment and uniforms.
- e. Distribution and collection of all equipment and uniforms pre and post season.
- f. Purchase new equipment and uniforms subject to executive approval.
- g. Ensuring repair and/or replacement of damaged equipment prior to the following season.
- h. Proper identification of all equipment bags including itemized list of contents.
- i. Preparation of a current equipment wish list.
- j. Preparation and submission of an equipment budget in addition to a yearly written report for the AGM and a verbal report for the Semi-Annual general meeting.
- k. Assist with other responsibilities as designated by the executive.

Reviewed and revised October 2002.