



Constitution of
**Innisfil Minor Baseball
Association**
IMBA

Dated January 10th, 1999

Revision Oct 2, 2016

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Article 1. Mission Statement

- a) To promote and encourage children of all ages in Innisfil (and surrounding area) to play, learn and be involved in minor league baseball.
- b) To advocate teamwork, cooperation, athleticism, fair play and fun
- c) To provide a safe and hospitable environment in which to play
- d) To encourage parental participation in coaching, umpiring, volunteering, and/or organization

Article 2. Member of SSMBA, YSBA, OBA, SOBA

SSMBA (South Simcoe Minor Baseball Association)

YSBA (York Simcoe Baseball Association)

OBA (Ontario Baseball Association)

SOBA (Select Ontario Baseball Association)

- a) Within the IMBA's house league program all of its Executive, Coaches, Umpires, Players, and Volunteers are obligated, bound and have adopted the constitution and by-laws that govern the SSMBA
- b) Within the IMBA's Rep/Select program all of its Executive, Coaches, Umpires, Players, and Volunteers are obligated, bound and have adopted the constitution and by-laws that govern the YSBA, the OBA, and SOBA
- c) These above obligations however do not limit or preclude the IMBA from adopting or including different or additional statutes (into the IMBA constitution) as long as these statutes have no effect on (SSMBA, OBA, YSBA, SOBA) by laws and/or their constitutions. The IMBA Board of Directors will have will have the power to rule on any conflict between Associations statutes or if there is a lack of clarity on a specific situation

Article 3. Executive and Board of Directors

- a) The term limits for the Executive & Board of Directors are:

President, 3 year voted term

Vice President (VP), 2 year voted term

Secretary, 2 year voted term

Treasurer, 1 year term appointed by the President with Board Approval

Registrar, 2 year voted term

Director of Coaching & Player Development, 2 year voted term

Director of Rep/Select, 2 year voted term
Director of House League, 2 year voted term
Umpire in Chief (UIC), 2 year voted term
Director of Operations (May be separated to Equipment Manager & Convenor), 2 year voted term
Director of Sponsorship & Fundraising, 2 year voted term
Past President, most recent President

**The President may also appoint up to four (4) additional members to the Board of Directors, only upon ratification by the Board of Directors.

- b) The Board of Directors shall control and monitor programs as directed by the constitution and its bylaws
- c) The Board of Directors shall appoint a committee to hear and make determinations with regard to protests and suspensions
- d) Members of the Board of Directors are required to attend the monthly meetings. These meetings are a professional forum requiring those present to conduct themselves appropriately and exercise the duties of their office responsibly, honestly, and diligently. Any Member acting in a manner which disregards these values will be given i) a verbal warning from the President ii) on 2nd offense will be given a written warning from the President that they are now on probation iii) on 3rd offense the President will ask for a vote to be taken by **ALL** Board Members for removal of Board Member in question. This vote can only be carried by 2/3 Majority vote in favour of removal. The accused Board Member will be allowed a verbal final appeal prior to the vote. Any member who is absent from 3 consecutive meetings without, in the opinion of the Board of Directors, a valid reason will be removed from office by the same voting procedure. Replacement will be made as per 3. e)
- e) Vacancies in elected offices occurring between Annual Meetings may be filled by the President with the approval of the Board of Directors.
- f) The Board of Directors shall also have the power to deal with cases that are not otherwise provided or covered by the Constitution or Policy & Procedures manual.
- g) To join the Board of Directors, an applicant must be nominated by a Board Member and this nomination must be seconded by a different board member at the Annual Meeting. If multiple candidates are nominated and seconded, then open voting to all members will take place at the Annual Meeting by the raising of hands.

Article 4. Duties of the Board of Directors

To promote the healthy functioning of the Association Board, authority is shared among its Board Members. This authority is relegated to the specific job description of each Board Member. The purpose of the Board is to govern all Association activities both on and off the playing field.

Duties of the Executive

The **PRESIDENT** shall:

1. Preside at all Annual and Executive meetings of the Association along with setting the agenda's for both, enforcing established board procedures as outlined in the policy and Procedure Manual;
2. Be the official spokesperson for the Association. The President will delegate a member of the Executive to act as official spokesperson in his/her absence;
3. Make the necessary day-to-day decisions to ensure the effective operations of the Association;
4. Establish annually board approved Business Plan.
5. Be responsible for publicizing and promoting the Association.
6. Be one of the signing officers of the association
7. Keep an up to date Policy and Procedures Manual
8. Along with VP, be one of two that can approve e-mail blast's or association social media releases prior to them being released.
9. Chair Discipline and Disputes Panel
10. Have a copy and be familiar with IMBA's insurance Policy or Policies
11. Review, Approves (based on policy) and signs IMBA player releases
12. Hold a three (3) year term

The **PAST PRESIDENT** shall:

1. Sit in on any board meeting
2. Able to have a vote in any meeting they are attending

The **VICE-PRESIDENT** shall:

1. Be one of the signing officers of the association
2. Meet with all house league coaches prior to opening day to distribute uniforms
3. Assist President as needed, and question the President as needed
4. Along with the President, be one of two that can approve email blasts or association social media releases prior to them being released
5. Review need for new uniform ideas and present to board
6. Assume President's duties when President is away or has a conflict of interest
7. Sits on Discipline and Disputes Panel
8. Have a copy and be familiar with IMBA's insurance Policy or Policies
9. Hold a two (2) year term

The **DIRECTOR OF SELECT/REP** shall:

1. Meet with Select/Rep coaches prior to start of season to review all applicable rules, regulations, policies and procedures, provide a signed copy of Select/Rep coaches responsibilities and code of conduct for each coach to the IMBA secretary.
2. Ensure that all Rep/Select team managers, keep an accurate record of all monies (cash or cheque) that team bring in and take out with an ongoing trial balance. A template must be provided to the managers to use.
3. Assist coaches at tryouts to provide at least 3 coaches to assist in charting for Select/Rep tryouts and acquire and provide a list of prospective Select/Rep players to each coach.
4. Supervise the carding and certification of all rep players and coaches
5. Sits on Discipline and Disputes Panel if related to the Rep/Select program
6. Obtain and submit a copy of all import releases from Rep teams to the IMBA Registrar
7. Set required yearly board approved budgets for Select/Rep programs with the assistance of the Treasurer, President, and anyone the President designates
8. Prepare a complete roster of each Rep/Select team for Registrar
9. Must be present at YSBA and OBA and SOBA meetings and acquire reasonable working and practical knowledge in all associations current policies and requirements.
10. Support and assist Select/Rep Coaches as needed
11. Hold a two (2) year term

The **SECRETARY** shall:

1. Keep an accurate record of the proceedings of the Board and the Association
2. Record attendance at all meetings
3. Have the minutes of each meeting prepared legibly, copied and distributed with an agenda to each board member prior to the next meeting
4. Carry on all Association correspondence, keeping copies of all letters sent and received, and maintain adequate supplies of Association materials.
5. Notify Board members of all regularly scheduled meetings and agenda's no less than 3 business prior.
6. Hold a two (2) year term

The **TREASURER** shall:

1. Keep an accurate record of all monies received and disbursed on behalf of the Association
2. Keep an active account in the name of the Association at a chartered bank or trust company
3. Submit a monthly statement for the guidance of the Board
4. Arrange an annual audit of Association finances

5. Co-ordinate the Association's annual budget, presenting a preliminary by November Executive Meeting and a finalized budget by Decembers meeting.
6. Be familiar with any insurance policies covering Association personnel or equipment
7. Be one of the Association Signing officers
8. Hold a one (1) year term by appointment of the President

The **REGISTRAR** shall:

1. Publicize the dates for registration of players for the next season
2. Supervise and organize registration days and insure applications are proper
3. Check eligibility of all registrants
4. Keep a record of all players and coaches in the IMBA
5. Maintain a confidential file of players medical and personal information, which could be made available when necessary
6. Maintain for board information a complete waiting list of children wanting to register in the IMBA
7. Make every effort to prevent preferential treatment of individuals whose children may be relegated to the "waiting list"
8. Record all registration cancellations as requested and calculate fees to be refunded (if applicable)
9. Provide Director of Select/Rep a list of all registered players that wish to try out for a rep/select team
10. Ensure all players have paid their fees by the due date arranged by the Association. Keep an accurate record of all monies collected in person, as well as all on-line payments. Ensure 2 people sign for any cash transactions. Inform Treasurer of all payments and outstanding balances.
11. Register all House league, Rep, Select teams with appropriate leagues
12. Register and collect fees for Select/Rep tryouts and any clinics, training sessions
13. Determine number of Teams per division based on Registration with assistance from the President and program director (ie. Rep/Select, House)
14. Prepare Team Rosters and to be reviewed by Director of Coaching and Player Development.
15. Distribute Rosters to Coaches listing player contact info and any medical/ special concerns that were communicated at registration
16. Communicate to league by way of approved E-blasts association activities (upcoming events, opportunities, training, registration dates, AGM)
17. Fill in and review release requests for players and submit to the President. Keep record of any release
18. Hold a two (2) year term

The **UMPIRE-IN-CHIEF** shall:

1. Prepare a schedule and then assign necessary umpires to all IMBA games and requests from other centres
2. Ensure a fair distribution of umpire assignments

3. Ensure complaints of umpires are addressed and ensuring the quality of the umpiring is kept at a high standard.
4. Maintain records of games officiated so as to requisition funds to reimburse umpires.
5. Advise the Board in matters pertaining to rules and regulations of baseball
6. Arrange instructional clinics for new and retuning umpires and provide ongoing training throughout the season
7. Provide copies of official and IMBA rules to all umpires
8. Work with Convenor to ensure games are properly officiated and “rainout games” are rescheduled promptly.
9. Hold a two (2) year term

The **DIRECTOR OF OPERATIONS** is a combined position that may be separated into 2 separate positions, depending the number of board members available or needed on the Board of Directors. This would be at the discretion of the President. This combines the positions of **EQUIPMENT MANAGER** and **CONVENOR**.

The **EQUIPMENT MANAGER** shall:

1. Maintain and keep in good repair all equipment owned by the Association
2. Prepare an itemized equipment budget proposal to the board for approval
3. Arrange for secure storage space for equipment and material both during the season and off-season
4. Prepare standard issue board approved equipment bags for each IMBA team and keep a record of recipients of IMBA property
5. Fill each diamond equipment box with necessary materials, and collect at the end of the season
6. Order, pickup, store, and maintain sufficient chalk for lining the fields and make accessible to all coaches
7. Collect all equipment bags at the end of each season
8. Seek executive approval for purchases outside of the approved equipment budget.
9. Perform an inventory of IMBA equipment both pre-season and post-season
10. Record any lost/stolen equipment or property or any equipment/property that is beyond repair.
11. Develop plans or ideas for the board on how to minimize lost or stolen equipment
12. Create and Maintain a Vendor Equipment repair list
13. Attend Coaches orientation meeting
14. Hold a two (2) year term

The **CONVENOR** shall:

1. Act as liaison with the Town of Innisfil and other Townships regarding diamond allocation and fees.
2. Secure permits for diamonds and gyms.
3. Work with the Umpire-in-chief to ensure games are properly officiated and “rain-out games” are re-scheduled promptly

4. Book gyms for winter training as well as board rooms for board meetings, AGM, subcommittee, special meetings etc.
5. Set schedule for team use of diamonds and gyms
6. Be accessible to Board and Coaches for Rescheduling, and access issues to diamonds and gyms
7. Prepare coaches with necessary diamond information for their annual scheduling meeting
8. Input and maintain master game and practice schedules for all teams on website
9. This is a President appointed two (2) year term

The **DIRECTOR OF FUNDRAISING/SPONSORSHIP** shall:

1. Secure sponsors for the IMBA on a seasonal basis or multi-year contracts, signing each sponsor to a written agreement
2. Arrange for the collection of sponsorship monies for delivery to the Treasurer.
3. Ensure sponsor plaques are created for all sponsors whose level of sponsorship qualifies for them and deliver the sponsor plaques to each of them
4. Acknowledge, on behalf of the Association, the support of all the sponsors Endeavor to maintain a suitable rapport with sponsors throughout the season
5. Provide the Board with a copy of the complete list of sponsors
6. Ensure all Sponsors (League, Rep/Select) are recognized on the IMBA website
7. Plan and direct, with Board approval, all fundraising ventures for the IMBA with Director of Select
8. Transfer proceeds from each event to the Treasurer
9. Report to the Board the results of fundraising activities
10. Co-ordinate with Director of Select/Rep regarding sponsors
11. Ensure two (2) people sign for any cash transactions
12. Hold a two (2) year term

The **DIRECTOR OF COACHING AND PLAYER DEVELOPMENT** shall:

1. Chair the coach selection panel for all coaching levels
2. Work with coaches throughout the season and provide assistance as needed
3. Collect and review all coaches evaluations
4. Plan and arrange workshops and NCCP clinics for coaches in off-season
5. Provide house league coaches with Code of Conduct to be signed and returned prior to Opening Day
6. Ask for and collect background checks
7. Ensure Association Coaches are certified and aware of upcoming Certification Clinics
8. Sits on Discipline and Disputes panel
9. Evaluation of all IMBA coaches during season, both in games and practice settings
10. Work with the Convenor to plan and arrange space (gym time, etc.) for off-season clinics and workshops designed to enhance the skills and abilities of players in the IMBA
11. Develop a master player development plan each year
12. Engage instructors as needed to participate in clinics and workshops

13. Work with players and coaches throughout the season and provide assistance as needed
14. Organize and supervise in season and off-season clinics/workshops
15. Develop and maintain a player rating system
16. Hold a two (2) year term

The **DIRECTOR OF HOUSE LEAGUE** shall:

1. Sits on Discipline and Disputes Panel if related to House League
2. Organize, arrange, order, and deliver house league uniforms to all house league coaches for distribution to each player. This involves handling any uniform returns and/or adjustments
3. Make families aware of up-coming IMBA events
4. Maintain contact with house league coaches, and assist when necessary
5. Prepare and distribute Opening Day Parent Newsletter approved by President and VP which includes league information, schedules, Picture Day info
6. Assist in League wide fundraising
7. Hold a two (2) year term

Article 5. Meetings

- a) Annual Meeting of the Association shall be held between the period of Oct 1 – Oct 15
- b) Order of business for the Annual Meeting
 1. President Address
 2. Reading of the minutes of the last general meeting or any specific meeting during the year
 3. Secretary Report
 4. Treasurer & Auditor (if applicable) Report
 5. Registrar Report
 6. Director of House League Report
 7. Director of Rep/Select Report
 8. Director of Coaching & Player Dev. Report
 9. Director of Sponsorship & Fundraising
 10. Correspondence
 11. Director of Operations Report
 12. Committee Reports (if applicable)
 13. Disciplinary Reports (if applicable)
 14. Consideration of Reports
 15. Amendments- Notice of Motions

16. General Business
17. Election of Board of Directors
18. Annual Meeting site for the following year

c) Rules of Order of Annual Meeting

The following are the regulations that govern the Association during the time of business and shall be disposed of in the following order:

- i) No motion shall be received unless properly moved and seconded and said motion shall not be opened for discussion until so stated by the presiding officer
- ii) No member of the Board of Directors shall speak twice on the same subject without the permission of the chair, unless in explanation, or the mover in reply
- iii) A member desiring to speak or submit a motion shall rise and remain standing and respectfully address the chair, and shall confine his/her remarks to the question and shall not be interrupted unless upon a point of order
- iv) No Amendment to a motion shall be in order after an Amendment to the Amendment
- v) When a motion is under debate, no motion shall be entertained except to lay on the table, or amend and these motions shall take precedence in the order named
- vi) Amendment, which entirely changes the subject to the original motion shall not be entertained as an Amendment or substituted for motion under debate
- vii) After the motion has been stated by the Presiding Officer it becomes the property of the Association but may be withdrawn at any time previous to amendment, unless objected to by a board member
- viii) There shall be one debate upon any question after it has been put by the presiding officer
- ix) When a vote is called, it shall be taken by each member holding up his/her right hand. The Presiding Officer shall declare the vote on all questions and should his/her declaration be disputed, he/she may require the delegates voting “yea” or “nay” to rise and stand until the

number voting for the affirmative and the negative be counted by him/her

Article 6. Amendments

- a) An Amendment to alteration of the Constitution must be made at an Annual Meeting and must have 2/3 Majority of the votes cast in order to carry. Notice of any property alteration or amendment must be filed with the Secretary in writing one month prior to the Annual meeting. Only an IMBA Board Member in good standing may propose an amendment
- b) A regulation may be proposed for the Annual Meeting for an experiment that differs from the Constitution or the Policy & Procedure Manual. This experiment may be put into effect for no more than 2 years. The resolution would be accepted by 2/3 majority vote at the Annual General Meeting and would be subject to annual review by the Board of Directors. Any subsequent reference in the Constitution or Policy & Procedure manual that are contrary to the experiment are suspended while the experiment is in progress.

Article 7. General

The Constitution and Policy & Procedure Manual of this Association as shown in this document are intended as a general guides and cannot specifically cover each situation that may arise. Therefore, the President in regular or special meetings, with a quorum of the Board of Directors, will have the authority to interpret and decide to the best of their judgment with regard to all these circumstances or any specific case, any matter pertaining to any or all clauses contained herein and that their decision shall be final. The President shall appoint an advisory committee composed of the Past President and other Members to advise upon matters presented to them by Board Member.