

SECTION 1 – NAMES**1. Names**

1. This organization shall be known as the Delhi Minor Baseball Association & will be referred to as “DMBA”. The Southern Counties Baseball Association & Baseball Ontario will be referred to as the “SCBA” & “OBA” respectively. Where numbers permit, DMBA will partner with Softball Ontario, & will be referred to as “SO”.

SECTION 2 – AIMS & OBJECTIVES**2. The Aims & Objectives are:**

1. To foster & promote minor baseball within Delhi Minor Baseballs catchment as defined by SCBA.
2. To develop & encourage sportsmanship, community spirit & good fellowship.
3. To provide recreation for as many of the eligible youth as wish to participate.
4. To provide representative calibre of play & competition for those players whose talents will benefit by being challenged.
5. To sponsor, control & promote such athletic, social & other activities as may contribute to the betterment of the DMBA.

SECTION 3 – AFFILIATION**3. Affiliation**

1. The DMBA shall field REP teams within the SCBA, unless there is no equivalent team & will seek permission from SCBA to play externally within a neighbouring affiliate.
2. The DMBA shall field House League teams under an Inter-Loc agreement, with neighbouring local teams, unless there is no equivalent teams within the local Inter-Loc . In the instance of no available local House League teams to play, DMBA will seek out neighbouring House League teams from a neighbouring affiliate to organize a series.
3. The DMBA shall field a Girls team for the Bantam age class or above, when there is sufficient numbers to establish such a team. Softball teams will play under the rules & regulations of SO, & will play teams as assigned by SO.
4. The OBA, SCBA & Inter-Loc Regulations & Policies & Rules of Competition shall apply to the DMBA.
5. However, the Executive of the DMBA shall make such additional policies and/or codes of practice deemed in the best interest & safety of the young people who are registered in the DMBA.
6. The activities of the DMBA will be carried on without purpose of gain for its members & any profits or other accretions to the organization shall be used in promoting its aims & objectives.
7. In the event of the dissolution of winding-up of the DMBA all it remaining assets after payment of liabilities, shall be distributed in accordance with the provisions of the applicable legislation.

SECTION 4 – MEMBERS of the DMBA

1. The following persons are deemed members of the DMBA for each baseball season;
 - a. All parents and/or legal guardians of players registered in DMBA,
 - b. All elected & appointed members of the Executive Committee of DMBA herein after referred to as the “Executive”,
 - c. All coaches, managers & convenors in DMBA,
 - d. All DMBA sponsors (one representative for each sponsor),
 - e. All honorary members appointed by the Executive.
2. No person shall hold membership in the DMBA until he has reached his/her eighteenth birthday.

SECTION 5 – EXECUTIVE COMMITTEE

1. The Executive of the DMBA shall be composed of;
 - a. Past President
 - b. President
 - c. Vice President
 - d. Secretary
 - e. Treasurer
 - f. Umpire Coordinator
 - g. Diamond Scheduler
 - h. Equipment Manager
 - i. House League Convenor
 - j. REP Convenor
 - k. Girls League Convenor (when applicable)
 - l. Directors at large (at least 4, but no more than 14)

Except for Past President, Executive positions are elected for a term of two (2) years.

To ensure continuity it is recommended that a candidate for President must serve on the Executive at least one year prior. Exception to this case is where the Past President agrees to stay on within an Executive position, other than Past President.

Where there is no such candidates to meet this criteria, the Board will approve nominees prior to the Annual General Meeting to ensure the candidate is properly qualified & knowledgeable with the day to day operations of DMBA & those rules both locally, provincially, & federally that define the rules & regulations of Baseball within Canada.

Section 5.1 continued

Directors at large can be elected at the AGM to fulfill various roles including but limited to Registrar, SCBA Representative & Coordinators working within the following categories Uniforms, Canteen, Skills, Team Pictures, Internal Tournaments, External Tournaments, Diamond Maintenance, Social Media, FallFest Liaison, Team Sponsorship & any other appointment as deemed necessary by the Executive. Where additional Directors at Large are required after the the AGM, & no person has put their name forward a person or persons can be appointed by the Executive.

2. Each Executive member is expected to attend all meetings. If unable to attend he/she should notify the President or his/her designate. If an Executive member misses more than three (3) meetings without a valid reason they may be replaced by the Executive to permit the appropriate duties, functions to be performed.
3. Any Executive position not filled in the Annual Meeting may be appointed by the duly elected members of the Executive as they see fit.
4. All members of the Executive of the DMBA shall hold office until;
 - a. he/she is unable to carry out his/her duties due to illness;
 - b. he/she refuses to carry out his/her duties;
 - c. he/she resigns from office;
 - d. a new Board is formed at the Annual General Meeting.

SECTION 6 – DETAILS of the OFFICERS

1. Immediate Past President shall join the discussions & use the wisdom of his/her experience to offer suggestions.
2. President shall;
 - a. Preside at all meetings of the DMBA;
 - b. Direct the operation of the DMBA;
 - c. Be an ex-officio member of all committees;
 - d. Vote on matters only to break a tie.
 - e. The President does not accept, handle or distribute monies. The President is not a signing authority.
3. Secretary shall;
 - a. Notify all Executive members of the Executive meetings;
 - b. Record & distribute to the Executive members copies of all Executive meetings; minutes within one week of the meeting or as soon as possible;
 - c. Record all minutes & present same at the following meeting;
 - d. Prepare with the assistance of the President, an Agenda for each meeting;
 - e. Keep custody of all DMBA documents & correspondence;
 - f. Keep an up-to-date record of all By-laws & rules & policies as they are adopted & keep same on file

4. Treasurer shall;

- a. Collect & properly record all finances;
- b. Pay all accounts upon Executive approval by cheques which are signed together with the Vice-President or as delegated by a resolution;
- c. Be prepared to submit interim financial information as up-to-date as possible at each Executive & General Meeting;
- d. Submit an annual financial statement at the Annual General Meeting;
- e. Upon request of the Executive, be responsible for having a review or audit performed, by a qualified person(s) as stipulated by the Executive, of the financial statements of the DMBA;
- f. Prepare in conjunction with the Finance Committee, a budget forecast which must be presented to the Executive as soon as practical;
- g. Receive from the Coordinators or Appointees all receipts from their operations;
- h. Work with the Fundraising Coordinator or Committees established in that regard.

5. Vice-Presidents shall;

- a. Be available to substitute for President when required.
- b. Direct & assist with the duties to be performed by the Directors.
- c. Will divide responsibilities between House League & REP.
- d. The House League VP will be the liaison with the House League Inter-Loc, & report back to the Executive, coaches, players & parents any rule changes.
- e. The REP VP will be the liaison with SCBA. The REP VP will be the liaison with the House League Inter-Loc, & report back to the Executive, coaches, players & parents any rule changes. The REP VP will take the lead on any release requests, review or compliant investigations & report back to the Executive to seek their input and/or decision.

6. Umpire Coordinator shall;

- a. Coordinate & schedule qualified umpires to umpire REP & HL games.
- b. Ensure all umpires employed by DMBA are aware of the most recent local rules, & OBA issued Blue Notes.
- c. Issue payment, supplied by the Treasurer, for services rendered.
- d. Report any issues, including forwarding of umpire reports to the SCBA Umpire-in-Chief.
- e. If the Umpire-in-chief is not available, than the Umpire Coordinator will rule on any dispute, 7 their decision is final, unless appealed to SCBA.

7. Diamond Scheduler shall;

- a. Work with the SCBA Convenors for REP teams & the House League Inter-Loc Scheduler to maintain an up to date schedule online.
- b. To oversee access to the website & where coaches can amend or report information themselves.
- c. Report any issues of chronic misuse or lack of use of the website by coaches to the Executive for action.

8. Diamond Scheduler, in conjunction with the Executive, shall be responsible for;

- a. Communicating to the County (or other property owner) the requirements of the DMBA for diamond time & for diamond maintenance;
- b. Communicating with coaches of all DMBA teams regarding the orderly & equitable scheduling & re-scheduling of diamond time for games & practices.

9. Equipment Coordinator, in conjunction with the Executive, shall be responsible for;

- a. Ensuring that all DMBA teams have the necessary equipment to safely & properly compete in their respective leagues;
- b. Procuring the best possible value on equipment purchases;
- c. Controlling equipment inventory losses.

10. Girls League Convenor , in conjunction with the Executive, shall be responsible for;

- a. All phases of the operation of a Girl(s) teams;
- b. Ensuring the DMBA is well & properly represented at all League Meetings;
- c. Ensuring that the DMBA & its teams comply with all the league rules & requirements;
- d. Convening & Girls Tournaments that the DMBA hosts.

All other appointments will have their roles defined by the Executive & their roles shall be posted online for inspection and/or reference. These roles are appointed when the need exists for such support, however they may change from year to year dependent on the circumstances they have been appointed for.

SECTION 7 – STANDING COMMITTEE

- 1. The Executive shall create such Standing Committees as are deemed necessary for the orderly functioning of the DMBA.

SECTION 8 – MEETINGS**1. Meetings**

- a. There shall be at least one (1) DMBA Executive meeting per month from January to September, inclusive. The day & time of each meeting may be set at the inaugural meeting.
- b. General Meetings may be held as determined by the Executive;
- c. The last General Meeting shall be the Annual Meeting. Attendance at the general & annual meetings shall be open to the public.
- d. Executive Meetings shall be open to the public unless the meeting is declared to be in-camera.
- e. At a General or Annual Meeting the President may appoint a speaker to chair all or part of the meeting in order to allow the President take part in the meeting;
- f. Any member of DMBA may vote at general & annual meetings. There shall be no voting by proxy.
- g. Only members of the DMBA Executive & their appointees may vote at an Executive Meeting.

SECTION 9 – ANNUAL MEETING**9. Annual Meeting**

- a. The Annual Meeting shall be held during the month of October in each & every year & notice of said meeting shall be given to all members of the DMBA at least fourteen (14) days prior to the date of the Annual Meeting;

Treasurer's Report, Special Reports, Notices of Motion & proposed amendments to the Constitution, if any, shall be available to all members of DMBA at least fourteen (14) days prior to the date of the Annual Meeting.

- b. Anyone interested in minor baseball locally may attend the Annual Meeting.
- c. Order of Business
 - i. Minutes of previous Annual Meeting;
 - ii. Treasurer's Report;
 - iii. Correspondence or Special Reports;
 - iv. Committee or Executive Reports;
 - v. President's Report;
 - vi. Notice(s) of Motions;
 - vii. Amendments to the Constitution;
 - viii. General Business;
 - ix. Election of Executive Officers (refer to Section 10);
 - x. Adjournment
- d. Any member may propose a change to the By-laws, rules or policies of DMBA provided that written notice of same is given at least four (4) weeks prior to the Annual Meeting.

SECTION 10 – ELECTION OF EXECUTIVE OFFICERS

1. Election of Executive Officers
 - a. All elections will be held by secret ballot;
 - b. After nominations are closed, speakers will be allowed, as recognized by the Chair.
2. Chairperson
 - a. The President may designate a Chairperson to preside over the nominations, nominee approval, & election procedures.
 - b. The Chairperson does not vote in an election, except to break a tie;
 - c. If the President or other designated Chairperson accepts a nomination for a position, then he/she must designate another Executive member to preside over the Approval or Election process for this position.
3. Nomination Process
 - a. Candidates for each Executive position must be nominated;
 - b. Once the Chairperson is satisfied there are no further nominations, a motion to close nominations will be entertained;
 - c. The candidate(s) will be asked, in order of nomination, if he/she will accept or decline the nomination.
 - d. If there are no nominees, then the position may be declared temporarily vacant & attempts should be made at a later date to fill the position, according to Section 5.1.D;
 - e. A person not at the Annual General Meeting may be nominated in absentia, with their written consent being presented by the Nominator, that the person would accept the position
4. Nominee Approval
 - a. If an election is not required for a position, a motion to approve the nominee will be entertained. The nominee must be approved by 50% of eligible voters, present at the meeting. The nominee does not vote.
 - b. If a nominee is not approved, nominations may be re-opened.
5. Election of President, Vice President, Secretary & Treasurer
 - a. An election is required if there are two or more nominees for a position.
 - b. To be elected, a nominee must receive more votes than any other nominee & must receive at least 50% of the total vote. The nominees may vote;
 - c. If there are three or more nominees, second & subsequent ballots may be required & will be conducted according to normal practices.
6. Election of Directors
 - a. If the number of Directors nominated brings the total number of Directors to more than 12, than there will be an election;
 - b. The names of all the nominees will be written on a ballot & distributed to each voting member. The voting member may vote for up to as many nominees, as positions available.
 - c. A tie for the last position(s) will be broken by a second vote for the tied nominees only.

SECTION 11 – CONSTITUTION AMENDMENTS

1. No amendment to the constitution may be made without prior notice of amendment given to the Executive in writing at least one month in advance of the Annual Meeting.
2. The Constitution may be amended by a minimum of two thirds (2/3) majority of all those present & eligible to vote.

SECTION 12 – QUORUMS

1. At an Executive Meeting, a quorum shall consist of four members of the Executive who are allowed to vote;
2. At a general meeting a quorum shall consist of the lesser of one half (1/2) of the total membership or a number of persons present which shall be twice the number of the elected members of the Executive of which at least four (4) must be elected members of said Executive;
3. At the Annual Meeting there shall be no quorums.

Section 13 – COACHES

1. Coaches selected by the Executive shall take into account their experience & training.
2. DMBA shall compensate coaches for their NCCP training after 3 years of coaching.
3. REP Coaches who have accepted to coach a REP team will dedicate the necessary time & effort with the requirement of attending the yearend OBA tournament.
4. Coaches will report immediately any injury and/or incident to the their VP contact.
5. Coaches will be monitored for appropriate behavior on & off the field, in proximity to the diamond. Any inappropriate behavior will result in discipline.

Section 14 – REP TEAM SELECTIONS

1. A pool of players for a REP team roster will be made by a group of appointed, NCCP qualified coaches. The head coach will be involved in those discussions & from that list make the final decision on whether they qualify for being rostered on a DMBA REP team.
2. Players on a REP team, with exception of Mosquito, will follow Baseball substitution rules.
3. Players on a REP team are to be informed before they try out that in tournament & OBA games, the coach reserves the right to field their top 9, or 10 with Designated Hitter.

Section 15 – HOUSE LEAGUE TEAM ASSIGNMENTS

1. House League players will be assigned to a team on a first come first serve basis, unless both coaches agree with DMBA HL VP to divide the team based on age & skill level.
2. All decisions on HL rosters are final. Accommodation noted on their registration will be reviewed & if possible accommodated but after April 1st this cannot be guaranteed.
3. Coaches of House League teams will be provided a House League Roster Guide, detailing how players are to be given the opportunity to play in multiple positions. In teams Bantam & higher, there may be instances where there could be a player who excels at a specific position. Provided no other player wants to play that position, that player can be used primarily for that position throughout the season. Exception is pitcher, all players should be developed as pitchers, with the understanding this decision is based on players arm care.

Section 16 – DISCIPLINE

1. DMBA reserves the right to ban from play or adjacent facilities, any player, parent, coach or Executive member that has contravened any policies defined by DMBA, SCBA, OBA, or SO.
2. Policies, Code of Conduct, will be appended to this document & posted online. Where possible verification of review of said documents may be required at registration. Disagreeing with such will prevent involvement with DMBA – no exceptions.

Section 17 – RELEASES & APPEALS

1. DMBA does not issue releases. The SCBA has a defined process local players must follow to secure a release from their local.
2. Since no releases will be issued by DMBA, there is no appeal process. Both SCBA & OBA have a defined process for appeals.
3. A release is not needed if DMBA does not field a REP team in a players age category, but the player is required to register with DMBA before considering to tryout elsewhere. A refund will be issued to that player if DMBA does not field a team in their age division. In addition players considering trying out elsewhere must receive a Permission to Tryout, as defined by SCBA. This is not a release & the player is obliged to return the next year to tryout for a DMBA REP team.

SECTION 15 – GENERAL

1. Roberts Rules of Order
 - a. All Standing Committees, Executive, General & Annual Meeting Shall generally follow Roberts Rules of Order (most recent edition) in terms of procedural rules for meetings.
2. The Constitution & Bylaws of this Association are intended as a general guide & cannot specifically cover each situation that may arise. Therefore, the Executive, in any meeting with a quorum & a simple majority vote, will have the authority to interpret & decide to the best of their ability with regard to all these circumstances or any specific case, any matters pertaining to any and all clauses contained herein & that their decision shall be final.

3. Conflict of Interest

- a. Any Executive member who has a conflict of interest regarding any matter that is before the Executive will declare such conflict & abstain from voting on any motion dealing with that particular matter.
- b. Any Executive member, who in the opinion of the Executive, is deemed to have a conflict of interest although undeclared by the member, will be prohibited from voting on any motion pertaining to that matter.

4. Current Executive

- a. The Executive of the DMBA that is in place at the time this Constitution & Bylaws is adopted shall remain in that capacity until the next Annual General Meeting.

5. Constitution Takes Precedence

- a. This Constitution & associated Bylaws & Enacted Policies shall take precedence over any conflicting motions or resolutions made prior to the adoption of this constitution & Bylaws.