

Arthur Minor Ball Association (AMB) Constitution

Revised: November 12th 2024 – Please retain for future reference

AMSA – Article 1 – Name

The name of this organization shall be Arthur Minor Ball Association (AMB) with the divisions of Softball and Hardball.

AMSA – Article 2 – Objectives

The objectives of this Association shall be:

- a) To foster and improve amateur softball and hardball in Arthur and Area through fair play and sportsmanship.
- b) To protect and promote the mutual interests of the members.
- c) To institute and regulate competition in softball and hardball among its members
- d) To increase membership on a playing level and an adult volunteer level

AMSA – Article 3 – Membership

The membership shall consist of parents, players and actively involved volunteers agreeing to conform with the Constitution and By-Laws of the Association as enacted and amended from time to time.

- a) All players participating in AMB shall be registered on the final registration day. Late registrations may be considered if players are required to fill a specific team, at the executive's discretion.
- b) A player shall register within their AMB birth year classification.
- c) AMB Team Registration certificates are valid for the current year only and must be given to the registrar(s) not later than May 15th of the current year and must comply with league rules in which a team participates.

AMSA – Article 4 – Executive Officers & Duties of Officers

The Executive shall consist of the Executive Officers and Executive Directors. The Executive Officers shall be the Past President, President, Vice President Softball, Vice President Hardball, Secretary, Treasurer, Registrar for Softball, Registrar for Hardball, Scheduler, Blast Ball Convener, Equipment Manager, Umpire in Chief/Scheduler, Fundraising & Sponsorship Chair, Uniform Manager, Parent Liaison, Coaches Liaison, Webmaster Manager and Directors. **A membership of 17-21 people will be composed for the board.**

- b) The Constitution and the By-Laws may be amended only at the Annual Meeting. AMB membership to be notified of proposed amendments, at least 10 days prior to the annual meeting.
- c) The **President** shall Chair all meetings of AMB and have the usual privilege of the office. Attend all league meetings or designate someone to do so. Designate members to specific committees.
- d) The **Vice President Softball** shall perform all duties of the President in the event the President is absent or unable to act. Will Chair the Finance Committee. Shall attend all league meetings or designate someone to do so.
- e) The **Vice President Hardball** shall perform all the duties of the President in the event the President or Vice President Softball are unable to act. Will Chair the Hardball committee.
- f) The **Secretary** shall keep an accurate report of the proceedings of AMB and complete records of all the names, addresses, email addresses and phone numbers of Executive Members. The

Secretary shall invite all executive Members to all meetings one week in advance and shall send notice of meetings, including minutes of the meeting and agenda by suitable means.

g) The **Treasurer** shall keep an accurate record of all money received and disbursed, report to AMB Executive and prepare the financial statement in co-operation with the finance committee.

h) The **Registrars (softball & hardball)** shall co-ordinate AMB registrations and shall prepare and disperse team lists to all Coaches. They shall keep a complete list of registered players' names, parents' names, addresses, phone numbers, email addresses, waivers signed, fees paid and classifications. They will setup the Registration website each season and communicate with the treasurer on financial reports from that site. **In co-operation with coaches**, they shall submit team lists to the league(s) by designated deadlines.

i) The **Blast Ball Convener** shall appoint Blast Ball Coaches, assign Blast Ball players, co-ordinate equipment and sweaters and come up with a program for the season.

j) The **Equipment Manager** will monitor & distribute equipment. They will make purchases as approved by the executive.

k) The **Scheduler** will schedule all games and practices once given schedule from Coaches. They will communicate with the Township of Wellington North for these bookings. They will have access to the website for scheduling purposes. Communicate with AMB Executive, Umpire Scheduler and Coaches/Managers.

l.) **Umpire Scheduler/Umpire in Chief:** Lead, coordinate, and supervise the umpires for the association. Ensure that umpires perform their duties with professionalism and integrity. Coordinate and schedule umpires for various games, ensuring that crews are appropriately assigned based on experience and the level of the game. Ensure that all umpire assignments are filled and that substitutes are arranged when needed. Communicate with other key personnel (e.g., coaches, league administrators) to ensure smooth operations.

m.) **Parent Liaison** will liaise with AMB Executive and Coaches and bring forward any concerns. *(Please note that due to Conflicts of Interest, the person will not be AMB President, Vice President, or Scheduling/Umpiring Chief.). Please reference the Parent Liaison Responsibilities document for more information.*

n.) The **Uniform/Apparel Manager** – will monitor and distribute the uniforms. Organize Uniform Pick up and return nights. Get quotes to replace uniforms or purchase apparel to sell and present to the Board for approval.

o.) **Webmaster Manager** - oversees the management of the website, Facebook page and any other social media needs; Set up all player and team email alias; Complete annual player / team website change-over; Team roster uploading Post all Association news; Grant web manager access and instruction; Take part in ongoing website training updates.

p.) **Fundraising/Sponsorship Chair** – Discuss the sponsorship and fundraising objectives with the board before the season; Will be the sole contact with potential sponsors; Contact regular sponsors each year to confirm continuing sponsorship and secure contribution; Provide sponsors with basic information about AMB initiatives; Identify and develop potential new sponsorship and fundraising opportunities, as required; Coordinate sponsor recognition.

q.) **Coaches Liaison** - Communicate concerns of the Coaches to the AMB board and Parent Liaison; Oversees all AMB bench staff (including Coaches, Managers and Assistants); Coordinates AMB Coach and Trainer training sessions; Schedule and oversee Coaches meetings with Parent Liaison, Equipment Manager and President; Responsible for preparing and distributing Association Coaches Kits along with the President (binder of information needed for each season from the board);

- r.) **Directors** shall: Sit on Committees as requested; Hold voting rights at all Board of Directors meetings.
- s) Each Executive Officer and Executive Director shall have a vote at all meetings. The Chair shall vote only in the case of a tie.
- t) The Executive shall appoint a Nominating Committee of three people to seek out a new Executive for the following season.
- u) The Executive shall appoint a Finance Committee of the members. Duties shall include monitoring financial transactions of the organization and submitting a statement of income and expenses to the executive on approximately May 1, July 1, September 1 and December 1 of the current year. The committee shall be responsible for the Annual Financial Statement and provide financial records to an auditor, as required.
- v) Votes shall be allowed by proxy, in writing and signed
- w) The Executive has the authority to fill Executive vacancies at its earliest convenience.

AMSA – Article 5 – Finances

- a) Executive Officers and Executive Directors shall be allowed legitimate expenses, as approved by the Executive.
- b) AMB fiscal year shall run from November 1 to October 31 of the current year.
- c) AMB shall maintain one bank account. Authorization for payment will require two authorized signatures.
- d) Executive Officers and Directors shall spend no more than \$250 from, without AMB Executive approval. All expenses incurred by the Executive Officers shall be approved by AMB Executive prior to payment.
- e) No officer or member of a committee shall receive any remuneration for duties performed on behalf of the Association, but these people may be reimbursed for reasonable expenses incurred while performing these duties. The association shall be operated without the purpose of pecuniary gain to any of the members and any surplus or accretions of the Association shall be used solely for the purpose of the association and the promotion of its objectives. Extenuating circumstances may result in services normally performed by volunteers being hired out.
- f) Dissolution. In the case of dissolution or winding up of the association, assets shall be disposed of as follows: all assets will be sold and revenues generated from sales of assets will be distributed among minor sports organizations in the community.

AMSA – Article 6 – Annual Meetings

- a) The Annual Meeting of AMB shall be held on or before the 25th of November of the current year.
- b) A nominee to be elected on the first ballot must secure a majority of the total votes cast. If no majority is received on the first ballot, the names of the nominees securing the first and second ballot shall be retained, and all other nominees shall be eliminated. The nominee securing the majority of the vote on the second ballot shall be declared elected.
- c) Order of Business
 - i) President's welcome.
 - ii) Reading of the Minutes of the Last Annual Meeting & any emergency meeting held during the year & any business arising from the minutes of the said meetings.
 - iii) Credentials
 - iv) Presidents Report
 - v) Correspondence
 - vi) Treasurers Report and Financial Statement

- vii) Amendments to the Constitution
- viii) Elections of Executive Officers and Executive Directors
- x) Regular Agenda

Note: Elected Executive Officers and Directors will assume their position after all business listed on the agenda for the meeting has been handled.

AMB – By-Law 1 – Teams, Players & Umpires

a) Teams: **i)** Teams are allowed to use players from a lower classification, within league rules **ii)** All divisions of AMB, with two or more teams shall have the teams divided by age (Major/Minor). The oldest group of players to be placed on the Major team and the youngest on the Minor team, thereby retaining peer groups, leadership for all teams and eliminating selection decisions. Exceptions to the Major/Minor format, in any classification, shall be considered for approval, upon written request to the AMB Executive **iii)** AMB teams shall be entered in ISA or WOBA. Exceptions shall be considered upon written request to the AMB (e.g. PWSA/GVLS). **iv)** Fund Raising by a team may be permitted by the Executive for special objectives. Team fundraising shall not interfere with AMB fundraising projects and objectives. All fund-raising projects must be brought before the AMB Executive by sending a request to the Sponsorship/Fundraising chair and approved prior to implementation. Raised funds will be held by AMB and disbursed by the treasurer when in excess of \$1000. **v)** Players shall be divided into 2 teams when 18 players have registered for a division. Players shall be divided into 3 teams when a minimum of 33 players have registered for a division. Multiple teams shall have a relative numerical balance. **vi)** Representative teams may be entered in provincial playdowns and tournaments. Representative teams shall be selected by and commence activities at the Representative Coaches discretion. Conflicts between Representative teams and regular teams will require the assistance of the President.

b) Players: To be eligible for AMB a player shall: Sign a team registration certificate before May 15th of the current year. Shall provide proof of age before participating in their first AMB game.

c) Coaches: To be eligible for AMB a coach shall: sign a team registration certificate, if applicable. Have appropriate certification and submit a valid Vulnerable Sector Check every two years with a AMB declaration letter being signed in between the two years. Shall be selected by the AMB Executive. Representative Team Coaches shall be selected by the AMB Executive. All Head Coaches of AMB shall be no younger than 21 years of age.

d) The Umpire-In-Chief shall recruit and co-ordinate the umpires for each season. They shall encourage and assist all umpires, review carding, and share developmental opportunities. They shall preside over any meetings regarding suspensions and expulsions.

AMB – By-Law 2 – Suspensions & Expulsions

a) Any member of AMB violating the Constitution and the By-Laws or refusing to abide by the decision(s) of the Executive shall be suspended. The following situations may be reviewed by the executive with punishment as deemed appropriate.

(i) Unsportsmanlike conduct by players or team officials **(ii)** Offering, agreeing, conspiring, or attempting to lose any game **(iii)** Playing with a player that is suspended, expelled, ineligible or unsigned **(iv)** Coaches suspending a player for more than one game must report the issue to the AMB executive for approval. **(v)** Contravening the rules, intents, or objectives of AMB **(vi)** Second offences shall be reviewed by AMB Executive Officers and Directors and dealt with appropriately.

b) A suspended party may appeal to AMB within 10 days of the suspension date. Suspension to be in effect until the appeal is heard, such appeal to be heard within five days of the request during the regular season or imminently in the case of playoffs. A minimum of three Executive members to hear the appeal.

AMB – By-Law 3 – Rules

- a) AMB shall follow the current playing rules as approved by any league in which they play.
- b) The approved AMB Constitution and By-Laws shall have precedence in instances of conflict with rules as approved by the CASA, PWSA, OASA, ORSA, WOOA, ISA, WOBA, OBA , GVLS or any other organization.

President - dated

Secretary - dated