



**MARKHAM DISTRICT BASEBALL ASSOCIATION**

***CONSTITUTION***

**DATE REVISED: October 2005**

# **MARKHAM DISTRICT BASEBALL ASSOCIATION CONSTITUTION**

## ***ARTICLE I - NAME***

- 1.1 This association shall be called the MARKHAM DISTRICT BASEBALL ASSOCIATION INC. (MDBA) and hereinafter shall be referred to as the "ASSOCIATION".
- 1.2 There shall be an official logo of the ASSOCIATION and it shall be displayed, used and worn unrevised. The logo will consist of a stylized M accompanied by the name of the ASSOCIATION.
- 1.3 Affiliated association is York Simcoe Baseball Association (YSBA)

## ***ARTICLE II - PURPOSE***

- 2.1 The purpose of the ASSOCIATION shall be as follows:
  - (A) To provide an opportunity for the residents of the Town of Markham and those areas serviced by the ASSOCIATION, to play organized baseball.
  - (B) To promote good sportsmanship, teamwork and self-discipline.
  - (C) To encourage learning and improvement of the basic skills of baseball and enjoyment for all players, coaches and managers.
  - (D) To provide a baseball program at both the Regional Competitive Level (OBA & SOBA) and the House League Level. With regard to the OBA and SOBA teams, a common team name of "MARINERS" will be used by each team in each division of the program except the Senior Division.
  - (E) To affiliate with other baseball associations in order to enhance competition.

## ***ARTICLE III - MEMBERSHIP***

- 3.1 Membership shall be restricted to those persons 16 years of age or older, who are parents/guardians, players, coaches or who are directly involved in the Baseball program and are residents of the Town of Markham or those areas serviced by the ASSOCIATION.
- 3.2 Members shall be entitled to hold Executive office and shall be granted voting privileges at all Annual meetings.

## ***ARTICLE IV - EXECUTIVE***

- 4.1 The purpose of the Executive is to govern all ASSOCIATION activities both on and off the playing field.
- 4.2 The Officers of the ASSOCIATION are:

President	Past President
Vice-President, House League	Secretary
Vice-President, Rep.	Vice President, Finance
Vice-President, Sponsorships	Umpire-In-Chief
Vice-President, Select	
Vice-President, Community Relations	

**The term of office for all Officers except Umpire-In-Chief will be two years.**

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- 4.3** The Officers of the ASSOCIATION will be elected at the Annual Meeting. In a year ending in an odd number, the President, Vice-President Rep., Secretary and Vice-President Community Relations shall be elected. In a year ending in an even number, the Vice-President House League, Vice-President Select, Vice-President Sponsorships and Treasurer shall be elected. The Umpire-In-Chief is appointed yearly by a simple majority vote of the Executive.
- 4.4** Vacancies in elected offices occurring between Annual Meetings may be filled by appointment by the President with the approval of the Executive.
- 4.5** Lifetime members are elected based on a recommendation by the Executive and a simple majority vote of the ASSOCIATION at an Annual General Meeting.
- 4.6** The Executive shall appoint a committee to hear and make determinations with regard to protests and suspensions.
- 4.7** Members of the MDBA Executive must attend Executive meetings. Any member who is absent from three consecutive Executive meetings without valid reason will be removed from office. Replacement will be made as per Article 4.4.
- 4.8** Should the President's office become vacant, the executive shall appoint an interim President to complete the remainder of the President's term.

## ***ARTICLE V - OFFICERS***

**5.1** The ***PRESIDENT*** shall:

- (A). Preside at all Annual and Executive meetings of the ASSOCIATION;
- (B). Be a member of all standing and special committees of the ASSOCIATION as an ex-officio member;
- (C). 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;
- (D). Make the necessary day-to-day decisions to ensure the effective operations of the ASSOCIATION;
- (E). Establish the annual Business Plan.

**5.2** The ***VICE-PRESIDENT, HOUSE LEAGUE*** shall:

- (A). Report to the President;
- (B). Preside at Annual or Executive meetings in the absence of the President;
- (C). Make the day-to-day decisions required to operate the House League;
- (D). Plan and conduct the annual coaches meeting;
- (E). Recruit a Divisional Convenor for each division;
- (F). Obtain player ratings from Divisional Convenors at season-end;
- (G). Assist the Divisional Convenors in the evaluating and balancing of teams as required.
- (H). Update and issue Coach's Handbooks;
- (I). Convene Championship weekend.
- (J). Provide a directory of Convenors by division and Coaches by team to the Parks and Schedules Coordinator, Umpire Scheduler and Registrar;
- (K). Be a member of the Financial Committee;
- (L). Assume responsibility for the Awards program at the Executive level.

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## 5.3 The *VICE-PRESIDENT, REP.* shall:

- (A) Report to the President;
- (B) Conduct a minimum of 3 meetings of Rep Managers between Annual Meetings;
- (C) Chair a committee responsible for interviewing and preparing a list of candidates for Rep. team management. This list of proposed Rep Managers will be presented to the Executive for approval;
- (D) Publicize all Rep. team management opportunities and accept applications;
- (E) Plan and organize player try-out facilities and assist team managers as required;
- (F) Ensure that OBA Player and Coach/Manager registration certificates are completed properly and submit these to our OBA affiliated association in a timely fashion;
- (G) Ensure all available Rep team managers attend the annual coaches meeting held by the Vice-President House League;
- (H) Attend and represent the ASSOCIATION at meetings held by the YSBA;
- (I) Prepare a Manager's manual similar to the House League Coach's manual;
- (J) Provide a directory of Managers by division and Coaches by team to the Parks and Schedules Coordinator, Umpire Scheduler and Registrar;
- (K) Be a member of the Financial Committee;
- (L) Determine and collect surcharge from each Rep team and remit funds to Treasurer;
- (M) Make the day to day decisions required to ensure the effective operations of the Rep program;
- (N) Be called upon to preside at executive or annual meetings in the absence of the President or the Vice President, House League;
- (O) Convene ASSOCIATION OBA tournaments.

## 5.4 The *VICE-PRESIDENT, SELECT* shall:

- (A). Report to the President;
- (B). Chair a committee responsible for interviewing and preparing a list of candidates for Select team management. This list of proposed Select Managers will be presented to the Executive for approval;
- (C). Publicize all Select team management opportunities and accept applications;
- (D). Plan and organize player try-out facilities and assist team managers as required;
- (E). Ensure that necessary documentation is completed properly and submitted with applicable fees to our SOBA affiliated association in a timely fashion;
- (F). Conduct periodic meetings with the coaches/managers of the Select teams. Ensure all available Select team managers attend the annual coaches meeting held by the Vice President, House League;
- (G). Attend and represent the ASSOCIATION at meetings held by SOBA;
- (H). Prepare a Manager's manual similar to the House League Coach's manual.
- (I). Determine and collect surcharge from each Select team and remit funds to Treasurer;
- (J). Make the day-to-day decisions to ensure the effective operations of the Select program;
- (K). Be called upon to preside at executive or annual meetings in the absence of the President or the Vice President, House League;
- (L). Convene ASSOCIATION SOBA tournaments;
- (M). Be a member of the Financial Committee.

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**5.5** The ***VICE-PRESIDENT, SPONSORSHIPS*** shall:

- (A). Report to the President;
- (B). Be responsible for securing sponsors;
- (C). Ensure the timely collection, remittance and recording of all Sponsorship fees;
- (D). Allocate sponsors to teams according to the expressed desires of the sponsors;
- (E). Be responsible for ensuring that each sponsor receives appropriate recognition;
- (F). Be called upon to preside at executive or annual meetings in the absence of the President or the Vice President, House League;
- (G). Make the day-to-day decisions to ensure the effective operations of the Sponsorship program;
- (H). Ensure the distribution of the Sponsor plaques at the end of the season;
- (I). Assume responsibility for Uniforms at the Executive level;
- (J). Be a member of the Financial Committee.

**5.6** The ***VICE-PRESIDENT, COMMUNITY RELATIONS*** shall:

- (A). Report to the President;
- (B). Be responsible for publicizing & promoting the ASSOCIATION;
- (C). Maintain display cases and ensure information is up to date;
- (D). Initiate and coordinate fundraising activities;
- (E). Act as ASSOCIATION community liaison;
- (F). Assume responsibility for accurate and timely reporting of standings.

**5.7** The ***VICE-PRESIDENT, FINANCE*** shall:

- (A). Report to the President;
- (B). Receive and disburse all ASSOCIATION funds;
- (C). Keep such books as are necessary to record the accounts of the ASSOCIATION;
- (D). Issue and sign all cheques that must be countersigned by one of the President or a Vice-President and file a proper receipt of same;
- (E). Ensure appropriate approvals have been obtained prior to disbursement;
- (F). Report at each Executive meeting the financial status of the ASSOCIATION;
- (G). Make a detailed report of the financial status of the ASSOCIATION at the Annual meeting;
- (H). Make financial recommendations to the Executive prior to the Annual meeting;
- (I). Responsible for day-to-day administration of ASSOCIATION bank account, including applicable documentation;
- (J). Assume responsibility for the Registration process at the Executive level;
- (K). Arrange for payment to all ASSOCIATION umpires;
- (L). Be a member of the Financial Committee.

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

- (A). Report to the President;
- (B). Organize umpire clinics for OBA and House League umpires;
- (C). Make recommendations to the Executive regarding the pay scale for umpires;
- (D). Perform periodic evaluations of all ASSOCIATION umpires;

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- (E). Make the day-to-day decisions to ensure effective operations of the Umpiring program;
- (F). Present to the Executive for approval any proposed changes to the playing rules;
- (G). Upon request, attend any disciplinary committees in matters involving umpires;
- (H). Contact previous umpires to inform them of clinics;
- (I). Recruit new umpires;
- (J). Issue list of umpires with qualifications to Umpire Scheduler;
- (K). Assume responsibility for the Umpire program at the Executive level.

## **5.9** The **SECRETARY** shall:

- (A). Report to the President;
- (B). Record the minutes of Annual and Executive meetings and forward a copy of same to all Executives;
- (C). Receive and file all ASSOCIATION correspondence and redirect as necessary;
- (D). Initiate correspondence at the direction of the President;
- (E). Circulate notices and ensure appropriate facilities are available for all Annual and Executive meetings;
- (F). Receive and circulate notice(s) of motion(s) to amend the constitution as required;
- (G). Responsible to ensure availability of parks as required for all ASSOCIATION games and practices;
- (H). Assume responsibility for pictures at the Executive level;
- (I). Maintain Association records in a central location;
- (J). Be responsible for the co-ordination and administration of the volunteering screening Program;
- (K). Respond to general ASSOCIATION telephone line form June to December;
- (L). Collect and distribute ASSOCIATION mail from June to December

## **5.10** The **PAST PRESIDENT** shall:

- (A). Chair a nominating committee to be responsible for preparing a slate of nominees for all vacant offices (refer to Article XI, 11.1);
- (B). Be responsible for holding elections at all Annual Meetings;
- (C). Assist the President in whatever matters shall be assigned from time to time.

## **ARTICLE VI - APPOINTEES**

**6.1** The Executive shall enlist some of the members to carry out the functions of the ASSOCIATION.

## **6.2** The **REGISTRAR** shall:

- (A). Report to the Treasurer;
- (B). Maintain a current record of all past and present players of the ASSOCIATION;
- (C). Plan and supervise all registrations;
- (D). Submit report and applicable funds to the Treasurer on a regular basis;
- (E). Disseminate information regarding registration to all community venues;
- (F). Respond to general ASSOCIATION telephone line from January to May;
- (G). Collect and distribute ASSOCIATION mail from January to May;

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- (H). Prepare player count report as required by OBA;
- (I). Prepare player lists for VP Rep, VP Select and VP House as required.

### **6.3 The *STANDINGS CO-ORDINATOR* shall:**

- (A). Report to the Vice-President, Community Relations;
- (B). Receive game report information from the Division Convenors;
- (C). Maintain, record and distribute to the newspaper and Webmaster, information regarding ASSOCIATION team standings and/or game results.

### **6.4 The *EQUIPMENT CO-ORDINATOR* shall:**

- (A). Report to the President;
- (B). Obtain and present quotes for equipment required by the ASSOCIATION and enter into contracts at the direction of the President;
- (C). Be responsible for purchase, distribution and control of equipment;
- (D). Be responsible for the orderly collection of equipment at season's end;
- (E). Initial all invoices for purchases prior to submission to the Treasurer for payment;
- (F). Communicate with the Vice-Presidents of House League, Select, and Rep regarding equipment requirements;
- (G). Resolve any issues regarding equipment with the supplier(s);
- (H). Maintain a current record of equipment inventory;
- (I). Ensure all equipment is in working order and arrange for refurbishment as required.

### **6.5 The *UNIFORM CO-ORDINATOR* shall:**

- (A). Report to the Vice-President, Sponsorships;
- (B). Obtain and present quotes for uniforms required by the ASSOCIATION and enter into contracts at the direction of the Vice-President, Sponsorships;
- (C). Be responsible for purchase and distribution of uniforms;
- (D). Initial all invoices for purchases prior to submission to the Treasurer for payment;
- (E). Communicate with the Vice-Presidents of House League, Select, and Rep regarding uniform requirements;
- (F). Resolve any issues regarding uniforms with the supplier(s).

### **6.6 The *DIVISION CONVENOR* shall:**

- (A). Report to the Vice-President, House League;
- (B). Plan and supervise player evaluations;
- (C). Recruit and assign coaches for each team in his/her division;
- (D). Coordinate the assignment of players to teams;
- (E). Where practical, balance teams as may be required;
- (F). Assist the VP, House League in any matters that may come up from time to time;
- (G). Hold periodic meetings with the coaches to discuss any concerns regarding the division;
- (H). Preside over all divisional playoff games and present awards;
- (I). Report all game results to the Standings Coordinator;
- (J). Upon request, attend any disciplinary committees in matters involving coaches and/or players;

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(K). Obtain ratings of players from coaches at season-end.

**6.7** The **PARKS AND SCHEDULES CO-ORDINATOR** shall:

- (A). Report to the Secretary;
- (B). Be responsible for liaison with Parks and Recreation (municipal officials);
- (C). Obtain necessary permits;
- (D). Schedule all House league games and provide schedules to the VP, House League;
- (E). Designate diamond time for OBA and SOBA home games;
- (F). Allocate practice time for the ASSOCIATION;
- (G). Provide all schedules to Umpire-in-chief;
- (H). Initial all invoices for permits prior to submission to the Treasurer for payment;
- (I). Resolve any issues regarding parks and facilities with the Municipality.

**6.8** The **PICTURE CO-ORDINATOR** shall:

- (A). Report to the Secretary;
- (B). Obtain and present quotes for pictures required by the ASSOCIATION and enter into contracts at the direction of the Secretary;
- (C). Schedule picture day and alternate day for all ASSOCIATION teams in conjunction with Parks and Schedules Coordinator;
- (D). Prepare and distribute picture day schedule;
- (E). Arrange for distribution of pictures to the teams in the ASSOCIATION;
- (J). Initial all invoices for pictures prior to submission to the Treasurer for payment;
- (F). Resolve any issues regarding pictures with the photographer.

**6.9** The **AWARDS CO-ORDINATOR** shall:

- (A). Report to the Vice-President, House League;
- (B). Obtain awards and sponsor plaque requirements;
- (C). Obtain and present quotes for awards and plaques required by the ASSOCIATION and enter into contracts at the direction of the Vice-President, House League;
- (D). Arrange for distribution of awards and plaques as directed by the Vice-President, House League;
- (E). Arrange for divisional championship trophies to be engraved.

**6.10** The **UMPIRE SCHEDULER** shall:

- (A). Report to the Umpire-in-chief;
- (B). Be responsible for scheduling umpires for all ASSOCIATION games;
- (C). Arrange for alternate umpires as required;
- (D). Respond to all calls received on the umpire line;
- (E). Issue pay slips for adjustments or rained out games;
- (F). Arrange for distribution and return of umpire equipment.

**ARTICLE VII - VOLUNTEERS**

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- 7.1** A volunteer screening program will be in place for the Association. All volunteers are required to participate in this program. Failure to provide necessary screening documentation will disqualify a person from being considered for a volunteer position in the Association. Positions to be covered by Article VII include but are not limited to: Executives, Appointees, Team Managers, Team Coaches and other positions created or designated by the Executive to facilitate the running of the Association.

### ***ARTICLE VIII - MEETINGS***

- 8.1** There shall be an Annual Meeting of the ASSOCIATION. It shall be held after the close of the regular season and prior to November 1st, on a date set by the Executive. At least two (2) weeks notice of the Annual Meeting will be provided to the members.
- 8.2** All members shall be entitled to attend the Annual meeting with full voting privileges.
- 8.3** The order of business at the Annual meeting shall be set out by the Executive.
- 8.4** A quorum at all Annual and Executive meetings shall exist when a majority (>50%) of the Executive is present.
- 8.5** Executive meetings shall be called at the discretion of the President with a minimum of six (6) between Annual Meetings of the ASSOCIATION.
- 8.6** All meetings of the Association shall be conducted under Parliamentary Procedure at a Glance (by O. Garfield Jones - revised 1971).
- 8.7** At Annual and Executive meetings, all matters of the ASSOCIATION shall be decided by a majority vote of the members present, except amendments to the constitution which shall require a 2/3 majority vote of the members present.
- 8.8** In the event of a tie vote on any motion, such motion or resolution shall be considered defeated.

### ***ARTICLE IX - ASSOCIATION RESPONSIBILITY***

- 9.1** The ASSOCIATION does not accept responsibility for any injury to players, management, umpires, scorekeepers, Executive or spectators.
- 9.2** The ASSOCIATION does not accept responsibility for any debts incurred by any team or leagues.
- 9.3** The ASSOCIATION does not accept any responsibility for any injury caused by the action of any umpire, scorekeeper or any other person or persons working in ASSOCIATION games or activities.

### ***ARTICLE X - AMENDMENTS***

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- 10.1** This Constitution may be amended or repealed at any Annual meeting of the ASSOCIATION by a 2/3 majority vote of the members present. Notice of a motion to amend or repeal the Constitution must be submitted in writing to the Secretary at least ten (10) days prior to the Annual Meeting of the ASSOCIATION.
- 10.2** This Constitution may be interpreted by a 2/3-majority vote of the members attending the Annual Meeting or by a simple majority vote of the Executive in emergency situations.
- 10.3** A By-law of this Constitution may be amended at any Annual meeting by a simple majority vote of the members or at any Executive meeting by a simple majority vote of the Executive.

## ***ARTICLE XI - COMMITTEES***

- 11.1** The ASSOCIATION may appoint ad hoc committees, as it deems necessary to conduct its business. These committees will be directly responsible to the Executive.

## ***ARTICLE XII - ELECTIONS***

- 12.1** The Past President shall chair a nomination committee responsible for preparing a slate of candidates for all Executive positions to be elected at the Annual Meeting.
- 12.2** Nominations may be submitted to the Chairman of the committee prior to the Annual Meeting or may be made from the floor during the Annual Meeting.
- 12.3** Voting to fill an Executive office at the Annual Meeting shall be as follows:
- 1) A secret ballot will be used with the nominee getting the fewest number of votes being eliminated after each vote, until only two (2) nominees remain. Voting will continue until an individual receives a majority vote at which time that individual will be elected to that Executive position.
  - 2) In the case of only two (2) nominees, voting by secret ballot is conducted until one (1) individual receives a majority, thereby electing him/her to that Executive position.