



**CAMBRIDGE MINOR BASEBALL ASSOCIATION (CMBA)
CONSTITUTION**

Revised December 2011

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1. Corporate Identity:

The name of the Organization shall be: The Cambridge Minor Baseball Association, (CMBA) a not-for-profit organization.

The fiscal year of the Cambridge Minor Baseball Association shall be from January 1st to December 31st. The fiscal year can be changed subject to the approval of the Board.

2. Objectives:

- To provide an opportunity for every eligible person in the City of Cambridge and surrounding areas to participate in baseball
- To promote and improve minor baseball in the City of Cambridge
- To recruit, assist, and develop coaches
- To develop and encourage community spirit in the City of Cambridge
- To aid in the development of character and sportsmanship of our players and coaches and to encourage a positive environment among parents and spectators.

3. Membership:

Membership in the CMBA shall be composed of voting members and non-voting members who shall agree to, abide and comply with the Constitution and Playing Rules of the Cambridge Minor Baseball Association.

Voting Members (Board Members)

Voting Members of the board include all directors (active members of the CMBA board of directors and executive). These voting members are eligible to vote at all general and special board meetings (excluding Executive meetings), and the Annual General Meeting.

Voting Members (Other)

Other Voting Members include two active coaches (of the current season) per travel and house league team. These voting members are eligible to vote at the Annual General Meeting only.

Non-Voting Members

Non-voting members include all players of the CMBA aged 18 years or older and parents / guardians of players that are younger than 18 years old.

Honorary Members

Honorary Member status may be conferred by the CMBA Board of Directors for outstanding continuous and meritorious service to CMBA for a minimum of eight years. Honorary Members shall have the right of delegates at all Annual General Meetings of CMBA including the right to vote.

Life Members

Life Members are to be selected from Honorary Members. Life Member status can only be conferred upon an individual through the recommendation of the CMBA Board of Directors. Life Members must have devoted fifteen years or more of faithful service to CMBA and must be approved by a majority of the board of directors.

To be appointed a Life Member, the individual must have previously been appointed an Honorary Member. Lifetime Members shall have the right of delegates at all Annual General Meetings including the right to vote.

4. Elected Executive:

The Executive shall have control of the affairs of the Association and shall have the power to fill any vacancies that may occur in their number. They shall control the finances and discharge all business of the Association.

The elected executive is comprised of the following positions:

1. President
2. Executive Vice President
3. Vice President, Minor House League Operations
4. Vice President, Major House League Operations
5. Vice President, Select League Operations
6. Vice President, Travel League Operations
7. Vice President, Player & Coach Development
8. Secretary
9. Treasurer

The election process of the executive is defined within section 7.4.2

4.1 Elected Executive Positions

4.1.1 President:

The President shall preside at all meetings of the Association and Executive with the usual privileges of the office. He/She shall have power to enforce the rules of the Association and penalize any team, coach, player or parent for any infraction of the same.

4.1.2 Executive Vice President

The Executive Vice President shall work with the President in directing the operations of the Association. The Executive Vice President shall perform the duties of the President when the President is unable to do so as well as such duties which are assigned by the President.

4.1.3 Vice President, Junior House League Operations

The Vice President, Junior House League Operations shall be responsible for the overall operation of the House League program for the coach pitch division and younger.

4.1.4 Vice President, Senior House League Operations

The Vice President, Senior House League Operations shall be responsible for the overall operation of the House League program for the Rookie division and higher.

4.1.5 Vice President, Travel League

The Vice President, Travel League shall be responsible for the overall operation of the Travel League program.

4.1.6 Vice President, Select League

The Vice President, Select League shall be responsible for the overall operation of the Select League program.

4.1.7 Vice President, Player & Coach Development

The Vice President, Player & Coach Development shall be responsible for developing, administering and maintaining development programs for the players and coaches of the Select League, House League and Travel League.

4.1.8 Secretary

The Secretary shall keep accurate records and minutes of all meetings of CMBA, distribute them to all board members and store them within a secure location. The Secretary will give notice of the Annual General Meeting to all members by email or letter 21 days prior to the Annual General Meeting. The Secretary shall have the authority to co-operate with the President in managing the affairs of the Association in accordance with the Association Constitution and By-Laws and the expressed policy of the Executive.

4.1.9 Treasurer

The Treasurer shall be responsible for the funds of the Association. The Treasurer shall pay all of the Association's expenses with co-signature from one of the Executive. The Treasurer shall prepare annual budgets for approval by the Board of Directors. All Association funds shall be deposited at a chartered bank or trust company. Complete financial records and vouchers shall be maintained. The Treasurer will coordinate the review of the annual financial statement to be presented at the Annual General Meeting and coordinate other filing requirements as necessary. The Treasurer shall also ensure the proper filing of reports to the City of Cambridge with respect to Bingo operations throughout the year.

5. Board Members

Any person, 18 years or older, may become a director of the board by attending the AGM or by notifying the Secretary in writing or by email if they are unable to attend the AGM. Directors may also be inducted into the board at a special meeting. Board members serve for a term of one year until the next annual general meeting.

In order to maintain board status members must satisfy the following conditions:

1. Board members must serve on a minimum of one committee
2. Board members cannot miss three regular board meetings in a row
3. Board members must abide by the CMBA Director Code of Conduct

Persons in violation of these terms may continue to work as a volunteer of the organization with no voting rights. Additionally, persons in violation of these terms may be removed from the Board of Directors in accordance with the rules set out in Section 10.

5.1 Immediate Past President:

The position of Past President is an ex-officio position of the Board with no voting privileges. The position shall be for a term of no more than one year. He/She must aid in the transition process of the new Board, provide all necessary files and documents used in previous years, and act in an advisory capacity as required.

6. Appointed Positions

1. House League Convenors
2. House League Coordinator
3. Travel Coordinator
4. Equipment Manager
5. Assignor of Umpires
6. Umpire-in-Chief
7. Sponsorship Chairperson
8. Registrar
9. Communications / Publicity
10. Webmaster
11. Tournament Chairperson
12. Recruitment Chairperson
13. ICBA Representative
14. Bingo Operations Chairperson
15. Other positions as annually deemed necessary by the Executive

6.1 House League Convenors

House League Convenors shall be responsible for recruiting coaches, preparing team rosters and overseeing the operations of their division.

6.2 House League Coordinator

The House League Coordinator reports to the two House League VP's and shall be responsible for the coordination of administrative and other tasks as they occur within the house league system such as scheduling, photographer, ordering uniforms, hats, trophies etc.

6.3 Travel League Coordinator

The Travel League Coordinator reports to the Travel VP and shall be responsible for the coordination of administrative and other tasks as they occur within the travel system such as scheduling, photographer, ordering uniforms, hats, etc.

6.4 Equipment Manager

The Equipment Manager shall be responsible for the budget, purchase, repair, storage, inventory, collection and distribution of Association Equipment at the direction and approval of the Executive.

6.5 Assignor of Umpires

The Assignor of Umpires shall be responsible for assigning umpires for all Cambridge Minor Baseball Association sponsored games including house league, travel league and select league for the regular season and playoffs.

6.6 Umpire-in-Chief

The Umpire in Chief shall be responsible for the recruitment, selection, education, training and supervision of umpires within the Association. The Umpire-in-Chief will also be responsible for the ordering, maintenance, distribution and storage of all umpire equipment at the direction and approval of the Executive.

6.7 Sponsorship Chairman

The Sponsorship Chairman shall be responsible for all aspects of sponsorship as it relates to contracting potential sponsors for the Cambridge Minor Baseball Association.

6.8 Registrar

The Registrar shall be responsible for managing online and in-person registrations. The Registrar reports directly to the Treasurer.

6.9 Communications / Publicity

The Communications / Publicity Manager shall be responsible for regular communications to CMBA membership including the development and implementation of newsletters and communications via the website as well as for posting success stories of CMBA teams & members.

6.10 Webmaster

The Webmaster is responsible for updating the website including the weather status, the appropriate informational materials and notices required by Cambridge Minor Baseball in order to keep all persons duly informed as requested by the members of the association.

6.11 Tournament Chairperson

The Tournament Chairperson shall be responsible for conducting tournaments on behalf of Cambridge Minor Baseball as deemed fit for any particular season.

6.12 Recruitment Chairperson

The Recruitment Chairperson shall be responsible for recruiting volunteers for all functions of CMBA.

6.13 ICBA Representative

The ICBA Representative shall attend the regular Inter-County Baseball Association (ICBA) meetings and report to the Cambridge Minor Baseball Association Executive all relevant information from these meetings. They are also responsible for convening one division within the ICBA and act as registrar for CMBA to the Inter-County.

6.14 Bingo Operations Chairperson

The Bingo Operations Chairperson shall participate in and coordinate volunteers for the bingo Charities Association on behalf of Cambridge Minor Baseball Association. They shall co-operate with and report to the Treasurer.

6.1.5 Other

Other positions may be appointed annually as deemed necessary by the Executive

7. Meetings:

The President shall preside at all meetings of the Association and Executive with the usual privileges of the office. Motions arising at any meeting shall be decided by a majority of votes. In case of ties, the President shall cast the deciding vote, which shall be his/her only vote.

7.1 Board of Directors Meetings

- a. A Minimum of Five (5) Directors and / or Executive members present for any board meeting shall form a Quorum for the transaction of business.
- b. Meetings shall be called by the President or by the Secretary on the request of two Directors in writing. Notice of such meetings shall be delivered to each Director so as to arrive no less than two days before the meeting is to take place.
- c. A Board meeting may also be called without notice, immediately following the Annual Meeting of the members of the Corporation.

7.2 Executive Meetings

Executive meetings will be held at the call of the president or three executive members. A minimum of 50% of Executive members present shall constitute a quorum at an Executive Meeting.

7.3 Special Meetings

The President, or the Secretary on the request of two Directors in writing, by giving forty - eight (48) hours notice, may call a special general meeting of the Association, Board of Directors, and/or the Executive for pertinent issues such as, but not limited to, constitutional changes, induction of new board members, financial issues, disciplinary issues etc.

7.4 Annual General Meetings

The Annual General Meeting (AGM) of the Cambridge Minor Baseball Association will be held no later than 61 days after the fiscal year end.

7.4.1 Order of Business at the AGM

The order of business at the Annual General Meeting shall be as follows:

- Presentation of any Awards
- Approval of minutes of the previous Annual Meeting
- Secretary's Report
- Treasurer's Financial Report
- The President's Address
- Reading of, and consideration of official correspondence
- Consideration of constitution, by-laws, amendments and alterations
- General Business
- Dissolution of Existing Board of Directors
- Election and Installation of the new Executive
- Appointment of new Directors
- Adjournment

General Business

Advance notice of items discussed under General Business must be received by the Secretary no later than ten (10) days prior to the Annual Meeting.

7.4.2 AGM Election Process

The Executive shall be elected at the Annual General Meeting in the following order:

1. President
2. Executive Vice President
3. Vice President, Minor House League Operations

4. Vice President, Major House League Operations
5. Vice President, Select League Operations
6. Vice President, Travel League Operations
7. Vice President, Player & Coach Development
8. Secretary
9. Treasurer

The Executive shall be elected by a simple majority vote of those eligible voters present at the Annual Meeting. Nominations for the Executive positions must be received by the Secretary no later than ten (10) days prior to the Annual Meeting. Nominations will be posted on the home page of the website.

Nominees for executive positions must have been an active member of the board of directors the year prior to his or her nomination. If no nominations have been received for any executive position nominations may be taken from the floor.

7.4.3 Delegates

Delegates to the Annual General Meeting must submit a written statement of the content of their presentation. This statement must also include a report of the proposed outcome. All documents must be submitted to the Secretary ten (10) days prior to the time of the next meeting.

8. Constitutional Amendments

Any change in the constitution, by-laws or rules and elections to the various offices of the Association can only be made at the Annual Meeting, or a special meeting called for that purpose. Such changes and nominations can be proposed by any member of the Association in good standing.

9. Notwithstanding Clause

Bylaws and rules of the Corporation are intended to be general guidelines and cannot specifically cover each situation that may arise. Therefore, the Executive will have the authority to interpret and decide to the best of their judgment with regards to any specific case any matters pertaining to any and all clauses contained herein and their decision shall be final.

10. Discipline

The Board of Directors is empowered to remove by a majority vote on secret ballot, any Executive, Director, Coach, Volunteer, Parent or Player of the Association who are deemed not to be fulfilling their duties and responsibilities, or in violation with the CMBA code of conduct. A special meeting must be called specifically for this purpose and 75% quorum of the Board of Directors is required.