



## **Halton Hills Minor Baseball Association Bylaws**

*Revised November 20, 2015*

### **ARTICLE 1**

#### **Administrative Year**

The administrative year of the HHMBA shall be December 1 to November 30.

### **ARTICLE 2**

#### **Player Registration Fees and Registration**

- Each applicant must submit a properly completed application form accompanied by the registration fee. Each applicant must be able to provide proof of age at time of registration.
- No player activity will be allowed under the auspices of HHMBA unless player waiver is registered with the registrar.
- The registration fee shall be set annually, the amount to be at the discretion of the Board of Directors after review of the previous season's receipts and disbursements, and be based on the current market costs to operate as an independent organization.
- All fees must be paid in full prior to the first scheduled game of the season. Players whose fees are not paid in full or whose fees were returned for any reason will be removed from their current team until such time that these fees are paid in full, unless payment arrangements are documented with the registrar. Any player whose fees are returned due to NSF or other reason is subject to a processing fee.
- The Executive Committee shall have the discretionary power to waive player registration fees or make payment arrangements with families in exceptional circumstances.

### **ARTICLE 3**

#### **Election of the Board of Directors**

- The election of the Board of Directors will be held at the Annual General Meeting, which shall be held on or before November 30. Notice of the AGM shall be advertised in the local media at least seven (7) days prior to the event.
- Nominations for the various offices of the HHMBA shall be made by a Nominating Committee of no more than six HHMBA personnel appointed by the Board of Directors.
- Persons whose names are submitted as candidates for the Board will not have to be

present at the AGM, so long as they have already indicated their willingness to stand and the Board of Directors has approved their nomination.

- At the Annual Meeting, opportunity for nominations from the floor shall be provided, and accepted as long as the nominated person is present and such nomination is duly seconded. All candidates will have an opportunity to present a 2 minute presentation supporting their candidacy. Candidates can choose to present this information personally or have the chair of the nominations committee read a pre-written document to the floor.
- The Past President will act as chair of the elections. In his/her absence the Current President can appoint a chair. Typically this is the League Registrar.
- Voting for the Executive Officers positions shall be by means of secret ballot. Each position will be voted on independently, to allow defeated candidates to run for another position if he/she so chooses. The order of elections shall follow the order of "seniority" as outlined in Article 4 of this document. An elected single position will be declared filled when one of the candidates receives a majority of votes from the voting members present. The elected Directors shall be determined from the candidates receiving the highest number of votes. In the event of a tie, another vote will be taken with only the tied candidates being voted on. At the completion of the tallying of the ballots, the ballots will be destroyed. Terms of the positions shall be two years, with the following election years being a guideline:

| On Even Years<br>(ie. 2016 for 2017 season)    | On Odd Years<br>(ie. 2017 for 2018 season)         |
|--|--|
| President                                      | Director of Senior House League Baseball Teams     |
| Director of Junior House League Baseball Teams | Director of Junior Eagles Travel Teams             |
| Director of Support Services                   | Director of Logistics and Planning                 |
| Treasurer                                      | Director of Communications and Community Relations |
| Director of Senior Eagles Travel Teams         | Director of Umpires                                |
| Director of Technology Support                 | Director of Coach and Player Development           |

#### ARTICLE 4

##### Duties of Board of Directors

- The General Membership of the HHMBA shall be the highest authority of the HHMBA, however, between Annual General Meetings, the highest authority shall be vested in the Board of Directors. Between meetings of the Board of Directors, the highest authority shall be the President who shall be limited to interpretation of the Constitution and Bylaws.
- The Board of Directors shall direct the affairs and business of the HHMBA.
- The authority of a Board Member extends only to his/her involvement in the decision making process while at a duly convened Board meeting unless otherwise allowed in the Bylaws, or through acting in an appointed capacity where authority to make decisions has been expressed delegated by the Board.

- A majority of the Directors must be present to constitute a quorum and a majority of those Directors present at a meeting may pass resolutions. **Changes to the Bylaws can be made at either a meeting of the Board of Directors or at the league's Annual General Meeting. For a motion to be successful, it must receive 2/3 of the popular vote of those members present.**
- The Board of Directors shall have the power to deal with any matter not otherwise provided for, or covered by the Constitution and Bylaws and its decision shall be deemed final.
- The Board of Directors shall have the authority to form committees, as deemed necessary and appoint members to such committees.
- The Board of Directors shall have the power to suspend, and discipline any Team, Manager, Coach or Player under the jurisdiction of the HHMBA. Any such decision to suspend, or discipline constituting a period of duress longer than two games may, however, be appealed in writing to the President, within 3 days of the decision being sent. That appeal will be directed to the Appeals Committee.
- All Executive Committee members must provide the President of the HHMBA a copy of his/her police security clearance as soon as possible upon election/appointment to the Executive Committee.

## **ARTICLE 5**

### **Roles and Responsibilities of the Board of Directors**

#### **President**

- The President shall preside at all meetings of the Executive Committee, General and Annual Meetings and shall perform the duties usual to the office of President.
- It shall be the duty of the President, immediately after the close of each Annual General Meeting to set the date of the first Executive Committee meeting.
- The President shall appoint standing committees, officials and other personnel considered necessary for the efficient administration and operation of the HHMBA.
- The President shall have the power to suspend any team, player, team official, or umpire for unbecoming conduct on or off the playing field, using abusive language to any of the officials or for failure to comply with the HHMBA Constitution, Bylaws, and Regulations pending review of the incident by the Regulatory Committee.
- Shall be a signing officer of the Association.

#### **Past President**

- The Past-President shall, in the absence of the President, perform all the duties of the President.

#### **Director of Coach and Player Development**

- Shall act as the President in the absence of the President and the Past President.
- Shall be responsible for providing coaching and player development opportunities for House League, Select and Representational programs alike.
- Shall work in collaboration with the Directors of Eagles Representational Baseball and Directors of House League Baseball Teams to ensure that the Association is meeting the needs of all players and coaches in both the off season and playing season.
- **Shall work in collaboration with Director of Logistics and Planning to organize and**

schedule Coaches Clinics for the Association.

- Shall be responsible for Special Events, such as, but not limited to: Pitch, Hit and Run Events and Summer Camp programs.

#### **Director-Senior House League Baseball Teams**

- Shall act as the President in the absence of the President, the Past President, Director of Coach and Player Development and the Past President.
- Shall be responsible for all operations of House League Mosquito, House League Pee Wee, House League Bantam and House League Midget/Junior Teams, including representation on interlocking partner committees.
- Shall be responsible for creating an accurate list of all coaching staff within the division and providing this list to the Director of Communications, the Director of Coach and Player Development and the League Registrar.
- Shall work in collaboration with the Director of Logistics and Planning, Director of Junior Baseball, and house league tournament committee, to ensure successful implementation of house league tournament and day of champs tournament.
- Shall work collaboratively with Director of Junior House League Baseball Teams to recruit and appoint a Tournament Director for House League tournament and Day of Champs.

#### **Director-Junior House League Baseball Teams**

- Shall act as the President in the absence of the President, the Past President, Director of Coach and Player Development, Past President, and the Director of Senior Baseball teams.
- Shall be responsible for all operations of House League T-Ball teams, House League Squirt teams, and House League Rookie Ball teams, including representation on interlocking partner committees.
- Shall be responsible for creating an accurate list of all coaching staff within the division and providing this list to the Director of Communications, the Director of Coach and Player Development and the League Registrar.
- Shall work in collaboration with the Director of Logistics and Planning, Director of Senior Baseball, and house league tournament committee, to ensure successful implementation of house league tournament and day of champs tournament.

#### **Director-Senior Eagles Travel Teams**

- Shall act as President in the absence of the President, the Past President, Director of Coach and Player Development, the Past-President, the Director-Senior House League Baseball Teams and the Director-Junior House League Baseball teams.
- Shall be responsible for all operations of all Minor and Major Rep., Elite and Select Eagle teams, including Minor and Major Peewee teams, Minor and Major Bantam teams, Minor and Major Midget teams, Junior teams and any other rep teams sanctioned by the HHMBA.
- Shall be responsible for creating an accurate list of all coaching staff within the division and providing this list to the Director of Communications, the Director of Coach and Player Development and the League Registrar.
- Shall act as a HHMBA representative at all COBA, SOBA and OBA meetings. In the event that this Director is unable to attend such meetings, he/she is responsible for

ensuring that a replacement representative is present at the meeting to take his/her place.

- Shall work collaboratively with Director of Junior Eagles Travel Teams to recruit and appoint a Tournament Director of local Travel Teams tournaments.

#### **Director-Junior Eagles Travel Teams**

- Shall act as President in the absence of the President, the Past President, Director of Coach and Player Development, the Past-President, the Director-Senior House League Baseball Teams, the Director-Junior House League Baseball teams and the Director of Senior Eagles Travel Teams.
- Shall be responsible for all operations of all Minor and Major Rep., Elite and Select Eagle teams, including Rookie Ball, Minor and Major Mosquito teams and any other rep teams sanctioned by the HHMBA.
- Shall be responsible for creating an accurate list of all coaching staff within the division and providing this list to the Director of Communications, the Director of Coach and Player Development and the League Registrar.
- Shall act as a HHMBA representative at all COBA, SOBA and OBA meetings. In the event that this Director is unable to attend such meetings, he/she is responsible for ensuring that a replacement representative is present at the meeting to take his/her place.

#### **Director-Support Services**

- Shall act as President in the absence of the President, the Past President, Director of Coach and Player Development, the Past-President, the Director-Senior House League Baseball Teams, the Director-Junior House League Baseball teams and Directors-Eagles Travel teams.
- Shall be responsible for all aspects related to Equipment, Keys, Awards, Uniforms and Batting Cage, the Website Infrastructure and Systems, and Pictures (including distribution).

#### **Director-Logistics and Planning**

- Shall act as President in the absence of the President, the Past President, Director of Coach and Player Development, the Past-President, the Director-Senior House League Baseball Teams, the Director-Junior House League Baseball teams, Directors-Eagles Travel teams and Director-Support Services.
- Shall be responsible for all aspects related to Registration, Fundraising (not sponsorship), Scheduling, Tournaments and Town Contact, as well as working collaboratively with the Director of Player and Coaches to organize Coaching Clinics.
- Shall be the liaison with the HHMBA Registrar.

#### **Director of Technological Support**

- Shall act as President in the absence of the President, the Past President, Director of Coach and Player Development, the Past-President, the Director-Senior House League Baseball Teams, the Director-Junior House League Baseball teams, Directors-Eagles Travel teams and Director-Support Services.
- Shall be responsible for the operations of the IT programs and systems operated by the HHMBA, to include but not limited to: TeamPages, Paypal, assignr.com, Twitter, Facebook, etc.

### **Director-Umpires**

- Shall be responsible for all aspects related to Recruiting, scheduling, and training of umpires and playing rules.
- Shall be the liaison with the Association Umpire in Chief, the COBA Umpire in Chief and the OBA Umpiring Executive.
- May NOT coach or manage any team.

### **Director of Communications and Community Relations**

- Shall maintain accurate records of the proceedings of all meetings of the HHMBA.
- Shall ensure all important documentations (ie. Constitution, Bylaws and Policies and Procedures) remain up to date and current.
- Shall maintain a current register of all Executive personnel, team managers, and coaches including all addresses, phone numbers and email addresses.
- Shall distribute records of Executive Committee meetings, no later than two weeks after the meeting to all executive members.
- Shall be responsible for establishing, maintaining and fostering relationships with Association Sponsors and Community Partners (ie. Trillium Funding representatives, Town User Group Partners, etc)..
- Shall be responsible for website content, social media and public relations.

### **Treasurer**

- Shall conduct and properly record all financial transactions of the HHMBA.
- Shall affix his/her signature and obtain the President's signature or that of other signing officers on all checks.
- Shall prepare and present a budget proposal to the Executive Committee.
- Shall prepare and present an annual financial statement to the Executive Committee.
- Shall liaison with outside, "arm's length" financial professional for review of yearly financial statements.
- Shall prepare and present a monthly report to the Executive Committee.
- Shall sit as the Chairperson of the Financial Committee.

## **ARTICLE 6**

### **Meetings**

- Executive Committee meetings shall be held monthly and/or at the call of the President. These meetings should be posted on the league's website. All general members are eligible to attend but will not have voting privileges.
- Any submissions by a general member of the HHMBA to a Board meeting must be submitted in writing to the President at least two weeks prior to the meeting at which it will be discussed.
- Quorum of 50% plus one of the Executive Committee members shall constitute a quorum for any Executive Committee meeting.
- An elected Executive Committee member may ask an appointed committee member to attend an Executive Committee meeting in his/her absence who will be allowed to vote in the Executive Committee member's stead.
- The meeting agenda should be circulated electronically prior to the meeting and should include the following:
  - Reading the minutes of the previous meeting.

- Correspondence
  - Business arising from previous minutes
  - Appointments of personnel as required
  - Treasurer's report
  - Directors' Reports
  - Reports of committees
  - President's report
  - New business
  - Adjournment.
- The Executive Committee may by majority vote, call a special meeting of the membership. Notice of the meeting shall be advertised in the local media at least 7 days prior to the meeting.
  - Special meetings must be called by the Executive Committee upon the written request of not less than 50% of the members of the Association. Such percentage shall be based on the total number of members present at the previous Annual General meeting. No special meeting may be called by the Executive Committee within ten weeks of either the Annual General Meeting or another Special Meeting.
  - The subject matter to be discussed at any special meeting shall be specified in the notice calling the meeting.
  - There will be a meeting of all coaches and managers prior to the start of the season. There will be no voting at these meetings save for internal group procedures.

## **ARTICLE 7**

### **Standing Committees and Responsibilities**

The HHMBA Board of Directors will for each administrative year, appoint the appropriate personnel to carry out, or perform the following functions, upon recommendation of the President. It is will be at the discretion of the Board of Directors whether the position is necessary and if it will be filled by a member of the Board or by appointment of the general membership.

- Registrar of House League
- Registrar of Representational League
- Umpire in Chief
- COBA Rural Liaison
- COBA Rep. Liaison
- House League Division Conveners
- Scheduling and facilities
- Publicity
- Tournament Convener
- Equipment
- Field maintenance
- BOMBA Liaison
- Rules Committee
- Elite League Liaison

All standing committees may have members at large appointed to them by the Executive Committee, Members of the Board of Directors or an appointment of the general membership. All standing committees must report directly to the Board of Directors

and take their directions therefore. The duties of any committee will be defined by the Board and may be changed from time to time by the Board to meet circumstances. The standing committees of the HHMBA shall be:

- Executive committee
- Finance Committee
- Representational Release Committee
- Disciplinary Committee
- Appeals Committee
- Other committees as deemed necessary by the Executive Committee for the benefit of the HHMBA.