



Revised: November 20, 2023  
**Constitution and By-Laws**

## **Constitution**

### 1. Name

- 1.1 CBS Kiwanis Minor Baseball Association
- 1.2. Establishment
- 1.3. Incorporation

### 2. Affiliation

- 2.1 Baseball NL / Baseball Canada

### 3. Jurisdiction

- 3.1. Geographical Jurisdiction
- 3.2. Player Movement

### 4. Objective

- 4.1. Encouragement
- 4.2. Development
- 4.3. Programs
- 4.4. Coaches
- 4.5. Umpires
- 4.6. Conduct
- 4.7. Discipline

### 5. Membership

- 5.1. Definition
- 5.2. Volunteers
- 5.3. Vote
- 5.4. Membership List

### 6. Voting

- 6.1. Proxy
- 6.2. Secret Ballots
- 6.3. Age
- 6.4. Tie Breaker

### 7. Participation

- 7.1. Eligibility
- 7.2. Playing Time
- 7.3. Financial Resources

### 8. Governance

- 8.1. The Board
- 8.2. Meeting Format
- 8.3 Annual General Meeting
- 8.4. Officers
- 8.5. Election of Officers
- 8.6. Coordinators
- 8.7. Past-President
- 8.8. Vacancies
- 8.9. Eligibility
- 8.10. Nominations

### 9. Roles and Responsibilities

- 9.1. President
- 9.2. Vice President
- 9.3. Treasurer
- 9.4. Secretary / Registrar
- 9.5. Female Director
- 9.6. House League Director
- 9.7. All Star Director
- 9.8. Coaches Director
- 9.9. Umpire Director

- 10. Financial Matters
  - 10.1. Fiscal Year
  - 10.2. Bank Account
  - 10.3. Authorization
  - 10.4. Records

- 11. Coaching
  - 11.1. Board Approval
  - 11.2. Application
  - 11.3. House League Coaches
  - 11.4. Certification
  - 11.5. Vulnerable Sector Check
- 12.

- 12. Meetings
  - 12.1 Timing of Annual General Meeting
  - 12.2. Special Meetings

- 13. Disputes and Complaints
  - 13.1. Committee
  - 13.2. Authority
  - 13.3. Confidentiality
  - 13.4. Complaints Process
  - 13.5. Documentation

- 14. Amendments
  - 14.1. Timeline
  - 14.2. Vote
  - 14.3. Disclosure of Constitution and By-laws

## **By-laws**

- 1. General
  - 1.1. Balanced Teams
  - 1.2. Fair play
  - 1.3. Equipment, Uniforms Access to Tournaments
  - 1.4. Formation of Provincial Teams
  - 1.5. Formation of House league Teams
  - 1.6. Late Registration Charge
  - 1.7. All-Star Uniform Charge

- 2. Coaches
  - 2.1. Fostering Good Sportsmanship
  - 2.2. Developing Players

- 2.3. Instruction and Positive Reinforcement
- 2.4. Coaching Applications
- 2.5. Coaching Code of Conduct
- 2.6. Coaches and Student Staff
- 2.7. Team Managers

- 3. Tryouts
  - 3.1. Competitive Tryouts/Registration Forms
  - 3.2. Format for Competitive Tryouts
  - 3.3. Selection of Competitive Players
  - 3.4. Tryouts Forms
  - 3.5. Coordination of Competitive Tryouts
  - 3.6. Completion of Tryouts
  - 3.7. Formation of House League Teams
  - 3.8. Commitment of Players
  - 3.9. Evaluation of House League Players

- 4. Coaches Selection Process
  - 4.1. Coaches Selection Committee
  - 4.2. Committee Recommendations
  - 4.3. Selection Criteria
  - 4.4. House League Coaches

# CONSTITUTION

## 1. Name

1.1. The organization shall be called "CBS Kiwanis Minor Baseball Association" and is hereinafter referred to as "the Association".

1.2. The CBS Kiwanis Minor Baseball Association was established in 2003.

1.3. The CBS Kiwanis Minor Baseball Association became incorporated on November 30, 2021.

## 2. Affiliation

2.1. The Association shall be a member of "Baseball Newfoundland and Labrador" ("BNL") and Baseball Canada.

## 3. Jurisdiction

3.1. The boundaries of the Association includes the following Municipalities: Colliers, Conception Harbour, Avondale, Harbour Main-Lakeview-Chapel's Cove, Holyrood, and Conception Bay South.

3.2. The movement of players between jurisdictions and associations will be determined by the rules outlined by Baseball NL.

## 4. Objective

The objectives of the Association shall be:

4.1. To promote and encourage the playing of baseball in the Town of Conception Bay South.

4.2. To develop the skill level of players and challenge them to develop to their full potential.

4.3. To provide house league, select and all-star teams within our jurisdiction.

4.4. To recruit and develop coaches by offering training opportunities.

4.5 To recruit and develop umpires by providing training and mentorship opportunities.

4.6. To maintain high standards of conduct among leagues, teams, players, coaches, parents/guardians and officials.

4.7. To apply discipline for violation of the rules of baseball or for conduct not in the best interest of the game.

## 5. Membership

5.1. The membership shall include all parents and legal guardians of a registered player(s), in good standing, represent one voting member per family. A registered player is someone who was officially registered, including fees paid in full in the year of the AGM.

5.2. Those directly involved with the Association (coach, volunteer, board member, umpire), without a registered player, are a voting member.

5.3. If a person should fill more than one role (ie parent, coach and/or board member), they are only eligible to cast one ballot in total.

5.4. The membership list is to be kept updated prior and made available for viewing at the AGM.

## **6. Voting**

6.1. The vote of a member, described in Article 5, must be exercised in person at the AGM. No proxy votes are permitted.

6.2. Elections will be by secret ballot for positions in which more than one person is nominated. Positions for which only one person is nominated shall be filled by acclamation.

6.3. Members must be 18 years or older to be eligible to vote.

6.4. In the event of a tied vote, the President will be the deciding vote to break a tie.

## **7. Participation**

7.1. All players are eligible to participate in any division according to their age and/or ability without discrimination with respect to race, gender, or religion.

7.2. The Association will have a playing time policy, in accordance to guidance from Baseball NL.

7.3. No player making application to the Association shall be turned away due to lack of playing ability or financial resources.

## **8. Governance**

8.1. The affairs of the Association shall be managed by the Board and is hereafter referred to as "the Board".

8.2. Meetings of the Board and Membership shall follow the Roberts Rules of Order.

8.3 The Annual General Meeting is the forum by which the Board will be elected.

8.4. The following Officers shall be elected at the Annual General Meeting and be voting members of the Board for 2-year terms:

- President Elected in odd number of years
- Vice President Elected in even number of years
- Secretary /Registrar Elected in odd number of years
- Treasurer Elected in even number of years
- Female Director Elected in odd number of years
- House League Director Elected in even number of years
- All Star Director Elected in odd number of years
- Coaching Director Elected in even number of years
- Umpire Director Elected in odd number of years

8.5. Each member of the Board shall be elected by a majority vote or acclamation.

8.6. The Coordinators for various divisions may be appointed by the Board, and may include the following non-voting positions:

- T-Ball/Rally Cap Coordinator
- U9 Coordinator
- U11 Coordinator
- U13 Coordinator
- U15 Coordinator
- U18 Coordinator
- IT Coordinator

8.7. The immediate Past President of the Association shall, automatically on retiring as President, be appointed as a member of the Board, in an ex-officio position, with no voting privileges.

8.8. In the event of non-interest or vacancies by public indifference, the Board may appoint persons to various Board positions, until the next annual general meeting.

8.9. To qualify for the Board, an individual must be a member of the association as set out in section 5 and be eighteen (18) years of age.

8.10. Nominations for all Board positions must be given at the AGM by a member, and seconded by a member. The nominee must accept the nomination either in person at the AGM or in writing.

## **9. Roles and Responsibilities**

### **9.1. President**

- The President shall preside over all Board meetings and shall oversee all activities of the CBS Kiwanis Minor Baseball Association. The President shall also act as liaison with the Town of CBS and shall meet regularly with the Director of the Recreation Department to provide updates on the CBS Kiwanis Minor Baseball Association's planned activities, address any issues or concerns and discuss Town plans that may impact the CBS Kiwanis Minor Baseball Association.
- The President shall communicate with Baseball NL on any and all matters that require the attention of Baseball NL. The President shall attend all Baseball NL general meetings on behalf of CBS Kiwanis Minor Baseball Association.
- The President, or another Board member in his/her place, will be present at any special events that CBS Kiwanis Minor Baseball Association hosts.
- The President will assist in the hiring of staff and provide guidance or support to staff when required.
- The President provides objective leadership to the Board.
- The President monitors financial planning and financial reports.
- The President is the official spokesperson on behalf of the CBS Kiwanis Minor Baseball Association.

### **9.2. Vice President**

- The Vice President (VP) shall oversee and assist with the operation of the CBS Kiwanis Minor Baseball Association in the absence or disability of the President, shall perform all duties of the President.
- The Vice President will be responsible for all scheduling and special events as required.

### **9.3. Treasurer**

- The Treasurer oversees the management of the organization's financial affairs. • The Treasurer shall maintain the financial records of CBS Kiwanis Minor Baseball Association and is responsible for ensuring accounting practices conform to generally accepted accounting principles. The Treasurer shall present a Statement of Financial Position at

Board meetings, at the Annual General Meeting, and as otherwise directed by the Board. The Statement of Financial Position shall include a detailed report of revenues and expenses.

- The Treasurer shall also be responsible for developing an annual budget outlining the CBS Kiwanis Minor Baseball Associations planned revenues and expenses for the coming fiscal year.
- The Treasurer will coordinate with Baseball Newfoundland (BNL) for all payments of affiliation and insurance fees, as well as payment for all Provincial tournaments. • Day-to-day banking for CBS Kiwanis Minor Baseball Association.
- Responsible for maintaining correspondence for all Fundraising Activities.

#### 9.4. Secretary / Registrar

- Circulate notices, record the minutes of Board meetings and issue correspondence as directed by the Board, make any bookings for meeting space or for special events held by the association.
- Maintain an archive of information pertaining to the operation of the CBS Kiwanis Minor Baseball Association necessary to meet all obligations and responsibilities and to ensure the history of the CBS Kiwanis Minor Baseball Association is preserved. The information archive maintained by the CBS Kiwanis Minor Baseball Association shall include but shall not be limited to the following:
  - A complete list of all registered players with CBS Kiwanis Minor Baseball Association. • An electronic database of all registered player information and keep an updated email contact list of all registered players.
  - Coordinate annual registration process.
  - Collect all player registration forms and fees, verify payments and submit registration fees to the Treasurer.
  - Provide Board and Divisional Coordinators with a list of registered players.

#### 9.5. Female Director

- The Female Director will promote female participation in the game of baseball.
- The Female Director will collaborate with the House League and All Star Directors for fair and inclusive participation.
- The Female Director will collaborate with other area associations and Baseball NL to identify opportunities for CBS Kiwanis Minor Baseball Association female players.

#### 9.6. House League Director

- The House League Director shall coordinate the CBS Kiwanis Minor Baseball Association house league program and related activities. This may include the development of team rosters, working with the Scheduler to create schedules, the assignment of coaches to teams, and the provision of information to house league coaches.
- The House League Director should coordinate the Interlocking House League Programs in collaboration with the Scheduler and any partnering associations.
- The Division Coordinator shall help arrange any year-end functions for their divisions.

#### 9.7. All Star Director

- The All Star Director shall coordinate the CBS Kiwanis Minor Baseball Association All Star program and related activities, the scheduling of tryouts and related advertising, coordination of player11 evaluation and selection.
- The All-Star Director shall also act as liaison between the CBS Kiwanis Minor Baseball Association and the BNL for Provincial tournament rosters and fees.

#### 9.8. Coaching Director



- The Coaching Director will collaborate with the House League and All Star Directors for the selection of coaching staffs for all teams.
- The Coaching Director will coordinate training and learning opportunities for CBS Kiwanis Minor Baseball Association coaches.
- The coaching Director will ensure all necessary equipment is available for training and games.

#### 9.9. Umpire Director

- The Umpire Director will coordinate training and learning opportunities for CBS Kiwanis Minor Baseball Association umpires.
- The Umpire Director arranges umpire schedules for house league, all-star and tournaments.
- The Umpire Director arranges to have suitable equipment available to the umpires. • The Umpire Director acts as an advisor to the Board in matters of Baseball NL rules.

### **10. Financial Matters**

10.1. The fiscal and operating year of the CBS Kiwanis Minor Baseball Association shall be from January 1st to December 31st.

10.2. A bank account in the name of CBS Kiwanis Minor Baseball Association shall be maintained at a Canadian chartered financial institution at the beginning of the fiscal year. Changes to a financial institution may be made by adoption and passing of a motion at any CBS Kiwanis Minor Baseball Association General Meeting or special meeting called by the Board.

10.3. All cheques or other order for the payment of money, notes or other evidence of indebtedness issued in the name of CBS Kiwanis Minor Baseball Association, shall be authorized by a minimum of 2 Board Members, one of which must be the Treasurer or President. There shall be a minimum of 3 members of the Board Committee that will have signing authority for payments, which must include the Treasurer and President.

10.4. The Treasurer shall maintain accurate records of revenue and expenses, bank statements and budget forecast/expenditures and present a summary at General Meetings and the AGM for approval by the General Membership.

### **11. Coaching**

11.1. All coaches for the Association shall be appointed by the Director of Coaching and approved by the Board.

11.2. All Star coaches must apply to the CBS Kiwanis Minor Baseball Association.

11.3. In collaboration, the House League Director and Coaching Director will appoint House League coaches.

11.4. All Star coaches will require certification to coach in Provincial and National Tournaments.

11.5. All coaches and volunteers must complete a Vulnerable Sector Check.

### **12. Meetings**

12.1. The Annual General Meeting shall be held in the month of October, with 30 days' notice when possible.

12.2. Special Meetings of the membership may be called by the President or one-half (1/2) of the Board. A Special Meeting cannot occur earlier than 3 days and not later than 30 days from the motion date.

### **13. Disputes and Complaints**

13.1. The President, Vice President and Secretary shall act as the Disputes Committee for hearing disputes and protests and make decisions/recommendations on behalf of the Board.

13.2. The committee in 13.1 has the power to take whatever disciplinary action(s) deemed appropriate.

13.3. It is understood that this committee must maintain confidentiality at all times.

#### **13.4. Complaint Process**

1. Assess the complaint, and acknowledge receipt of complaint within one (1) business day via email or telephone.

2. Forward the complaint to the Disputes Committee.

3. If there is a conflict with a member of the Disputes Committee, that Board member will be replaced by the Treasurer, for this complaint only.

4. The Disputes Committee will meet with the affected parties if necessary.

5. The Disputes Committee will render a decision in a timely manner and communicate with the complainant of the decision.

6. The complainant may appeal the decision to the CBS Kiwanis Minor Baseball Association Board of Directors.

13.5. All actions must be recorded and documented and included in the minutes.

### **14. Amendments**

14.1. By-laws may be amended at any Annual General Meeting or at a special meeting of the membership called for that purpose by a majority vote. Notice to amend must be given 30 days in advance, in accordance to article 12.2.

14.2. Amendments shall require a majority vote from those in attendance.

14.3. The By-laws are available upon request from the Secretary.

## **BY-LAWS**

### **1. General**

- 1.1. Commitment to balancing teams and leagues in terms of skill level.
- 1.2. Commitment to equality and fair treatment, consistent with the fair play policy.
- 1.3. Commitment to providing all players in the Association with adequate uniforms, safe team equipment, and the opportunity to play in at least one tournament.
- 1.4. Competitive teams will be formed at the "AAA", "AA", and "A" levels where interest warrants and qualified NCCP certified coach is available.
- 1.5. House league teams shall be formed on the basis of appropriate age groups and balanced as much as possible.
- 1.6. A late payment charge shall apply for a player registering after July 15. While every effort will be made to assign a player, the Association reserves the right to accept players after the late registration date.
- 1.7 All-star uniforms shall be returned to the team Team Manager at the end of the season. Anyone failing to return a uniform shall be fined \$100 replacement fee.

### **2. Coaches**

- 2.1. Coaches shall foster fair play and promote the spirit of good sportsmanship in attitudes toward fellow players, umpires and opposing players.
- 2.2. Coaches shall provide proper baseball instruction so as to develop fundamental skills which will increase the player's ability and enjoyment of the sport.
- 2.3. Coaches shall instruct players using positive reinforcement techniques only. Encouragement in a friendly, understanding manner cultivates within players both the desire to learn and to enjoy their sport.
- 2.4. Coaches shall apply to the Association for coaching positions each year. The selection shall be made by the Coaching Director in consultation with the Board as to good standing criteria.
- 2.5 Coaches shall not be permitted to be critical of the Association member s/Board or use Social Media as a means to malign others and/or Board members, as per the Coaching Code of Conduct.
- 2.6 Coaches shall be mindful that our Umpires/Coaches on staff are hired students and any abuse directed towards the staff will not be tolerated and may result in removal and/or suspension, as per the Coaching Code of Conduct.
- 2.7. Team Managers are to abide by all requirements for screening and complete any courses as required for working with vulnerable populations.

### **3. Tryouts**

3.1. All players who wish to play competitive baseball shall be given the opportunity to try out and agree to abide by the Player's Code of Conduct. Players should indicate on their registration forms their desire to play competitive baseball.

3.2. Competitive tryouts shall follow a prescribed formal tryout format provided by the Association.

3.3. Evaluators shall select competitive players based on skill levels as determined by tryout scores, attitude and special skill requirements such as pitching and catching.

3.4. All completed tryout forms shall be signed by the Coaching Director and filed in confidence with the Coaching Director and should remain the exclusive property of the Association.

3.5. All competitive tryouts within a division shall occur, where practical, at the same time with the coaches from each level participating in the selection process. This rule is designed to facilitate the selection of "AAA", "AA", and "A" level players at the same time.

3.6. Competitive player selections should be finalized in a timely manner in accordance with the season start of each year. Whenever possible, the Coaching Director shall use Evaluators without direct relationships to any player trying out.

3.7. House league teams should be formed in a timely manner in accordance with the season start of each year.

3.8. Coaches at all levels just prior to the final cut of players to discuss the amount of commitment necessary for each player. At the same time, any other summer commitment should be resolved between coaches, players, and parents.

3.9. Where possible houseleague players should be evaluated at the same time as the competitive tryouts, so that the houseleague teams can be formed and on the field as soon as possible.

#### **4. Coaches Selection Process**

##### Competitive (All-Star)

4.1. The Coaching Selections shall be made by the Coaching Director and All Star Director.

4.2. The Coaching Selections once complete shall be approved by the Board, subject to satisfactory Letters of Conduct.

4.3. The Coaching Director shall select competitive (All-Star) coaches each year in the following manner:

- a) Should advertise on the association website;
- b) Contact known potential candidates;
- c) A letter of application must be filled out by candidates and submitted to the Coaching Director or Board by the published deadline date;
- d) Interview candidates, if necessary;
- e) Consider the applicant's status as a good standing member of the Association, coaching experience, certification level, competitive experience, ability to instruct, knowledge of baseball, ability to work with others, and any other criteria which the committee may feel is relevant.

##### House League

4.4. House league coaches may be appointed by the Coaching and House League Directors and approved by the Board.