

# Cole Harbour Minor Baseball Association By - Laws

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## Article 1 Name

- 1.1 The name of the association is A Cole Harbour Minor Baseball Association A hereafter referred to as CHMBA.
- 1.2 The official name of the representative teams is A Cole Harbour Cardinals@

## Article 2 Membership

- 2.1 All players and coaches registered in accordance with the by-laws of CHMBA shall be a member of CHMBA and Baseball Nova Scotia (B.N.S.) until next registration date.
- 2.2 Every coach who has reached the age 16 and every player member of CHMBA who has reached the age of 18 or their parent or guardian shall be entitled to attend, have voice and vote as defined in Article 3.12 at any general meeting of CHMBA.
- 2.3 Players and coaches as a condition of membership agree to abide by and comply with the by-laws of CHMBA. The rules of play and tournament regulations published by both CHMBA, Baseball Nova Scotia (B.N.S.) and Baseball Canada.
- 2.4 Annual members fees and any special assessments fees shall be set by resolution of the CHMBA at the Annual General Meeting of CHMBA or any such general meeting for that purpose.

## Article 3 Meetings

- 3.1 The Annual General Meeting of CHMBA shall be held on the first Wednesday after the Thanksgiving Holiday.
- 3.2 The Semi-annual Meeting of CHMBA shall be held on the first Wednesday after Easter.
- 3.3 A special meeting may be called by the President or Executive at any time.
- 3.4 A special meeting of CHMBA shall be called by the Secretary upon

the written request of 20 percent of membership of CHMBA.

3.5 The Executive or the Secretary shall cause notice of each Annual General Meeting and Semi Annual Meeting to be posted or otherwise delivered to each member at least 21 days before the meeting. Such notice shall specify the location, date, and time of the meeting and in the case of a special meeting, the purpose shall be stated in writing. Notices shall be sent by prepaid mail to the last known address of each member. Non-receipt of any notice by any member shall not invalidate the proceedings.

3.6 The following items of business shall be presented at each Annual General Meeting ;

- 1) Minutes of the preceding General Meetings
- b) Minutes of all Executive Meetings
- 3) Minutes of any Special Meetings
- d) President Report
- 5) Vice President Report
- f) Treasurer Report
- 7) Registrar-s Report
- h) Technical Advisor Report
- 1) Equipment and Field Coordinator
- 10) New Business

3.7 Along with the items of business noted in Article 3.6 , the following items of business shall be dealt with and shall be considered ordinary business at each general meeting;

- F.) Report of Auditor or Audit Committee
- K) Election of Officers

3.8 A quorum of any general meeting or special meeting shall consist of 25 voting members. If a quorum of members is not present within one - half hour from the appointed time for the meeting, the meeting shall be adjourned to such time and place as the majority of the members then present shall direct.

3.9 In the case of a special meeting convened upon the request of the members which, for failure to attain a quorum, shall be dissolved.

3.10 The President or if absent the Vice President shall preside as Chairperson at all meetings. If neither the President, or the Vice

President are present at the meeting the members present shall choose someone from their number to be the Chairperson.

3.11 Except where specified in these by-laws, all meetings shall be conducted in accordance with the usual of parliamentary procedures as set out in the current edition of Robert's Rules of Order.

3.12 Each member as defined in Article 2.1 is entitled to one vote. In the case where a member is under the age of 18 at the time of the meeting that vote shall be allotted to the parent or legal guardian of that member.

If a parent or guardian and the member over the age of 18 only will be permitted to vote unless the family has other members who are not in attendance at which time both the 18 year old plus the parent or guardian will each have vote.

3.13 All votes will by a show hands unless a motion has been moved and passed for a secret ballot.

3.14 All elections shall be by secret ballot only.

3.15 Executive meetings of the shall be held monthly or as often as deemed necessary to conduct the business of CHMBA. These meetings are at the call of the President or any three members of the Executive.

## Article 4 Elections of Officers and Term of Office

4.1 The elections shall be held at the Annual General Meeting. Each officer shall hold that position for a period of three years

4.2 The positions for which elections shall be held are President ,Vice President, Treasurer, Secretary, Registrar, Technical Advisor, and Equipment and Field Coordinator

4.3 After the election there shall be a position of Past President for a period of one year. This person shall be invited to all executive meeting to provide history and guidance.

## Article 5 The Executive

- 5.1 The executive shall conduct the affairs of CHMBA between annual general meetings.
- 5.2 The Executive shall consist of the President, Vice President, Treasurer, Secretary, Registrar, Technical Advisor, and Field and Equipment Coordinator.
- 5.3 The term of office for each position shall begin immediately following the Annual General Meeting at which they are elected.
- 5.4 If the President vacates his/her position for any reason the Vice President shall move up to the position of President and complete the remaining time of the term of office.
- 5.5 If any of the other Executive positions are vacated the remaining Executive will search out a suitable candidates and elect one to serve the balance of the term of office.
- 5.6 If a member of the current executive wishes to offer for an open position when they announce their intention it will deemed that they have vacated the position they currently hold and it shall be filled by election
- 5.7 No Executive member may hold more than one position on the Executive.
- 5.8 A member of the Executive who is absent without due cause from 3 consecutive meetings of said Executive, is considered to have abandoned her/his post and replaced by an election.
- 5.9 The Executive shall have the authority to suspend the playing, and or membership privileges of any player, coach, or manager for conduct deemed detrimental to baseball or CHMBA.

## Article 6 President

6.1 The President shall be the chief officer and spokesperson for CHMBA and be an ex-officio member of all committees. Chair all general and special meetings, the Executive meetings, be a signing officer, and prepare an annual report for presentation at the annual meeting.

6.2 The President shall hear all appeals and decide their disposition.

## Article 7 Vice President

7.1 The Vice President shall assist in the performance of all Presidential duties and carry out those duties during the absence of the President, or in other matters as the president may request.

7.2 The Vice President shall be a signing officer.

7.3 The Vice President shall be a signing authority on all purchase orders.

7.4 The Vice President shall co-ordinate awards for year end events for all house league teams.

## Article 8 Treasurer

8.1 The Treasurer shall receive all monies, pay all accounts and keep an accurate and detailed record of receipts and disbursements for each fiscal year.

8.2 The Treasurer shall present a financial report for approval at all Annual General Meetings.

8.3 The Treasurer shall be one of the signing authorities.

8.4 The Treasurer shall receive all tenders received as a result of

equipment replacement call. Tenders will be for purchases in excess of \$250.00

- 8.5 The Treasurer shall be a signing officer on all purchase orders.
- 8.6 The Treasurer shall carry out such other duties as are assigned from time to time by the President or the Executive.
- 8.7 The Treasurer shall provide an updated financial report at every executive meeting.

## Article 9 Secretary

- 9.1 The Secretary shall keep an accurate account (minutes) of all meetings of Cole Harbour Minor Baseball Association and / or Executive Meetings.
- 9.2 The Secretary shall present these minutes at next scheduled meeting of the Association or the Executive.
- 9.3 The Secretary shall carry out other duties as assigned from time to time by the President or the Executive.
- 9.4 The Secretary shall coordinate the issuing of CHMBA newsletter. This newsletter shall be issued at least two times a year.

## Article 10 Registrar

- 10.1 The Registrar shall maintain a complete register of all members in good standing
- 10.2 The Registrar shall maintain a proper record of all registered players, teams, leagues where the teams are members, and prepare a report on such registration for the Annual General Meetings.
- 10.3 The Registrar shall review the previous season and recommend the placement of House League Teams for next season.
- 10.4 The Registrar shall carry out other duties as assigned from time to time by President or the Executive.

## Article 11 Technical Coordinator

- 11.1 The Technical Coordinator shall be a certified coach and must possess a full Level 2 Certification under the National Coaching Certification Program.
- 11.2 The Technical Coordinator shall advise CHMBA and the Executive regarding the qualification and classification of coaches.
- 11.3 The Technical Coordinator shall investigate complaints of impropriety or incompetence on the part of coaches when, directed by the President or Executive.
- 11.4 The Technical Coordinator shall organize and administer skills clinics for coaches and / or players.
- 11.5 The Technical Coordinator in consultation with the President and /or the Executive, determine the number of and level of representative teams.
- 11.6 The Technical Coordinator in consultation with the President and /or the Executive , select the coaches for the representative teams.
- 11.8 The Technical Coordinator shall carry out other duties as assigned from time to time by the President or the Executive

## Article 12 Equipment and Field Coordinator

- 12.1 The Equipment and Field Coordinator shall maintain control of the CHMBA equipment and uniforms..
- 12.2 The Equipment and Field Coordinator shall complete an inspection of all equipment at the end of each season and provide a detailed summary of status of the equipment. The report shall also include a list of missing equipment.
- 12.3 The Equipment and Field Coordinator shall, in consultation with the Technical Coordinator and the Treasurer prepare a tender call for replacement equipment for the upcoming season.
- 12.4 The Equipment and Field Coordinator shall carry out other duties as assigned from time to time by the President or the Executive.

12.5 The Equipment and Field Coordinator shall in consultation with the President and the Technical Coordinator, determine which field will be assigned to an age category.

## Article 13 CHMBA Championship

13.1 CHMBA shall organize House League Playoffs for all divisions.

13.2 CHMBA shall provide current copies of Baseball Nova Scotia Rules to the head coaches. These rules shall govern the championships except when special Championship rules have been written and approved by the Executive.

13.3 Any dispute with the rules shall be resolved via a special committee struck by the Executive.

## Article 14 Disputes and Appeals

14.1 All dispute resolution requests must be in writing and be addressed to the President.

14.2 The written request must outline the issue and include background information.

14.3 The President shall appoint a committee of three to review the facts and rule on said dispute.

## Article 15 Amendments

15.1 Amendments, additions or deletions to these by-laws must be approved by at least seventy five per cent (75%) of the votes cast at any Annual General Meeting of CHMBA , any general meeting or special meeting called for the purpose of changes the by-laws provided that any proposed change is given in writing.

15.2 The Executive may strike a committee to review the By-laws and recommend changes of said By-laws. These changes must be approved at an Annual General Meeting.

## Article 16 Equipment and Uniforms

16.1 Cole Harbour Cardinals Representative Teams will wear the official colours of White and Red with Black trim. The top will be white with the red and black trim and must bear the Cole Harbour Cardinals logo.

16.2 All equipment and uniforms are the property of CHMBA.

16.3 All equipment and uniforms purchased by individual team from fund raising events using the Cole Harbour Minor Baseball Association or Cole Harbour Cardinals become the property of CHMBA.

The equipment purchase will remain with the team that purchased the equipment. ( Pee Wee A purchases catching gear it remains with the Pee Wee A team. It does not go back for general distribution)

16.4 Uniforms are to be worn during official and approved CHMBA activities only.

## Article 17 Coaches And Division Coordinators

### Division Coordinator

17.1 The division coordinator will in consultation with the Technical Coordinator and the Registrar determine the number of house league teams.

17.2 Where possible the Technical Coordinator will seek out a division coordinator who is not coaching at the same level.

17.3 The division coordinator shall meet regular with the house league coaches to ensure that program is functioning within the rules of Baseball Nova Scotia.

17.4 The division coordinator will promote the concept of fair play and

will be the first point of contact with the players, coaches and parents or guardians discuss issues of concern.

## Coaches House League and Representative Teams

- 17.5 All Representative Team coaches must have a complete Level I National Coach Certification as delivered by Baseball Nova Scotia. If at the beginning of the season a person is not qualified the Technical Coordinator in consultation with the Executive will determine the course of action to ensure that the selected coach attains certification.
- 17.6 Where teams that compete at the Regional or National Level the coaches of these teams must have the required Coaching Certification as determined by Baseball Nova Scotia Or Baseball Canada.
- 17.7 All house league coaches at the level of Mosquito or above must obtain at the very least the Technical Section of the Level I of the National Certification as delivered by Baseball Nova Scotia.

## Article 18 Miscellaneous

- 18.1 All members of CHMBA Executive, Division Coordinators and Coaches will be cleared thorough the Child Abuse Register.
- 18.2 Contracts, deeds, bills of exchange and other instruments and documents may be executed on behalf of CHMBA by the President , Vice President , or the Secretary, or otherwise prescribed by resolution of the Executive.
- 18.3 The borrowing powers of CHMBA may be exercised by special resolution of the members.
- 18.4 The fiscal year shall begin on November 01 and end on October 31.
- 18.5 Policy papers shall be used to determine financial and operational matters until such as they become incorporated in the By-laws.

18.6 Policy papers shall be written by the Executive and be in enforce unless overturned at the next General Membership meetings.