

Saskatoon Braves Baseball Association
CONSTITUTION, BYLAWS AND REGULATIONS

Saskatoon Braves Constitution

Article 1: Name

- a. This organization shall be called the Saskatoon Braves Baseball Association.

Article 2: Affiliation

- a. This Association is affiliated with:
 - i. The Saskatoon Rally Cap Baseball Division
 - ii. The Saskatoon Mosquito Baseball Division
 - iii. The Saskatoon Pee Wee Baseball League
 - iv. The Saskatoon Bantam Baseball League
 - v. The Saskatoon Midget Baseball League
 - vi. The Saskatoon Senior Baseball League
 - vii. The Saskatoon Men's League
 - viii. The Saskatoon Baseball Council Inc. (SBCI)
 - ix. The Saskatchewan Baseball Association (SBA)
 - x. Baseball Canada

Article 3: Jurisdiction

- a. The Saskatoon Braves Baseball Association shall have jurisdiction over the area (zone) designated by the Saskatoon Baseball Council Inc.

Article 4: Principles and Objectives

- a. To promote, govern and enhance organized baseball within the Saskatoon Braves Zone.
- b. To stress teamwork, fair play and skill development involved in the game of baseball at all leagues and all players.
- c. To ensure a positive experience for all players, coaches, managers, parents and Executives with the emphasis on good character, citizenship and sportsmanship.

- d. To ensure there is both enjoyment of, and good competition in, the game of baseball for all players in all leagues regardless of level.
- e. To develop all Braves zone players in all leagues of baseball as is practical and economical.

Article 5: Meetings

- a. There shall be at least one annual general meeting per year which should be held in the fall This meeting shall be called the fall annual general meeting (AGM) and shall be held not later than October 31st in order to elect officers, present year-end reports including a financial statement and plan for the upcoming year.
- b. At least 4 Executive meetings are required during the year. Additional meetings may be called by the President as required throughout the year. The membership may request and be granted a special membership meeting at any time during the year if at least 25 signatures requesting such a meeting can be obtained from members in good standing. The request shall be forwarded to the President who shall call a general member meeting to be held within 45 days of receiving the request while giving at least 30 days' notice to the membership of the meeting and any proposed amendments to the constitution, bylaws or regulations.
- c. A quorum for Executive meetings shall be 6 members, two of whom must be from the group made up of the President, Vice-President, Secretary/Website Coordinator, the Registrar or the Treasurer.
- d. A quorum for AGM's and special meetings shall be 6 eligible voting members, 2 of which must be Executive members.
- e. Only eligible voting members in attendance at any meeting shall be allowed to vote. Each Executive member is entitled to only one vote regardless of the number of positions held. Other than such is the case in Article 5 (f), a motion will only pass with the approval of 50% + 1 of eligible voting members present at the meeting.
- f. For motions amending the constitution, bylaws and regulations at AGM's or special meetings, the motion will only pass with the approval of at least 2/3rds of the eligible voting membership in attendance.

Article 6: Amendments made to the Constitution, Bylaws and Regulations

- a. Amendments to the constitution, bylaws and regulations shall only be made at the fall annual general meeting or special meeting.
- b. Written notice of amendments to the constitution, bylaws and regulations must be given to the Secretary/Website Coordinator at least 30 days prior to the fall annual general meeting or special meeting. The Secretary/Website Coordinator will ensure that the proposed changes are available to the entire membership for viewing on the website at least 30 day prior to the AGM or special meeting.
- c. A 2/3rd's vote of all eligible voting members present is required to adopt changes to the constitution, bylaws or regulations.
- d. Amendments to the constitution, bylaws or regulations that are not forwarded to the Secretary/Website Coordinator at least 30 days prior to the fall general meeting or special meeting, will not be considered at the fall annual general meeting or special meeting.

Article 7: Business

- a. The business and affairs of the Saskatoon Braves Baseball Association shall be conducted in conformance with the constitution, bylaws and regulations of the zone by an Executive.

Saskatoon Braves Bylaws

Bylaw 1: Membership

- a. The membership year shall be from January 1st to December 31st.
- b. All residents of the Saskatoon Braves Baseball Zone (as determined by SBCI) age 18 and over and who are parents or legal guardians of one or more properly registered player(s) in the current membership year or immediately prior membership year are members of the Braves Association.
- c. Each member shall have one vote in all Annual General Meetings or special meetings/

Bylaw 2: Executive

- a. **(New 2013) All members in good standing of the Saskatoon Braves Baseball Association are eligible for nomination to an executive position with one exception. If the member is a sitting director, officer or executive member of the Saskatchewan Baseball Association or the Saskatoon Baseball Council Inc. then they cannot be nominated for any Saskatoon Braves executive positions. In order for a member to be in good standing they cannot have any fees outstanding and must not have any Braves zone, SBCI or SBA suspensions in place at the time of nomination.**
- b. The Executive shall consist of the following members: President, Past-President, Vice-President, Secretary/Website Coordinator, Registrar, Treasurer, Equipment Manager, Uniform and Apparel Coordinator, Clinic Coordinator, Coordinators for each of the Junior and Senior Rally Cap, Mosquito, Pee Wee, Bantam, Midget, as well as a maximum of 4 members at large.
- c. Registration fees for 1 player will be waived for any Executive member that meets the following criteria:
 - I. Must complete 1 year of service
 - II. Attendance of at least 80% of meetings. For coordinators, this would include both league and zone meetings.
- d. All Executive members have an obligation to disclose any conflict of interest, whether personal or professional, to the entire Executive once the conflict is known to that member.

- e. Resolutions may be passed by the Executive by electronic communication where the Executive deems it more expedient to do so. All other aspects of the constitution, bylaws and regulations relating to Executive meetings apply in a similar fashion to any full meetings conducted over electronic communication. AGM's and special meetings may not occur over electronic communication. Executive members have one vote each in all Executive meetings.

Bylaw 3: Executive Duties

1 President

- a. Shall be responsible for setting meeting dates.
- b. Shall chair meetings in an orderly fashion.
- c. Shall attend the Saskatoon Baseball Council (SBCI) meetings or name a representative on his/her behalf from the Executive.
- d. Shall, with the Treasurer and/or Vice-President, be a signing officer of the Association.
- e. Shall, with the Vice-President and the Coordinator of each league, serve on the coaching selection committee

2. Past President

- a. Shall provide guidance and continuity to the Executive.
- b. Shall be allowed to vote only in the case of a tie vote.

3. Vice President

- a. Shall assume presidential duties in the absence of the President.
- b. Shall, with the President and the Coordinator of each league, serve on the Coaching selection committee.
- c. Shall, with the President and the Treasurer, be a signing officer of the Association.
- d. Shall serve as the Chair of the Discipline and Appeals Committee.

4. Treasurer

- a. Shall present an up-to-date financial statement at each meeting.
- b. Shall supervise all revenues and expenditures.
- c. Shall, with the President and Vice-President, be a signing officer of the Association.

5. Registrar
 - a. Shall be responsible for all registration details and activities.
 - b. Shall be responsible for all correspondence related to registration for the Braves zone.
 - c. Shall notify schools, community associations, etc of registration and other activities.
 - d. Manage any electronic information that is made available to the membership as a part of the registration and the evaluation process.

6. Secretary/Website Coordinator
 - a. Shall record minutes of all meetings.
 - b. Shall safe keep the constitution, bylaws, regulations, any coaches' criminal record checks, and coaching evaluations of the Association.
 - c. Shall file the appropriate documentation with legal and regulatory agencies as required.
 - d. Shall manage the website and maintain policies and procedures on website content and the use of website by external parties.
 - e. Shall inform the Executive and general membership of meeting dates as appropriate and make arrangements for the meeting space.

7. Equipment Manager
 - a. Shall be responsible for disbursing, collecting and storing all equipment.
 - b. Shall prepare a yearly estimated equipment budget.
 - c. Shall be responsible for all equipment purchases and authorization of purchases under \$500 as proposed in annual budget. Those over \$500 require Executive approval.

8. Clinic Coordinator
 - a. Shall establish a schedule, book the required facilities, set up and coordinate in-door training sessions during the winter season.
 - b. Shall establish a schedule, book the required facilities, set up and coordinate the in-door training sessions held each spring prior to the baseball season
 - c. Recruit the appropriately trained instructors.
 - d. Support for zone coaches

9. Apparel and Uniform Coordinator

- a. Shall ensure inventory of apparel is appropriate for periods of high turnover
- b. Shall coordinate the purchase of the appropriate apparel as decided by the Executive.
- c. Shall coordinate the disbursement and collection of uniforms on an annual basis.
- d. Shall ensure that enough uniforms are on hand for the start of the year.
- e. Shall recommend to the Executive any uniform changes in color, logo, etc. and alert the Executive to the need to purchase more uniforms for an upcoming season.

10. Coordinators for the different baseball leagues

- a. Shall serve as a liaison between the leagues and the Executive.
- b. Shall represent the Association at all respective league meetings.
- c. Shall be responsible for facilitating the zone approved evaluation process.
- d. Shall be responsible, along with the Coaching Selection Committee) for coordinating all team representatives and coaches. Coordinators of all leagues cannot normally head coach at the AAA level without approval from the Coaching Selection Committee and the Executive.
- e. Shall be responsible for collection of any police checks on all coaches and Executives and to update them a minimum of every 3 years.
- f. Shall be responsible for the coordination and delivery of the coaching evaluations each year. Copies of coaching evaluations are to be kept with the Secretary/Website Coordinator.

11. Members at large

- a. Shall be a maximum of 4 members of large that will have equal voting rights on the Executive.
- b. Are responsible for assisting the other Executive members in decision making, evaluations, organization and any other capacity such as sub-committees.

Bylaw 4: Executive Term of Office

- a. All Executive terms will be one year in duration.
- b. Executive members are eligible for re-election at the fall annual general meeting. If only one member is nominated for a position, they will be acclaimed. If two or more people are nominated for a position, a secret ballot will be taken to elect the position. The Secretary/Website Coordinator will administer the voting and count ballots and inform the membership at the meeting of the winner other than for the position of Secretary/Website Coordinator position, in which case it shall be the sitting Registrar handling these duties. A simple majority of eligible voting members present is required for election to any position. In the case of a tie, the person with the least amount of votes will be dropped off the ballot and members will vote again. This process may continue until a winner has been declared. If a tie persists, the sitting President will vote to break the tie. In the case of a vote for President, the sitting Past President will cast the tie-breaking vote. A member cannot vote for a position for which they are nominated.
- c. Should a vacancy occur, the Executive has the power to appoint a replacement for the period of time to where that position comes up for election. A replacement will be considered appointed with a simple majority of those Executive members in attendance at the nomination in an open show of hands.
- d. An Executive member can only be removed, between AGM's, at an Executive meeting with a 2/3rd's majority of Executive members in attendance at the meeting. The Secretary/Website Coordinator must give notice to all Executive members 30 days prior to the meeting. Notice shall constitute placing the motion on the Braves website within 30 days of the meeting and by email to all Executive members.
- e. Any member may be nominated for, appointed to, or be elected to more than one position within the Executive. If this occurs the member will only have one vote at any Executive meetings while holding more than one position.

Bylaw 5: Communication

- a. Concerns at the player/parent level should be addresses to the following persons, in the following order: Team Manager, then, if necessary, Head Coach, then, if necessary, Coordinator, then, if necessary, Vice-President, then, if necessary, President.
- b. Concerns at the team management level (for example, a need for additional equipment) should be addresses by the Head Coach to the Coordinator, who will then bring the matter to the attention of the appropriate member of the Executive or put the matter to the agenda of the next Executive meeting, as appropriate.
- c. Concerns addressed to the Executive that are signed or otherwise attributed to a properly registered member that are received in writing must be added to the agenda of the next Executive meeting.

Bylaw 6: Committees

- a. Discipline and Appeals Committee
 - i. Members shall be the Vice-President as Chair, the Coordinator of the said league plus one other member of the Executive appointed by the Vice-President. If any of these Executive positions is either involved in the issue or have a conflict of interest with someone involved with the issue, they must recuse themselves from the committee and make the Executive members aware of this. The Executive will appoint, by nomination and vote, additional positions to this committee as necessary.
 - ii. Shall deal with disciplinary matters and receive complaints from the membership.
 - iii. Prior to taking or recommending disciplinary action, the Committee should inform the Saskatoon Baseball Council of the action. The Committee will have the discretion to levy any discipline measure against any member. The member has 30 days from the decision of the Committee to request an appeal from the Braves President. The Braves President has 30 days to rule on the appeal.

b. Coaching Selection Committee

The Head Coach for each team shall be selected by a committee comprised of the President, the Vice-President and the Coordinator of the said league.

- i. The coaching selection committee will consider formal coaching qualifications and requirements, coaching experience, coaching evaluations from prior years, and where the prospective coaches children place in evaluations. Coaching assignments for various divisions/teams shall not be made until after the players are placed on the various tiered teams. The committee may also recommend at least one assistant coach who has applied to coach. It will then be up to the head coach to select any remaining assistant coaches.
- ii. All head coaches require a criminal background check to be paid for by the Association. There should be no more than three years separating criminal record checks for coaches.
- iii. Coaches can only be removed from Braves teams with the approval of the Executive.
- iv. **(New 2013) All assistant coaches must be presented and approved by the coaching selection committee.**

Bylaw 7: Administrative

- a. All funds earned by the Braves Association shall be credited to the Braves Zone account.
- b. All expenditures shall be accompanied by an invoice or appropriately approved voucher. Single expenditures over \$500 shall be approved by an Executive motion.
- c. Bank signing officers shall be any two of the following; President, Vice-President or Treasurer.

- d. Refund Policy
 - i. 100% Refund before Evaluations
 - ii. 50% Refund between Evaluations and Opening Day
 - iii. 0% After Opening Day
 - iv. Refunds for circumstances deemed beyond the control of the player and/or parent by the Coordinator of said league may be granted with Executive approval.

Bylaw 8: Dissolution

- a. Upon dissolution or liquidation of the Association, all the remaining assets of the Association after payment of all debts and liabilities shall be donated for such charitable, benevolent or educational purpose as may be decided by the Association at its last general meeting.

Bylaw 9: General

- a. In the event of any dispute as to the meaning of any article, bylaw or regulation, the interpretation of the Executive shall be final and conclusive.

Bylaw 10: Indemnity

- a. The Braves Association shall indemnify any Executive member of the Association for liability incurred by such Executive member directly as a result of honestly and in good faith carrying out his or her duties.

Saskatoon Braves Regulations

Regulation 1: General

- a. The Saskatoon Braves will follow SBCI and SBA rules and regulations in all aspects of operations where practical and necessary.
- b. Competitive players on 'AAA' teams must be available to play until the end of August, 'AA' / 'A' teams until the end of July, other divisions until third week in July for those advancing to Provincial play. The number of teams at each level will be as per the guidelines established by the Saskatoon Baseball Council to ensure uniformity in all Leagues in the city.
- c. Players shall play in their respective age divisions with no exceptions allowed unless approved by a motion at the Executive committee and approved by the parent.
- d. All coaches must complete a prescribed application form and if requested, provide a written resume or background information sheet. Coaches must also ensure that they have all the necessary coaching technical and practical requirements outlines by Baseball Canada and Baseball Saskatchewan for coaching in the division/league that they are applying for.
- e. Every coach must ensure that clean team uniforms and a complete equipment bag as issued at start of season are returned within two weeks of his/her team's last game to the uniform/equipment manager.
- f. No equipment shall be purchased or repaired by coaches, coach's assistants, or managers unless authorized by equipment manager.
- g. All transfers into the Braves zone by players that reside in another Saskatoon zone must be approved by the Executive.

Regulation 2: Evaluation process for all levels from Mosquito through Midget

- a. The evaluation process shall be outlined to all participants and parents of the participants prior to the evaluation. A copy of the evaluation process shall be placed on the Braves website at least 30 days prior to the evaluation. The coordinator of each division is responsible for ensuring the evaluation process is explained to parents prior to evaluations.
- b. The coordinator of the particular league shall be responsible for facilitating the zone-approved evaluation process.