

PORT DOVER MINOR BASEBALL ASSOCIATION
CONSTITUTION AND RULES

Revised January 14th 2012
Revised November 4th 2013
Removal of Web and Diamond Scheduler from Executive
Revised October 2018
Revised 2022

PART A – ORGANIZATION STRUCTURE

A1 Preamble

- 1 This organization shall be known as the Port Dover Minor Baseball Association (The Association) (PDMBA).
- 2 This Association shall work in harmony with, and under the jurisdiction of, Southern Counties Baseball Association Constitution, which can be found on the Port Dover Minor Baseball Website, and the Ontario Baseball Association.
- 3 Where provision is not made in this constitution for certain contingencies, the rules and regulations of the parent body, the Southern Counties Baseball Association and the Ontario Baseball Association, shall apply and govern.
- 4 This constitution of the Association as shown in this document is intended as a general guide and cannot specifically cover each situation that may arise. Therefore, the BOARD which comprises of the Executive and Directors, in regular General and Extraordinary meetings, with a quorum and a majority vote, will have the authority to interpret and decide to the best of their ability with regard to all these circumstances or any specific case, any matters pertaining to any, and all clauses contained herein and that their decision shall be final.

A2 Aims

1. The promotion, regulation, and protection of amateur baseball within the defined territory of the Port Dover Baseball Association as defined by the Southern Counties Baseball Association and the Ontario Baseball Association.

A3 Executive Officers

1. There shall be an Executive.
2. The Executive shall be comprised of officers as follows: President, Vice- President, Secretary, Treasurer, Registrar, and Immediate Past President.

3. An Immediate Past President is that person who was president in the preceding 12 months, once this period has expired (12 months since leaving office) that person ceases to be classified as Immediate Past President. It is not necessary for an Executive to include an Immediate Past President. Once the twelve months is up if the past president is still on the Executive they will be classified as a Director
4. The Executive shall be elected at the Annual General Meeting by a simple majority vote, except for the Immediate Past President. If positions remain vacant after the AGM then persons can be voted into the vacant positions within the General Monthly Meetings

A4 Directors

1. Directors are appointed at the Annual General Meeting (AGM) but may be appointed by the Board in one of its monthly meetings. Persons wishing to be considered as Directors after the AGM will have to have the nomination of two or more Executive members before being allowed to attend a monthly meeting and a vote within that meeting will decide whether that person is to be included. Notice of this will be added to the Agenda and dealt with at the commencement of the meeting.
2. The **Directors** shall:
 - a) Perform all duties as directed by the Executive.
 - b) Have one vote on all matters.

A5 Duties of Executive Officers

1. The **President** shall:
 - a) Preside at all meetings
 - b) May call a meeting if a certain situation warrants and prepare an agenda.
 - c) Have the power to suspend any player guilty of offensive language, rowdiness, or insubordination
 - d) Have the power to expel, with a simple majority of the Executive and Board of Directors, any player from the Association
 - e) Shall have a vote to break ties only.
 - f) Call an Annual General Meeting in the fall of each year.
 - g) Have signing powers
2. The **Vice-President** shall:
 - a) Stand in when the President is unavailable and assume his duties
 - b) The Vice-President has one vote on all matters.

3. The **Secretary** shall:

- a) Prepare an agenda and calendar of all meetings.
- b) Record the minutes and keep a record.
- c) Inform all persons concerned, of all decisions made by the Association.
- d) Perform all the duties expected of a Secretary of a local association by the Ontario Baseball Association.
- e) The Secretary has one vote on all matters.

4. The **Treasurer** shall:

- a) Keep a record of all funds, pay the bills, and have signing powers along with the President.
- b) Present a financial statement at each meeting and at the Annual General Meeting.
- c) The Treasurer has one vote on all matters

5. The **Registrar** shall:

- a) Be responsible for registering all players, coaches, and managers of all teams and collecting and issuing all Ontario Baseball Association Rosters.
- b) Have one vote on all matters

6. The **Immediate Past President** shall:

- a) Join the discussions and use the wisdom of their experience to offer suggestions.
- b) Have one vote on all matters for twelve months if they remain on the executive.

7. **All members of the Board (Executive and Directors)** of this Association shall hold office until:

- a) They are unable to carry out their duties due to illness.
- b) They refuse to carry out their duties.
- c) Miss three consecutive meetings without submitting an apology for absence for each meeting missed, however they remain in office but have no voting rights.
- d) They resign from office
- e) They are expelled from office
- f) A new Executive and Board of Directors is formed at the Annual General Meeting.

8. Each member of the Board shall have one vote only, on each issue at meetings, even if they hold more than one position, except as hereinafter set out in the rules concerning conflict of interest.
9. There may be occasions where a member of the Board and/ or coaching staff becomes a disruptive element, or there is loss of confidence in their role, or a complaint is received.

If necessary, an investigation will be carried out as to the accuracy of any complaint and/or as to that person's behavior and the facts reported back to the Board. Where the investigation involves an individual(s) on the Board then that or those persons must absent themselves from the investigation and subsequent meetings in which this is discussed.

10. The Board have the right to expel this person from their position if the matter is considered serious enough and there is a minimum of 5 Executive members and a majority vote of 60% of those present and qualified to vote. Prior to deciding on expelling an individual, that person must be given the opportunity to give their point of view within a meeting that is investigating the issue.
11. A technical committee will be formed if required consisting of four positions one of which will be a mediator.

PART B - MEETINGS

B1 Annual General Meetings

1. These are meetings that are held as an open forum to the general public at large and will be advertised in advance of the meeting.
2. Annual General Meetings (AGM's) will be held in the fall of each year and in person
3. The Board for the preceding 12 months will be dissolved in this meeting and an opportunity afforded to any persons attending to be nominated and elected to the Board.
4. Those persons elected shall take up office immediately and carry out their duties for the following 12-month period and in any case until the next AGM.
5. Executive members and Directors from the previous 12 months can be nominated and elected to the same or differing positions.
6. When an item of business that could be construed as a conflict of interest at any General, Extraordinary, or Annual General Meeting, pertains to a specific team(s), organization(s) or relates to an Executive member or Director, such Executives, Directors, or delegates representing said teams or organizations shall be required to refrain from discussion and resolution of the particular item of business and shall be required not to vote on the item and if necessary to absent themselves from the meeting room during the time the matter is under consideration

B2 General Meetings

1. General Meetings are held monthly and are considered private meetings where the attendees will be the Board. These meetings are in person unless there are exceptional circumstances (For Example Covid)
2. Persons wishing to be considered as Executive Members or Directors after the AGM will have to have the nomination of two or more Executive members before being allowed to attend a monthly meeting and a vote within that meeting will decide that person's inclusion. Notice of this will be added to the Agenda
3. There may be occasions when a non-Executive Member or Director, due to a person's expertise or member of another organization, for example, The Lions, or a person wishing to express their views on a release or complaint will want to attend and address the meeting. This will be allowed providing that prior notice is given, and an Agenda is published including this item of business. The agenda item will be presented at the commencement of the meeting. This person or persons will remain in the meeting for the period of time that is required to deal with this business and then leave.

4. Each member of the Board shall be entitled to one vote on all matters.
5. The next General Meeting is arranged during the previous General Meeting but may also be published in an annual list of dates that have been agreed in a General or Annual General meeting.
6. A quorum at any meeting shall be a minimum of **5**. A majority shall be **60%** of those present and qualified to vote.
7. When an item of business that could be construed as a conflict of interest at any General, Extraordinary, or Annual General Meeting, pertains to a specific team(s), organization(s) or relates to an Executive member or Director, such Executives, Directors, or delegates representing said teams or organizations shall be required to refrain from discussion and resolution of the particular item of business and shall be required not to vote on the item and if necessary to absent himself/herself from the meeting room during the time the matter is under consideration
8. Any member who misses three consecutive General Meetings and/or includes an Annual General Meeting of the Association, without submitting an apology for absence for each meeting missed, forfeits their voting privileges and shall cease to be a voting member. This person is still a member of the Executive and/or Board of Directors until the next Annual General Meeting. To become a voting member in good standing and have voting privileges reinstated, the member must attend a General Meeting and receive the approval of the majority of the Board present at that meeting providing there is a quorum.

B3 Extraordinary Meetings

1. These meetings tend to be emergency meetings when matters need to be discussed urgently and cannot wait until the next General Meeting. These meetings are preferred to be in person, but due to their urgency may be held virtually.
2. The meeting may be called at any time by the President, their designate, or by any member of the Executive if, they have the support, in writing (Can be Email), of two members of the Executive.
3. An Agenda will be published with any supporting documents prior to the meeting
4. A quorum at any meeting shall be a minimum of 5. A majority shall be 60% of those present and qualified to vote.
5. When an item of business that could be construed as a conflict of interest at any General, Extraordinary, or Annual General Meeting, pertains to a specific team(s), organization(s) or relates to an Executive member or Director, such Executives, Directors, or delegates representing said teams or organizations shall be required to refrain from discussion and resolution of the particular item of business and shall be required not to vote on the item and if necessary to absent himself/herself from the meeting room during the time the matter is under consideration.

B3 Coaches & Prospective Coaches Meetings

1. Will be called by an appointed member of the Executive or Board of Directors as and when necessary and will not form part of the General or Annual General Meetings.
2. This will be the venue for persons wanting to become coaches for teams and for all discussions, concerns, and requests from Coaches throughout the season. Coaches can request a meeting at any time by contacting the appointed person.
3. The appointed person will be specified on or after March 1st each year and included in the Contacts area of the Port Dover Minor Baseball website. If this person is yet to be specified, please relate all requests to the President of the Association.

B4 Confidentiality

1. All members of the Executive Committee owe the PDMBA a duty of confidentiality. Sensitive and confidential information should not be discussed outside of meetings unless specifically authorized by the Board to bring it to the general membership.

PART C - Police Checks and Screening

C1 Screening Disclosure & Police Check Result 2022

1. It is a requirement of the Ontario Baseball Association & PDMBA in line with Canada Legislation that all Coaches and persons directly involved with players, complete a screening disclosure form and obtain a Police Check in compliance with the [Baseball Ontario Volunteer Screening Policy](#).
2. The screening disclosure submission can be completed by way of Port Dover Minor Baseball website

C2 Requirement for Police Checks

1. All members of the Board, and/or coaching staff are required to submit to the Association a copy of a Police check that has been issued to that person in the preceding 6 months, in line with the [Baseball Ontario Volunteer Screening Policy](#).
2. Any adverse matters arising out of the police check shall be discussed in a General meeting and voted on as to whether that person would be allowed to continue in their position.
3. Police checks will remain valid for 3 years

C3 Requirement for Criminal Offence Declaration

1. Those persons that continue in a capacity on the Executive, Board of Directors, and/or coaching staff beyond the expiry of 12 months of the issue of a police check are required to submit annual Criminal Offence Declaration forms where that person declares whether they have any new convictions since the last Police check or Criminal Offence Declaration. The declaration can be made via the Port Dover Minor Baseball website.
2. Criminal Offence Declarations will only be accepted from those persons to cover the period for a maximum of 3 years from the anniversary of the issue of their last police check. Any continued service to the Association in the role of the member of the Board, and/or coaching staff will require a further police check.
3. Any adverse matters arising out of the Criminal Offence Declaration shall be discussed in a General meeting and voted on as to whether that person would be allowed to continue in their position.

D1 Port Dover Permission to Practice and Release Policy for Representative (REP) players

1. Residency rules specified within the SCBA Constitution determines where the playing rights of Rep players are held.
2. Where playing rights are held within the Port Dover Minor Baseball Association boundaries, such players will NOT be provided a release to play with another Local Association within the Southern Counties Baseball Association (SCBA). Releases from Port Dover will only be considered to play for locals outside of the SCBA boundaries.
3. If a player, whose playing rights are held by Port Dover Minor Baseball Association, wishes to play for another Local Association within the SCBA boundaries, then any permission to play will be by way of a Permission to Practice authorisation which is issued on a seasonal basis.
4. Each Permission to practice request will be examined on its own merits and any permissions granted will expire at the end of that current season. Future seasons will be subject to the same seasonal Permission to Practice request process.
5. Players, whose playing rights are held by Port Dover Minor Baseball, that are considering Releases to Locals outside of SCBA boundaries, or Permission to Practice for other Locals within SCBA boundaries must attend the tryouts that PDMBA offer for each Rep Team. If they do not, then any Release or Permission to Practice request for that season will not be considered. However, those players wanting to tryout with a Tier 1 team within the SCBA boundaries can apply for a Permission to Practice Authorisation without participating in Port Dover's tryouts.
6. Port Dover Minor Baseball also has a Team policy, which discusses both Rep and House teams which should be read in conjunction with this Constitution.