



Columbia Valley Minor Baseball

CONSTITUTION & BYLAWS

Mission:

To be a safe, equitable and supportive space for learning and developing character and skill through youth baseball. To provide strong foundations and development to facilitate youth to pursue competitive play beyond minor ball.

Purpose:

1. To foster, promote and coordinate amateur baseball in the Columbia Valley.
2. To encourage fair and generous treatment of others in a sports environment.
3. To assist in the development of coaches, officials and athletes in all age divisions.
4. To seek opportunities for development and elevation of our local assets and program.
5. To collaborate and partner with regional baseball leagues/associations for the betterment of our program and athletes.
6. To provide strong foundations and development to facilitate youth to pursue competitive play beyond minor ball.



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Bylaws:

1. Membership:

- a. Membership in the society is available to all community members wishing to join and participate in the league. Parents/Legal Guardians are considered members when their child(ren) are members in good standing in the league.
- b. Membership may be revoked if dues are not paid. Members, whose assessed dues have not been paid, will cease to be in good standing, and may be suspended pending payment of dues or fees.
- c. Membership will cease if a member fails to renew membership on an annual basis.
- d. Membership may be revoked or a member expelled by a majority vote of the voting delegates at a meeting.
- e. Membership must comply with the constitution and bylaws of the Columbia Valley Minor Ball Association.

2. Dues

- a. The annual membership fees will be established by the association each year at the Annual General Meeting (AGM).
- b. Such dues shall accompany the annual application for membership, both of which shall be in the hands of the treasurer on or before the start of the spring baseball season of each year.

3. Board of Directors

- a. The affairs of the association shall be governed by an elected Board of Directors.
- b. Members shall have the opportunity to contribute to operational goals, priorities and direction at the AGM and any other special meetings, or by raising their concerns via written communications to the Board of Directors as they arise.
- c. The Board of Directors shall convene to discuss arising concerns and ideas as needed.
- d. The Board shall include:
 - i. President;
 - ii. Vice-President;
 - iii. Secretary;
 - iv. Treasurer;
 - v. Fundraising Coordinator;
 - vi. Umpire in Chief;
 - vii. Coach Coordinator;
 - viii. Media Manager;
 - ix. Apparel Coordinator;



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- x. Training Coordinator; and
- xi. Special Projects Coordinator.
- e. The number of Board Members may be increased or decreased by a majority vote at the Annual General Meeting.
- f. Terms shall be 1 year.
- g. In the event of a resignation mid-term, the existing Board of Directors shall appoint a replacement for the remainder of the term.

4. Duties of Officers

a. President

The President provides overall leadership and direction to the Association.

Responsibilities include:

- i. Presiding over all Board and general membership meetings.
- ii. Ensuring the Board operates in accordance with the bylaws and policies of the Association and BC Minor Baseball.
- iii. Providing strategic guidance and oversight for all Association programs.
- iv. Acting as the primary spokesperson and liaison with external organizations, municipalities, and governing baseball bodies.
- v. Supporting directors in fulfilling their duties and fostering a positive, collaborative Board environment.

b. Vice-President

The Vice-President supports the President in day-to-day leadership and assumes the President's duties when required. Responsibilities include:

- i. Assisting with oversight of Association operations and initiatives.
- ii. Chairing committees or projects as assigned by the President or the Board.
- iii. Ensuring compliance with Association and BCMBA policies.
- iv. Providing leadership continuity during the President's absence.

c. Secretary

The Secretary maintains official records and ensures effective Board communication. Responsibilities include:

- i. Managing both physical and electronic correspondence.
- ii. Maintaining register of members and directors.
- iii. Recording and distributing meeting minutes.
- iv. Maintaining all official documents, correspondence, and Board records.
- v. Issuing required notices to directors and members.
- vi. Ensuring proper record-keeping in accordance with bylaws and legal requirements.

d. Treasurer

The Treasurer oversees all financial matters of the Association. Responsibilities include:



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- i. Managing bank accounts, payments, and financial transactions.
 - ii. Dispensing association funds as approved by board of directors.
 - iii. Maintaining accurate financial records and bookkeeping.
 - iv. Preparing financial reports for the Board and annual financial statements for the membership.
 - v. Developing the annual budget and monitoring spending throughout the season.
 - vi. Ensuring compliance with financial policies and audit requirements.
- e. Fundraising Coordinator
The Fundraising Coordinator leads sponsorship and fundraising efforts to support Association operations. Responsibilities include:
- i. Planning and executing fundraising campaigns and events.
 - ii. Soliciting sponsorships from local businesses and partners.
 - iii. Maintaining sponsor relationships and ensuring sponsor recognition commitments are fulfilled.
 - iv. Providing regular fundraising updates to the Board.
- f. Umpire in Chief (UIC)
The Umpire in Chief manages the development and administration of the Association's umpire program. Responsibilities include:
- i. Recruiting, training, and evaluating umpires in accordance with BCMBA and BC Baseball Umpires Association guidelines.
 - ii. Scheduling umpires for Association games and tournaments.
 - iii. Serving as the primary contact for rule interpretations, game disputes, and umpire concerns.
 - iv. Ensuring umpires have current rule books, certification, and proper equipment.
- g. Coach Coordinator
The Coach Coordinator supports the recruitment and development of coaches. Responsibilities include:
- i. Recruiting and assigning coaches to teams.
 - ii. Ensuring coaches meet certification and screening requirements.
 - iii. Organizing coaching clinics, meetings, and development opportunities.
 - iv. Supporting coaches throughout the season and acting as their liaison to the Board.
- h. Media Manager
The Media Manager oversees communication and public relations. Responsibilities include:
- i. Managing the Association's website, social media, and communication channels.
 - ii. Sharing important updates, news, and promotions with members.



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- iii. Creating content that reflects a positive image of the Association and its athletes.
- iv. Coordinating with local media outlets as needed.
- i. Apparel Coordinator
The Apparel Coordinator manages uniforms and branded apparel.
Responsibilities include:
 - i. Organizing the ordering, sizing, distribution, and return of uniforms.
 - ii. Maintaining inventory and coordinating with suppliers.
 - iii. Ensuring teams receive apparel in a timely manner.
- j. 10. Training Coordinator
The Training Coordinator oversees player development programs.
Responsibilities include:
 - i. Organizing clinics, skills sessions, and development camps throughout the year.
 - ii. Coordinating instructors, coaches, or guest clinicians.
 - iii. Working with the Coach Coordinator to provide age-appropriate training opportunities.
 - iv. Ensuring development programs align with BCMBA standards and LTAD principles.
- k. Special Projects Coordinator
The Special Projects Coordinator manages initiatives that fall outside regular Board portfolios. Responsibilities include:
 - i. Leading special events, facility improvements, tournaments, grant applications, or community outreach projects as assigned.
 - ii. Forming and managing volunteer committees when needed.
 - iii. Reporting progress to the Board and ensuring assigned projects meet timelines and expectations.

5. Quorums

- a. Five (5) members of the Board of Directors shall constitute a quorum at any meeting of the Board of Directors.
- b. A quorum at the Annual General Meeting or Special Meeting shall consist of not less than 6 members, including Directors.

6. Terms of Office

- a. Terms of office for the executive shall be from the election of office up to, and including, the Annual General Meeting covering their term of office.

7. Annual General Meeting

- a. The Annual General Meeting of the Society shall be held no later than Dec 31 in each year, on such a day and at such a time as the Board of Directors shall determine.



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- b. Written notice of the Annual General Meeting shall be given to all members at least fourteen (14) days in advance of the meeting.
- c. The agenda for the AGM shall be distributed electronically to members at least two (2) days before the AGM.

8. Voting

- a. At all Annual General meetings and extraordinary meetings, each membership shall be entitled to have one (1) vote only. The chairperson is excluded from voting unless there is a tie and then she/he will cast the deciding vote.
- b. The method of voting at all meetings shall be decided by the majority of the voting members present at such meetings.
- c. Voting members shall be Directors and Parent/Guardians of members (players).

9. Order of Business

Order of business at the Annual General Meeting shall be:

Approval of the minutes of the previous General Meeting and of any Extraordinary meetings held since the last General Meeting.

Business arising out of the minutes.

Presidents Report

Financial Report

Correspondence

Committee Reports

Director's Reports

Election of Officers

New Business

Adjournment



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10. Financial

- a. The fiscal year of the Association shall end Dec 31 of each year, and immediately following that date, the books, accounts and a report shall be prepared for the Annual General Meeting.
- b. All receipts from player fees and other dues and assessments and all income from the Association shall be deposited in a Bank account in a Chartered Bank of the Dominion of Canada in the name of the Association. The balance of the bank account of the Association shall be transferred to the incoming Executive as soon as possible after the Annual General Meeting by the outgoing Executive as soon as possible after the Annual General Meeting by the outgoing Executive in the name of the Association.
- c. There will be four (4) signing officers of the Association:
 - i. Treasurer
 - ii. President
 - iii. Vice-President
 - iv. Secretary

11. Miscellaneous

- a. The constitution and By-Laws of the Association shall not be altered or repealed until approval by at least seventy-five percent (75%) of the voting members present at the Annual General Meeting. Notice of Motion to make such changes shall first be given to the Secretary and Treasurer, in writing at least thirty (30) days prior to the date of the Annual General Meeting, and all directors must be notified of all such Notices of Motion, in writing by the Secretary, at least fourteen (14) days prior to said meeting.
- b. A member of the Board of Directors may be removed from office for any misconduct or behaviour deemed detrimental to the aims and objectives of the Association. Such action must have the approval of the Board of Directors.
- c. Roberts Rules of Order shall be the Parliamentary authority on all matters not covered by the Constitution and By-Laws of the Association.