

## By Laws of Amherst Little League Baseball Club

- 1 In these bylaws unless there by something in the subject or context inconsistent therewith
  - (a) "Society" means Amherst Little League Baseball Club
  - (b) "Area" means the area map indicated within the little league yearly charter
  - (c) "Registrar" means the Registrar of Joint Stock Companies appointed under the Nova Scotia Companies Act.

### Objective

- 2 The objective of the local league shall be to implant firmly in the children of the community the ideals of good sportsmanship, honesty, loyalty, courage and the respect for authority, so that they may be well adjusted, stronger and happier children and will grow to be good, decent, healthy and trustworthy citizens.
- 3 To achieve this objective, the local league will provide a supervised program under the rules and regulations of Little League Baseball Incorporated. All Directors, Officers, and Members shall bear in mind that the attainment of exceptional athletic skill of the winning of games is secondary, and the moulding of future citizens is of prime importance. The local league shall operate exclusively as a non-profit educational organization providing a supervised program of competitive baseball. No part of the net earnings shall inure the benefit of any private shareholder or individual.
- 4 The offering of Amherst Little League Baseball Club at a no charge registration fee is crucial to increase enrolment and to make this sport accessible to all in the area.

### Membership

- 5 The subscribers to the memorandum of association and such other persons as shall be admitted to membership in accordance with these by-laws, and none others, shall be members of the society and their names shall be entered in the Register of Members Accordingly.
- 6 For the purposes of registration the number of members of the Society is unlimited.
- 7 Every member of the society shall be entitled to attend any General meeting of the society and to vote at any General meeting of the society and to hold any office, but there shall be no proxy voting.
- 8 Membership in the society shall not be transferable.
- 9 Any person who is dedicated to the objectives of the society and if prepared at all times to abide by the bylaws and rules of the society and is a resident of the area shall be admitted to the membership in the society.

- 10 Each member upon satisfying the requirements for membership in the society shall be a member in good standing unless otherwise ordered by the board of directors and no formal admission to membership shall be required. The entry in the registry of members by the secretary of the names and address of any individual shall constitute an admission to membership in the society.
- 11 Membership in the society shall cease upon death of a member or if, by notice in writing to the society, he resigns his membership, or if he ceases to qualify for membership in accordance with these bylaws.
- 12 By a majority vote of quorum from board members, they can expel any member of the society for breach of any of the bylaws herein or for breach of any of the rules of the society or for any other reasonable cause as they, in their sole discretion, deem reasonable.
- 13 At the beginning at any General Meeting role call for members will be read. Immediately after new members will be asked to join the membership at no financial cost.

#### **Election of Officers and Board of Directors**

- 14 The board of directors shall consist of a minimum 5 members to a maximum 13 members, made up as follows:

(a) President	(h) Field & Building Manager
(b) Vice President	(i) Equipment manager
(c) Secretary	(j) Sponsorship Manager
(d) Treasurer	(k) Umpire in Chief
(e) Player Agent	(l) Safety officer
(f) Coaching / Development coordinator	(m) League Information Officer
(g) Fundraising manager	
- 15 A nomination meeting shall be held in November of each year at which time election of directors and officers of this society shall take place. This nomination meeting may be held as part of and in conjunction with the Annual meeting as hereinafter set out.
- 16 Nominations for new executive members will be made at the beginning of the Annual General Meeting. Anyone wishing to become part of the executive can put their name forward but must be nominated by one member of the society.
- 17 Directors and officers of this society shall hold office for a period of one year following their election, unless removed by a majority vote of members present at any annual, general or special meeting of the society.

### Meetings

- 17 The annual meeting of the society shall be held in November of each year on a date and place to be determined by the board of directors and general meetings will be held not less than semi-annually on a date to be selected by the board of directors.
- 18 Special meetings shall be called on the requisition of not less than six members presented to the president in writing and on notice as provided in Section **18 or 21** of the societies act.
- 19 A quorum at such annual, general and special meetings shall be five members and each member of the society shall have one vote at such meetings.
- 20 The directors of the society shall meet not less than quarterly and a quorum shall be four members of the board of directors.
- 21 Three days' notice of a meeting, specifying place, day, and hour of the meeting and, in the case of special business, the nature of such business, shall be given to the members. Notice shall be given via email and/or social media at least three days in advance of the meeting. The non-receipt of any notice by any member shall not invalidate the proceedings at any general meeting.
- 22(a) The president of the society shall preside as chairman at every general meeting of the society.
  - (b) If there is no president or if at any meeting they're not present at the time of the holding the same, the vice president or one of the board members shall preside as chairman.
  - (c) If there is no president or vice president or if at any meeting neither the president, nor the vice president, nor the any board members are present at the holding of the same, the members present shall choose someone of their number to be chairman.
- 23 The chairman may, with the consent of the meeting, adjourn any meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting, other than the business left unfinished at the meeting from which the adjournment took place, unless notice of such new business is given to the members.

### Management and powers of the board of directors

- 24 The affairs and business of the society shall be managed by the board of directors and in particular the board of directors shall have the sole management of all real property and personal property now and hereafter required by the society. The board of directors shall report at its proceedings at each regular or special meeting of the society. Directors and officers shall serve without remuneration and shall not receive any profit or be paid for being directors or officers.
- 25 The board of directors shall have the sole power, over and above any other powers they might have under the societies act and the bylaws of the club, to determine, decide upon and make all decisions in relation to the operation of the Amherst little league baseball and specifically the following:

- (a) Number of teams
  - (b) Number of players on each team
  - (c) Make up of teams
  - (d) Team sponsors
  - (e) Schedule of play
  - (f) All equipment, including type and colours of player uniforms
  - (g) Rules of conduct for players, coaches, managers both on and off the playing field
  - (h) Rules governing all and any officials connected with the teams or the league
  - (i) Rules of play to be used in the league
  - (j) Handling all protests of whatever nature
  - (k) Any other matter of any nature whatsoever relating to the operating of the league and the teams comprising the league including all officials connected therewith.
- 26 The board of directors shall have power at any regular meeting of the board of directors to appoint committees consisting of members of the society, to examine, consider and report to the board of directors upon any subjects submitted to such committees for their action. The board of directors shall also have power to appoint support persons to any committee who are not members of the society, when in the sole discretion of the board of directors such persons special expertise would be of assistance to that particular committee, providing however that a majority of the members of any committee shall be members of the society.
- 27 The board of directors shall present a general report of the business of the year at each annual meeting of the society. A copy of the report will be available to each member of the society together with the notice of the meeting as set out above.

#### **Officers and duties**

- 28 President - The President shall:
- (a) Conduct the affairs of the Local League and execute the policies established by the Board of Directors.
  - (b) Present a report of the condition of the Local League at the Annual Meeting.
  - (c) Communicate to the Board of Directors such matters as deemed appropriate, and make such suggestions as may tend to promote the welfare of the Local League.
  - (d) Be responsible for the conduct of the Local League in strict conformity to the policies, principles, Rules and Regulations of Little League Baseball, Incorporated, as agreed to under the conditions of charter issued to the Local League by that organization.
  - (e) Designate in writing other officers, if necessary, to have power to make and execute for/and in the name of the Local League such contracts and leases they may receive and which have had prior approval of the Board.

- (f) Investigate complaints, irregularities and conditions detrimental to the Local League and report thereon to the Board or Executive Committee as circumstances warrant.
- (g) Prepare and submit an annual budget to the Board of Directors and be responsible for the proper execution thereof.
- (h) With the assistance of the Player Agent, examine the application and support proof-of age documents of every player candidate and certify to residence and age eligibility before the player may be accepted for tryouts and selection.
- (i) Complete the required background checks per Little League Regulation I (b) and I (c) 8 & 9; or delegate this responsibility to the league's Safety Officer, or other designated Board member
- (j) The president shall also, with the secretary and/or treasurer, sign all papers and documents requiring signature or execution on behalf of the society.
- (k) Applies for all grants in regards to summer employees and upgrades or delegates these responsibilities.
- (l) Responsible for yearend banquet and awards or delegates this responsibility.
- (m) Responsible for talking with soccer and other sports organization regarding scheduling.
- (n) With the help of the building Manager and one other board member, interviews and brings forward the best candidates for summer employment for board approval.

29 Vice President - The Vice President shall:

- (a) Perform the duties of the President in the absence or disability of the President, provided he or she is authorized by the President or Board so to act. When so acting, the Vice President shall have all the powers of that office.
- (b) Perform such duties as from time to time may be assigned by the Board of Directors or by the President.
- (c) Be responsible for implementing the weekly usage schedule for the fields or delegate these duties.
- (d) Be responsible for the house league schedules for the season or delegate these duties.
- (e) Be responsible of organizing the select team tournament at the end of the season or delegate these duties
- (f) Oversee new player recruitment efforts
- (g) Develop and maintain a league marketing plan focused on player recruitment and retention
- (h) Oversee efforts to market new divisions of play and initiatives offered by the league
- (i) Work with local media to promote the interests of Little League

- (j) Coordinate efforts to make the local league visible in the community year-round.
- (k) Coordinates scorekeeper training program and responsible for nightly scorekeeper schedule.

30 Secretary - The Secretary shall:

- (a) Be responsible for recording the activities of the Local League and maintain appropriate files, mailing lists and necessary records.
- (b) Perform such duties as are herein specifically set forth, in addition to such other duties as are customarily incident to the office of Secretary or as may be assigned by the Board of Directors.
- (c) Maintain a list of all Regular members, Directors and committee members and give notice of all meetings of the Local League, the Board of Directors and Committees.
- (d) Issue membership cards to Regular Members, if approved by the Board of Directors.
- (e) Keep the minutes of the meetings of the Members, the Board of Directors and the Executive Committee, and cause them to be recorded in a book or digital kept for that purpose.
- (f) Conduct all correspondence not otherwise specifically delegated in connection with said meeting and shall be responsible for carrying out all orders, votes and resolutions not otherwise committed.
- (g) Notify Members, Directors, Officers and committee members of their election or appointment.

31 Treasurer - The Treasurer shall:

- (a) Perform such duties as are herein set forth and such other duties as are customarily incident to the Office of Treasurer or may be assigned by the Board of Directors.
- (b) Receive all moneys and securities, and deposit same in a depository approved by the Board of Directors.
- (c) Keep records for the receipt and disbursement of all moneys and securities of the Local League, including the Auxiliary, approve all payments from allotted funds and draw checks therefore in agreement with policies established in advance of such actions by the Board of Directors. All disbursements by check must have dual signatures.
- (d) Prepare an annual budget, under the direction of the President, for submission to the Board of Directors at the Annual Meeting.
- (e) Prepare an annual financial report, under the direction of the President, for submission to the Membership and Board of Directors at the Annual Meeting, and to Little League International.
- (f) Making sure proper insurance is on the building

- (g) File financial report with Registry to Joint Stocks
- (h) File t4 slips for all employees in February.
- (i) Files an updated list of board members to the Registry of Joint Stocks

32 Player Agent - The Player Agent shall:

- (a) Record all player transactions and maintain an accurate and up-to-date record thereof.
- (b) Receive and review applications for player candidates and assist the President in verifying residence and age eligibility.
- (c) Coordinates the tryouts, the player draft and all other player transaction or selection meetings.
- (d) Prepare the Player Agent's list.
- (e) Prepare for the President's signature and submission to Little League International, team rosters, including players claimed, and the tournament team eligibility affidavit.
- (f) Set up online registration and ensure player and coach data is uploaded to the Little League Data Center;
- (g) Notify Little League International of any subsequent player replacements or trades.
- (h) Administer the divisional player pool.
- (i) Serve as the Baseball Nova Scotia liaison

33 Safety Officer - The Safety Officer shall:

- (a) Be responsible to create awareness, through education and information, of the opportunities to provide a safer environment for children and all participants of Little League.
- (b) Develop and implement a plan for increasing safety of activities, equipment and facilities through education, compliance and reporting.

NOTE: In order to implement a safety plan using education, compliance and reporting, the following suggestions may be utilized by the Safety Officer:

- (1) Education - Should facilitate meetings and distribute information among participants including players, managers, coaches, umpires, league officials, parents, guardians and other volunteers.
- (2) Compliance - Should promote safety compliance leadership by increasing awareness of the safety opportunities that arise from these responsibilities.

(3) Reporting - Define a process to assure that incidents are recorded, information is sent to league/district and national offices, and follow-up information on medical and other data is forwarded as available.

(c) Ensure proper liability insurance coverage is on participants of Amherst little league Baseball.

34 Coaching / Development Coordinator - The Coaching / Development coordinator shall:

(a) Represent coaches/managers in league;

(b) Present a coach/manager training budget to the board;

(c) Gain the support and funds necessary to implement a league-wide training program;

(d) Order and distribute training materials to players, coaches and managers;

(e) Coordinate mini-clinics as necessary;

(f) Serve as the contact person for Little League International.

(g) Recruitment of coaches for all divisions of play.

(h) Research new equipment and training aids with equipment manager.

(i) Collaborates with Building manager regarding student requirements regarding programming

(j) Background Checks - If the League President so designates, the safety officer will complete the required background checks per Little League Regulation I (b) and I (c) 8 & 9.

35 League Information Officer - The League Information Officer shall:

(a) Set up and manage the league's official website (site authorized by Little League International);

(b) Assign online administrative rights to other local volunteers;

(c) Encourage creation of team web sites and other social media to managers, coaches, and parents.

(d) Oversee team social media websites and accounts.

(e) Ensure that league news and scores are updated online on a regular basis;

(f) Collect, post, and distribute important information on league activities including direct dissemination of fund-raising and sponsor activities to Little League Baseball, Incorporated, the district, the public, league members, and the media;

(g) Serves as primary contact person for Little League regarding optimizing use of the Internet for league administration and for distributing information to league members and to Little League Baseball, Incorporated.

36 Sponsorship Manager - The Sponsorship Manager shall:

- (a) Solicit and secures local team sponsors to support league operations
- (b) Solicit and secures local fence sponsors to support league operations
- (c) Collect and reviews sponsorship opportunities
- (c) Maintain records of monies secured through sponsorship initiatives.

37 Fundraising Manager - The Fundraising Manager shall:

- (a) Organize and implements approved league fundraising activities
- (b) Coordinate participation in fundraising activities
- (c) Maintain records of monies secured through fundraising initiatives.

38 Umpire-in-Chief - The Umpire-in-Chief (U.I.C) shall:

- (a) Serve as coordinator of the local league umpire program
- (b) Advise the League President on the local league umpire program
- (c) Recommend volunteer umpires to League President to serve the league during the regular season.
- (d) Recruit, review, and retain volunteer umpires
- (e) Establish and implement an umpire training program for volunteer umpires consistent with Little League® guidelines
- (f) Communicate rule changes to league volunteer umpires, managers, and coaches
- (g) Recommend tournament-worthy umpires to the District Umpire Consultant
- (h) Attend umpire training programs at the district, state, and region levels
- (i) Coordinating payment of scheduled umpires

39 Equipment manager - Equipment Manager Shall:

- (a) Make sure uniforms are in good condition.

(b) Keep detailed list of all uniforms that go out to players and ensure all uniforms come back at the end of the season.

(c) Keep detailed list of all team and division equipment.

(d) Make sure all equipment is in good condition and bring forth recommendation for new equipment.

(e) Deal with issues during the season with gear in need of repair

(f) Research new equipment and training aids with development coordinator

(g) Prepare budget to the board of directors for new equipment and training aids

(h) Maintain inventory of consumable equipment (balls, ect)

(i) Meet with coaches and go over gear and concerns

40 Field & Building Manager - Field & Building Manager Shall:

(a) Seasonal opening and closing of building

(b) Submit budget and / Or recommendations for purchases to the board

(c) Maintain a key list. Solely responsible for handing out and getting keys returned

(d) Responsible for student daily duties list

(e) Serves as summer employee manager

(f) Maintenance of supplies, stock and equipment

(g) Maintain asset list of equipment and supplies

(h) Main contact for contractors & town of Amherst service & supplies (mowing, garbage, ect)

(i) Supplying students with yearly handbook

(j) Participates in the interview process and trains summer employees

(k) Creates report of upcoming maintenance requirements & future site upgrades

(l) Makes sure that the sponsorship signage is in good condition

(m) Erects new sponsorship signage and takes down old signs as directed by the sponsorship coordinator and / or treasurer

(n) Implementing Safety workers program for summer employees (WHMIS 2015, Updated log of safety data sheets, safety policies, etc)

#### Alteration of by-laws

- 41 The society may by special resolution make, amend or repeal by laws of the society not inconsistent with the societies act or with its memorandum of association for the conduct and management of its activities and affairs.

#### Custody of seal and execution of documents

- 42 The common seal of the society shall be in the custody of the secretary and may be affixed to any document upon resolution of the board of directors.
- 43 Contracts, deeds, bills and exchange and other instruments and documents may be executed on behalf of the society by the president or the vice-president and the secretary or otherwise as prescribed by resolution of the board of directors.

#### Miscellaneous

- 44 The society shall file with the registrar with its annual statement a list of its directors with their address, occupations and dates of appointment or election, and within fourteen days of a change of directors, notify the registrar of the change.
- 45 The society shall file with the registrar a copy in duplicate of every special resolution within fourteen days after the resolution is passed.
- 46 The books and records of the society may be inspected by any member at any reasonable time within two days prior to the annual general meeting at the registered office of the society.
- 47 The borrowing powers of the society shall be exercised pursuant to a resolution of the board of directors.
- 48 An auditor or auditors shall be appointed annually by the society at the annual meeting.