



## Constitution of Ingersoll Minor Baseball Association (IMBA)

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### SECTION 1 - NAMES

#### 1. Names

1. This organisation shall be known as the Ingersoll Minor Baseball Association and will be referred to as "IMBA". The Southern Counties Baseball Association & Baseball Ontario will be referred to as the "SCBA" and "OBA" respectively. Where numbers permit, IMBA will partner with Huron Perth Fastball, South Oxford Fastball League and Softball Ontario, and will be referred to as "HPF", "SOFL" and "SO" respectively.

### SECTION 2 - AIMS & OBJECTIVES

#### 2. The Aims & Objectives are:

1. To foster & promote minor baseball/fastball within Ingersoll Minor Baseballs catchment as defined by SCBA.
2. To develop & encourage sportsmanship, community spirit & good fellowship.
3. To provide recreation for as many of the eligible youth as wish to participate.
4. To provide representative calibre of play & competition for those players whose talents will benefit by being challenged.
5. To sponsor, control & promote such athletic, social & other activities as may contribute to the betterment of the IMBA.

### SECTION 3 - AFFILIATION

#### 3. Affiliation

1. The IMBA shall field Rep teams within the SCBA, unless there are no equivalent teams & will seek permission from SCBA to play externally within a neighbouring affiliate.
2. The IMBA shall field House/Local League teams under an Inter-Loc agreement, with neighbouring local teams, unless there are no equivalent teams within the local Inter-Loc. In the instance of no available local House/Local League teams to play, IMBA will seek out neighbouring House/Local League teams from a neighbouring affiliate to organise a series.
3. The IMBA shall field a Girls' team when there are sufficient numbers to establish such a team. Fastball teams will play under the rules & regulations of SO, and will play teams as assigned by SO.

4. The OBA, SCBA, SO, HPF, SOFL & Inter-Loc Regulations & Policies of Competition shall apply to the IMBA.
5. However, the Executive of the IMBA shall make additional policies and/or codes of practices deemed in the best interest & safety of the young people who are registered in the IMBA.
6. The activities of the IMBA will be carried on without purpose of gain for its members & any profits or other accretions to the organization shall be used in promoting its aims & objectives.
7. In the event of the dissolution or winding-up of the IMBA all its remaining assets after payment of liabilities, shall be distributed in accordance with the provisions of the applicable legislation.

#### **SECTION 4 - MEMBERS OF THE IMBA**

1. The following persons are deemed members of the IMBA for each season;
  - a. All parents and/or legal guardians of players registered in IMBA,
  - b. All elected & appointed members of the Executive Committee of IMBA hereinafter referred to at the "Executive",
  - c. All coaches, managers & convenors in IMBA,
  - d. All IMBA sponsors (one representative from each sponsor),
  - e. All honorary members appointed by the Executive.
2. No person shall hold membership in the IMBA until they have reached their eighteenth birthday.

#### **SECTION 5 - EXECUTIVE COMMITTEE**

1. The Executive of the IMBA shall be composed of:
  - a. President
  - b. Vice President
  - c. Secretary
  - d. Treasurer
  - e. Chief Umpire
  - f. Diamond Scheduler
  - g. Equipment Manager
  - h. Blastball/T-Ball Convenor
  - i. Local League Convenor
  - j. Rep Convenor
  - k. Select Convenor
  - l. Fastball Convenor
  - m. Registrar/Website Coordinator
  - n. Events Coordinator/Social Media
  - o. Town Liaison
  - p. Fundraising/Sponsorship Coordinator
  - q. Uniform Coordinator

Executive positions are elected for a term of two (2) years.

All executive members must have a vulnerable sector police check and complete an annual declaration.

To ensure continuity it is recommended that a candidate for President must serve on the Executive Board at least one year prior.

Where there is no such candidates to meet this criteria, the Board will approve nominees prior to the Annual General Meeting to ensure the candidate is properly qualified & knowledgeable with the day to day operations of IMBA & those rules both locally, provincially, & federally that define the rules & regulations of Baseball/Fastball within Canada.

2. Each Executive member is expected to attend all meetings. If unable to attend they should notify the President or his/her designate. If an Executive member misses more than three (3) meetings in a year without a valid reason they may be replaced by the Executive to permit the appropriate duties, functions to be performed.
3. Any Executive position not filled in the Annual Meeting may be appointed by the duly elected members of the Executive as they see fit.
4. All members of the Executive of the IMBA 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. they resign from office;
  - d. they are not caring the responsibilities as defined in section 6;
  - e. they are not upholding the aims of objectives as defined in this constitution
  - f. A new Board is formed at the Annual General Meeting.

## **SECTION 6 - DETAILS OF THE OFFICERS**

1. President shall
  - a. Preside at all meetings of the IMBA;
  - b. Direct the operations of the IMBA;
  - c. Be an ex-officio member of all committees;
  - d. Vote on matters only to break a tie;
  - e. The President does not accept, handle or distribute monies. The President is not a signing authority.
  - f. Work with London Catholic District School Board (LCDSB) to oversee the lease of Currie Park
  - g. Attend monthly SCBA meetings.
2. Vice President
  - a. Be available to substitute for President when required.
  - b. Direct & assist with the duties to be performed by the Executive.

3. Secretary shall;

- a. Notify all Executive members of the Executive meetings;
- b. Record and distribute to the Google Drive minutes within one week of the meeting or as soon as possible;
- c. Record all minutes & present same at the following meeting;
- d. Prepare with the assistance of the President, an Agenda for each meeting;
- e. Keep custody of IMBA documents & correspondence;
- f. Keep an up-to-date record of all By-laws & rules & policies as they are adopted & keep same on file.
- g. Submit all reports to SCBA, such as incident/injury reports
- h. Ensure IMBA has proper insurance on the shed at Currie Park.
- i. Prepare and distribute to the appropriate volunteers, letters for Vulnerable Sector Checks.

4. Treasurer shall

- a. Collect & properly record all finances;
- b. Pay all accounts upon Executive approval;
- c. Be prepared to submit interim financial information as up-to-date as possible at each Executive & General Meeting;
- d. Submit an annual financial statement at the Annual General Meeting;
- e. Upon request of the Executive, be responsible for having a review or audit performed, by a qualified person(s) as stipulated by the Executive, of the financial statements of the IMBA;
- f. Prepare in conjunction with the Finance Committee, a budget forecast which must be presented to the Executive as soon as practical;
- g. Receive from the Coordinators or Appointees all receipts from their operations;
- h. Work with the Sponsorship/Fundraising Coordinator or Committees established in that regard.

5. Chief Umpire shall;

- a. Coordinate & schedule qualified umpires to umpire REP, Select and HL/LL games for both baseball and fastball.
- b. Ensure all umpires are carded properly by OBA and SO for insurance purposes.
- c. Ensure all umpires contracted to the IMBA are aware of the most recent local rules and OBA issued Blue Notes and SO rules.
- d. Request payments to the Treasurer for services rendered.
- e. Report any issues, including forwarding of umpire reports to the SCBA Umpire-in Chief and local Softball Ontario Umpire-in Chief.

- f. Rule on any disputes, their decision is final, unless appealed to SCBA or local Softball Ontario Association.
- g. Arrange an umpire camp prior to the season with OBA for levels 1 and 2.

6. Diamond Scheduler shall;

- a. Work with the SCBA Convenors for REP teams & House League Inter-Loc Scheduler to maintain an up to date schedule that is posted in the Google Drive and provided to the Website Director to post on the website.
- b. To work with the Town Liaison to secure the needed diamond times.
- c. To book schedule diamond time for practices/tryouts and games.
- d. To book gym time and create a schedule for indoor winter training.
- e. Communicate with coaches of all IMBA teams regarding the orderly & equitable scheduling & rescheduling of diamond time for games and practices.

7. Equipment Manager, in conjunction with the Executive, shall be responsible for;

- a. Ensuring that all IMBA teams have the necessary equipment to safely & properly compete in their respective leagues;
- b. Procuring the best possible value on equipment and diamond supply purchases;
- c. Controlling equipment inventory losses.
- d. Hire and oversee diamond liners

8. Blastball/T-ball/Local League Convenor(s) in conjunction with the Executive, shall be responsible for;

- a. All phases of the operations of blastball/t-ball/LL Baseball;
- b. Creating equitable teams based on registration
- c. Hiring volunteer coaches for the teams
- d. Ensuring that the IMBA and its teams comply with all the league rules and requirements;
- e. Communicate with and support coaches
- f. Address any issues that may arise and help to resolve them.
- g. Work with TMBA and SCBA for inter-loc loops.
- h. Arrange/Communicate schedule with required IMBA Executives

9. Rep/Select Convenor in conjunction with the Executive, shall be responsible for;

- a. All phases of the operations of Rep/Select Baseball
- b. Communicating to coaches the tryout policy and ensuring it is followed when teams are made
- c. Hiring volunteer head coaches for the teams and approve all assistant coaches,

- d. Ensuring that the IMBA and its teams comply with all the league rules and requirements,
- e. Communicate with and support coaches,
- f. Address any issues that may arise and help to resolve them,
- g. Work with affiliate associations such as SCBA and LDBA,
- h. Ensure all the players have submitted proper paperwork,
- i. Ensure coaches have their necessary courses
- j. Rep convenor will also manage any release requests in conjunction with the President.

10. Fastball Convenor in conjunction with the Executive, shall be responsible for;

- a. All phases of the operations of fastball;
- b. Creating equitable teams based on registration for LL
- c. Hiring volunteer coaches for the teams
- d. Overseeing tryouts for any rep teams
- e. Ensuring that the IMBA and its teams comply with all the league rules and requirements;
- f. Communicate with and support coaches
- g. Address any issues that may arise and help to resolve them,
- h. Work with affiliate associations such as SO. SOFL and HPF,
- i. Ensure coaches have their necessary courses.

11. Registrar/Website Coordinator in conjunction with the Executive, shall be responsible for;

- a. Setup and oversee the registration of all leagues in IMBA,
- b. Submit all the necessary player/coaches information to SCBA and OBA
- c. Complete the necessary paperwork to get player/coaches insurance
- d. Oversee access to the website & where coaches can amend or report information themselves,
- e. Report any issues to chronic misuse of lack of use of the website by coaches to the Executive for action,
- f. Keep the website up to date and ensure IMBA is communicating important information via the website in a timely manner

12. Events Coordinator/Social Media in conjunction with the Executive, shall be responsible for;

- a. Planning any special events, such a picture day, tournaments, year end events
- b. Overseeing all social media accounts,
- c. Ensuring IMBA is communicating all important information to the public in a timely manner via social media.
- d. Ensuring all posts represent IMBA in a positive way and follow all the necessary guidelines (e.g, copyright).

13. Town Liaison, in conjunction with the executive, shall be responsible for;

- a. Communicating with the appropriate town employees on behalf of IMBA regarding needs/desires of IMBA
  - b. Booking/cancelling diamond time on town diamonds in conjunction with the Diamond Scheduler.
  - c. Relay the closure of fields to necessary personal
  - d. Attend meetings with town and other Ingersoll leagues on behalf of IMBA.
14. Fundraiser/Sponsorship Coordinator, in conjunction with the executive, shall be responsible for;
- a. Planning, organizing and executing all fundraising activities to support the association's programs and initiatives,
  - b. Connect with community members to acquire sponsorships for IMBA,
  - c. Create a letter to distribute to local businesses
  - d. Maintain on-going communication with businesses
15. Uniform/Apparel Coordinator in conjunction with the executive, shall be responsible for
- a. Coordinating the ordering of uniforms for all teams;
  - b. Ensure IMBA is getting the best value/quality merchandise;
  - c. Promoting and advertising of Ironbird apparel;
  - d. Designing all uniforms/apparel;
  - e. Overseeing the ordering and delivery all apparel;

**All roles work with other members to support and ensure IMBA meets its aims and objectives.**

## **SECTION 7 - STANDING COMMITTEE**

1. The executive shall create such Standing Committees as are deemed necessary for the ordinary functioning of the IMBA.

## **SECTION 8 - MEETINGS**

1. Meetings
  - a. There shall be at least one (1) IMBA Executive meeting per month from January to December (or 12 per annum), inclusive. The day and time of each meeting may be set at the inaugural meeting.
  - b. General Meetings may be held as determined by the Executive;
  - c. The General Meeting in October shall be the Annual Meeting. Attendance at the general and annual meetings shall be open to the public.
  - d. At the General or Annual Meeting the President may appoint a chair for all or part of the meeting in order to allow the President to take part in the meeting;
  - e. If there is no President or Vice President then the executive will elect a chair.
  - f. Any member of IMBA may vote at general and annual meetings. There shall be no voting by proxy.

- g. Only members of the IMBA Executive and their appointees may vote at an Executive Meeting.

## **SECTION 9 - ANNUAL MEETING**

1. The Annual Meeting shall be held during the month of October in each and every year & notice of said meeting shall be given to all members of the IMBA at least fourteen (14) days prior to the date of the Annual Meeting;
2. Anyone interested in minor baseball locally may attend the Annual Meeting.
3. Any notices or motion and proposed amendments to the Constitution, if any, shall be available to all members of IMBA Executives at least fourteen (14) days prior to the date of the Annual Meeting.
4. Order of Business (where applicable)
  - a. Minutes of previous Annual Meeting;
  - b. Treasurer's Report;
  - c. Correspondence or Special Reports;
  - d. Committee or Executive Reports;
  - e. President's Report;
  - f. Amendments to the Constitution;
  - g. General Business;
  - h. Election of Executive Officers (refer to Section 10);
  - i. Adjournment
5. Any member may propose a change to the By-laws, rules or policies of IMBA provided that written notice is given at least four (4) weeks prior to the Annual General Meeting.

## **SECTION 10 - ELECTIONS OF EXECUTIVE OFFICERS**

1. Election of Executive Officers
  - a. Nominees must be in good standing with IMBA
  - b. All elections will be held by secret ballot;
  - c. After nominations are closed, speakers will be allowed, as recognized by the Chair.
2. Chairperson
  - a. The President may designate a Chairperson to preside over the nominations, nominee approval, and election procedures
  - b. The Chairperson does not vote in an election, except to break a tie.



- c. If the President or other designated Chairperson accepts a nomination for a position, then he/she must designate another Executive member to preside over the Approval or Election process for this position.

### 3. Nomination Process

- a. Candidates for each Executive position must be nominated (by any member and or including themselves);
- b. Once the Chairperson is satisfied there are not further nominations, a motion to close nominations will be entertained;
- c. The candidate(s) will be asked, in order of nomination, if he/she will accept or decline the nomination.
- d. If there are no nominees, then the position may be declared temporarily vacant and attempts should be made at a later date to fill the position;
- e. A person not at the Annual General Meeting may be nominated in absentia, with their written consent being presented by the Nominator, that the person would accept the position.

### 4. Nominee Approval

- a. If an election is not required for a position, a motion to approve the nominee will be entertained. The nominee must be approved by 50% of eligible voters present at the meeting. The nominee does not vote.
- b. If a nominee is not approved, nominations may be reopened.

### 5. Elections

- a. An election is required if there are two or more nominees for a position.
- b. To be elected, a nominee must receive more votes than any other nominee and must receive at least 50% of the total vote. The nominees may vote;
- c. If there are three or more nominees, second and subsequent ballots may be required and will be conducted according to normal practices.

## **SECTION 11 - CONSTITUTION AMENDMENTS**

1. No amendment to the constitution may be made without prior notice of amendment given to the Executive in writing at least four (4) weeks in advance of the Annual Meeting.
2. The Constitution may be amended by a minimum of two thirds ( $\frac{2}{3}$ ) majority of all those present executive members who are eligible to vote. (see sections 18 for procedures)

## **SECTION 12 - QUORUMS**

1. At an Executive Meeting, a quorum shall consist of at least half the members of the Executive who are allowed to vote;
2. At the Annual Meeting there shall be no quorums.

## **SECTION 13 - COACHES**

1. Coaches selected by the Executive shall take into account their experience and training.
2. IMBA shall compensate coaches for their required NCCP training.
3. REP coaches who have accepted to coach a REP team will dedicate the necessary time and effort to ensure the development of the players with the hopes of attending the year end OBA tournament.
4. Coaches will report immediately any injury and/or incident to the convenor of their division.
5. Coaches will be monitored for appropriate behaviour on and off the field, in proximity to the diamond. Any inappropriate behaviour will result in discipline.

## **SECTIONS 14 - REP TEAM SELECTIONS**

1. Rep/Select team will be made according to the IMBA Tryout Policy.

## **SECTIONS 15 - HOUSE LEAGUE TEAM ASSIGNMENTS**

1. House League/Local League players will be assigned to a team by the designated convenor.
2. All decisions on HL/LL rosters are final. Accommodation noted on their registration will be reviewed and if possible accommodated.
3. Coaches of House League/Local League teams will be provided a Roster and must understand that players need to be given the opportunity to play in multiple positions, In teams 13U and higher, there may be instances where there could be a player who excels at a specific position. Provided no other player wants to play that position, that player can be used primarily for that position throughout the season (assuming league rules are still being followed). Exception is pitcher, many players should be developed as pitcher, with the understanding this decision is based on players arm care.

## **SECTION 16 - DISCIPLINE**

1. IMBA reserves the right to ban from play or adjacent facilities, any player, parent, coach, spectator or Executive member that has contravened any policies defined by IMBA, SCBA, OBA, or SO.
2. Policies, Code of Conduct, will be appended to this document and posted online. Where possible verification of review of said documents will be required at registration. Disagreeing with such will prevent involvement with IMBA - no exceptions.

## **SECTION 17 - RELEASE & APPEALS**

1. The SCBA has a defined process local players must follow to secure a release from their local.
2. Both SCBA and OBA have a defined process for appeals.
3. See the Tryout Policy for IMBA's policy on releases.

## **SECTIONS 18 - GENERAL**

1. Roberts Rules of Order
  - a. All Standing Committees, Executive, General & Annual Meeting Shall generally follow Roberts Rules of Order (most recent addition) in terms of procedural rules for meetings.
2. The Constitution and Bylaws of this Association are intended as a general guide and cannot specifically cover each situation that may arise. Therefore, the Executive, in any meeting with a quorum (see section 12) and a simple majority vote, will have the authority to interpret and decide to the best of their ability with regard to all these circumstances of any specific case, any matters pertaining to any and all clauses contained herein and that their decision shall be final.
3. Conflict of Interest
  - a. Any Executive member who has a conflict of interest regarding any matter that is before the Executive will declare such conflict and abstain from voting on any motion dealing with that particular matter.
  - b. Any Executive member, who in the opinion of the Executive, is deemed to have a conflict of interest although undeclared by the member, will be prohibited from voting on any motion pertaining to that matter.
4. Current Executive
  - a. The Executive of the IMBA that is in place at the time this Constitution and Bylaws is adopted shall remain in that capacity until the next Annual General Meeting.
5. Constitution Takes Precedence
  - a. This Constitution and associated Bylaws & Enacted Policies shall take precedence over any conflicting minions or resolutions made prior to the adoption of this constitution and Bylaws.

This constitution takes effect April 14, 2025