

**PART 1**

**CONSTITUTION  
OF THE  
EAST NEPEAN BASEBALL ASSOCIATION**

As amended at the Annual General Meeting of the East Nepean Baseball Association.

**WHEREAS** the East Nepean Baseball Association is a voluntary association of members, players, and individuals intended to provide the youth of Nepean residing within the designated boundaries of East Nepean the opportunity to learn and play the game of baseball;

**AND WHEREAS** members, players and individuals participating in the activities sponsored by East Nepean have confidence in the judgement of the Executive Committee of East Nepean;

**AND WHEREAS** it is declared that one of the purposes of this constitution and the East Nepean By-Laws, Rules and Regulations shall be to confer on East Nepean and its Executive Committee all the powers of a fully self-governing organisation;

**AND WHEREAS** East Nepean is a member league of District Two, Little League Ontario and thereby Little League Canada, East Nepean is subject to the Constitution, By-Laws Rules and Regulations of Little League Canada for league play and of Little League Canada in respect of Tournaments and National Playdowns;

**NOW THEREFORE,** be it enacted:

**ARTICLE I - NAME AND PURPOSE**

- A. This organization shall be known as East Nepean Baseball Association (ENBA) hereinafter referred to as East Nepean.
- B. The purpose of East Nepean is to organise and govern the operation of baseball for the youth of Nepean who reside within the boundaries of East Nepean territory.

**ARTICLE II - OBJECTIVE AND AIMS**

A. The objective of East Nepean shall be to foster and encourage the ideals of good sportsmanship, honesty, loyalty, courage, dedication and respect for authority through the provision of baseball programmes for the youth of East Nepean. The aims of East Nepean are:

1. to establish and maintain a variety of baseball programmes for all age groupings 7-18 years inclusive -

- a. **REGULAR** season programme (spring house league),
- b. **COMPETITIVE** season programme (summer National Capital Region League),
- c. **TOURNAMENT** season programme (all star teams by age group).

2. to ensure that each player, to the extent possible, will be able to participate in a baseball programme suited to that player's skills and abilities;

3. to provide supervised programmes of baseball under the Rules and Regulations of Little League Baseball, Incorporated, and when not in conflict, baseball programmes under the Rules and Regulations of Baseball Canada;

4. to encourage the participation of any and all interested persons and organisations wishing to volunteer their services in the administration and support of East Nepean affairs.

### **ARTICLE III - MEMBERSHIP**

A. **ELIGIBILITY.** Any person sincerely interested in active participation to effect the objective and aims of East Nepean may become a member in accordance with the By-Laws of East Nepean.

B. **CLASSES.** There shall be the following classes of members:

1. Player Members - any player candidate registered in any of the programmes or activities of East Nepean, meeting the requirements of Little League Regulation IV and who resides within the designated boundaries of East Nepean Territory. Player members under 18 years of age may designate one adult (usually a parent or guardian) as a Regular Member to represent his or her interests in the operation of the Association.

2. Regular Members - any person actively interested in furthering the objectives of East Nepean may become a regular member.

3. Honourary Members - any person may be elected as an Honourary Member by the unanimous vote of the Executive Committee.

4. Sustaining Members - any person not a regular member who makes financial or other contributions to East Nepean, may, by a majority vote of the Executive Committee become a sustaining member.

5. Directing Members - those persons elected by the membership or appointed by the President to carry out the operations of East Nepean. Directing Members shall have Regular Member voting privileges.

6. As used hereinafter, the word "Member" shall mean a Regular Member unless otherwise stated.

#### **ARTICLE IV - ANNUAL FEES**

A. An annual fee of \$25.00 shall be collected and assessed as a membership fee. This fee will normally be included in the cost of registration of players. Anyone may become a Member of East Nepean on payment of the annual fee. This fee provides all Regular Member voting privileges for the designated person. Honourary and Sustaining Members do not pay annual fees, nor do they have Regular Member voting privileges.

#### **ARTICLE V - OFFICERS**

A. The Officers of East Nepean consist of the President, the Immediate Past President, Treasurer, Secretary, and Registrar.

#### **ARTICLE VI - EXECUTIVE COMMITTEE**

A. The Executive Committee shall have control of the affairs of the Association and the primary responsibility for achieving its objectives and aims.

B. The Executive Committee shall be composed of:

1. The Officers; and
2. Two Vice Presidents -
  - a. Vice President: Operations
  - b. Vice President: Support

C. The Executive Committee shall have the power to appoint such committees as it considers necessary to assist in carrying out its responsibilities.

#### **ARTICLE VII BOARD OF DIRECTORS**

A. Under the leadership of the President and the Executive Committee, the Board of Directors shall guide the operation of each Division or Activity with the prime responsibility for ensuring that the Division/Activity meets or exceeds the objectives and aims of the Association.

B. The Board of Directors shall be composed of:

1. The Executive Committee;

2. Six Divisional Directors -

- a. Rookie
- b. Minor
- c. Major
- d. Junior
- e. Senior
- f. Big League

3. Three Activity Directors -

- a. Equipment
- b. Tournaments and
- c. Bingo and fund-raising and

4. One Director responsible for Programme Development.

C. The Board of Directors shall have the power to appoint such committees as it considers necessary to assist in carrying out its responsibilities.

#### ***ARTICLE VIII - GENERAL MEETINGS***

A. There shall be an Annual General Meeting (AGM) held prior to the last day in October in the baseball year at a place, date, and time determined by the Executive Committee.

B. Special General Meetings (SGM) may be called by the Executive Committee from time to time as may be required.

C. At least 21 days notice of General Meetings shall be provided to all members of East Nepean together with a statement of the purpose of the meeting and the proposed agenda.

#### ***ARTICLE IX - BY-LAWS***

A. The By-Laws of East Nepean set out the authority, duties and responsibilities of those elected to implement the Association.

B. The Executive Committee may, from time to time, set, repeal, or amend such By-Laws, as it deems necessary, for the conduct of the business of the Association in a manner consistent with this Constitution.

C. The powers in Article IX (B) may be exercised by a majority vote at an Annual General Meeting.

- D. Any changes to the By-Laws made by the Executive Committee shall be in effect immediately, but will be subject to ratification by a majority vote at the next Annual General Meeting.
- E. Any changes to the By-Laws made by the Executive Committee which fail to receive ratification may not be re-introduced and any changes made at an Annual General Meeting may not be modified by the Executive Committee, in both cases, for a period of two years.

**ARTICLE X - RULES AND REGULATIONS**

- A. The Rules and Regulations are the operating procedures that guide the conduct of baseball operations of the Association.
- B. The Board of Directors may, from time to time, repeal or amend such Rules and Regulations, as it deems necessary, for the structure of leagues and teams, age categories, fees, membership, and any other matter related to the carrying out of its objectives.
- C. The powers of Article X (B) may be exercised by a majority vote at an AGM.
- D. Any changes to the Rules and/or Regulations made by the Board of Directors shall be in effect immediately, but will be subject to ratification by a majority vote at the next Annual General Meeting.
- E. Any changes to the Rules and Regulations made by the Board of Directors which fail to receive ratification may not be re-introduced and any changes made at an Annual General Meeting may not be modified by the Executive Committee, in both cases, for a period of two years.

**ARTICLE XI - CONSTITUTIONAL AMENDMENT**

- A. This Constitution may be amended at an Annual General Meeting by a two-thirds majority of all votes cast, provided that the proposed amendments are presented at notification for the Annual General Meeting.

**PART 2**

**BY-LAWS  
OF THE**

**EAST NEPEAN BASEBALL ASSOCIATION**

**ARTICLE I - AUTHORITY OF THE EXECUTIVE COMMITTEE**

- A. The Executive Committee shall set the policies and conduct the business of the Association.
- B. The Executive Committee shall be elected for a period of three years at an Annual General Meeting by the members of the Association.
- C. The President shall have the power to fill any vacancies among the elected Officers by appointing the members of the Executive Committee as Officers.
- D. Any vacancy on the Executive Committee shall be filled by appointing a Director to fill the vacancy. All rights and privileges of the Executive Committee will be assigned to the Director on acceptance of the position. However, ratification of the appointment to a three year term will be made at the next Annual General Meeting.
- E. The members of the Executive Committee shall not be subject to any personal, legal liability for any actions taken by them in that capacity.
- F. Each member of the Executive Committee shall report annually to the General Membership at the AGM and be subject to the direction of the President in carrying out their responsibilities.

**ARTICLE II - DUTIES OF THE EXECUTIVE COMMITTEE**

**A. PRESIDENT**

- 1. The President shall be the chief executive officer of East Nepean and in this capacity shall have ultimate responsibility for the operation of the Association.
- 2. The President shall reside within the municipal boundaries of Nepean.
- 3. The President shall keep informed of all matters pertaining to the business of East Nepean.
- 4. The President shall preside at all meetings of the Executive Committee and at all General Meetings of East Nepean, but may delegate chairmanship of meetings to other members as required.
- 5. The President shall be an ex officio member of all Committees appointed pursuant to Article VI (C) of the Constitution.
- 6. The President shall represent East Nepean in relation to other bodies and at events and shall have the prerogative to appoint any person to carry out this duty on behalf of the President.
- 7. The President shall, from time to time, appoint persons to ad hoc Discipline Boards, Appeal Tribunals, Protest Committees.
- 8. The President may designate, from time to time, the Executive Committee Member who shall carry out the duties of the President when the President is absent or unable to act.

9. The President shall have served at least three years as a Director or three years as a member of the executive committee prior to assuming his/her position.

**B. IMMEDIATE PAST-PRESIDENT**

The Immediate Past-President shall provide assistance and advice on any matter, as requested by the President or other members of the Executive Committee. The Immediate Past-President shall have such other duties as from time to time may be assigned by the Executive Committee or by the President.

**C. REGISTRAR**

1. The Registrar shall be responsible for the management and conduct of annual registration activities. These duties shall include, but may not be limited to:

- a. maintaining an accurate primary and backup electronic copy of the current registration data base;
- b. maintaining records (either electronic or hard copy) of all players registered from previous seasons;
- c. determining the dates and methods of annual registration for player members;
- d. determining player quotas for each division in consultation with the Executive Committee; and
- e. other duties as assigned from time to time by the Executive Committee or President.

**D. SECRETARY**

1. The Secretary shall be responsible for recording the activities of East Nepean and maintain appropriate files, mailing lists and necessary records as provided and in co-operation with the Registrar. In addition, these duties shall include, but may not be limited to:

- a. maintaining a list of all Regular, Sustaining and Honourary Members, Officers, Directors, and committee members;
- b. providing notice of all meetings of East Nepean, the Executive Committee, Board of Directors and other standing and ad hoc committees;
- c. maintaining minutes of meetings of the Members, Executive Committee, Board of Directors and cause them to be recorded in a book kept for that purpose;
- d. conducting all correspondence not otherwise specifically delegated in connection with said meetings and for carrying out all orders, votes and resolutions not otherwise committed;
- e. notifying all Members, Officers, Directors and committee members of their election and appointment; and
- f. other duties as assigned from time to time by the Executive Committee or President.

**E. TREASURER**

1. the Treasurer shall have general responsibility for the finances of East Nepean and shall chair a Finance Committee to be appointed pursuant to Article VI (C) of the Constitution.
2. The Treasurer shall collect and record all funds received by East Nepean and shall record and pay all accounts. All unplanned and/or unbudgeted expenditures in excess of five hundred dollars (\$500) shall require the approval of the Executive Committee. The Treasurer shall have joint signing authority together with another Officer designated by the Executive Committee in relation to all disbursements.
3. The Treasurer shall be responsible for applying for all grants and for distributing, monitoring and accounting for any funds received.
4. The Treasurer shall keep under review the financial position of East Nepean and shall make recommendations to the Executive Committee for the maximizing of revenues and the minimizing of expenditures.
5. The Treasurer shall present a budget for approval of the Board of Directors at its last meeting before the Annual General Meeting.
6. The Treasurer shall present at the Annual General Meeting the budget approved by the Board of Directors and a financial statement which is in accordance with generally accepted accounting principles.
7. The Treasurer shall prepare annual fiscal year-end statements based on a December 31st date.

**F. VICE-PRESIDENT: OPERATIONS**

1. The Vice-President: Operations, shall be responsible for the management and monitoring of all on-field activities for East Nepean. These duties shall include, but are not limited to the management and monitoring of:
  - a. fields;
  - b. umpires;
  - c. equipment;
  - d. team managers; and
  - e. such other duties as assigned from time to time by the President.
2. Delegation of such authority to Divisional Directors and convenors may be authorized by the Executive Committee or President.
3. In case of the absence or disability of the President, and providing he is authorized by the President or Executive Committee so to act, the Vice-President, Operations shall have all the powers of the President's office.
4. The Vice President: Operations shall have served at least three years as a Director or three years as a member of the executive committee prior to assuming his/her position.

**G. VICE-PRESIDENT: SUPPORT**



1. The Vice-President: Support shall be responsible for the management and monitoring of all support activities established for East Nepean. These duties shall include, but may not be limited to the management and monitoring of:

- a. clinics;
- b. tournaments;
- c. communications;
- d. fund-raising; and
- e. such other duties as assigned from time to time by the Executive Committee or President.

2. The Vice President: Support shall have served at least three years as a Director or three years as a member of the executive committee prior to assuming his/her position.

### **ARTICLE III DUTIES OF DIRECTORS**

- A. Directors shall be elected for a period of one year at an Annual General Meeting. Any vacancy on the Board of Directors shall be filled by the President (on recommendation of the Executive Committee), by appointing a Member to fill the vacancy. In the event that a Director is unable to complete the tour of duty, the President, on recommendation from the Executive Committee, shall appoint replacement Directors from the membership to fill the vacant position(s).
- B. All rights, privileges, and responsibilities of a Director will be assigned to the member on acceptance of the position. The term of appointment will be for only the current baseball year.
- C. Each Director shall be accountable for their area of responsibility and shall report to the Board of Directors on activities within their purview.
- D. Directors shall not be subject to any personal, legal liability for any actions taken by them in their capacity as a Director of East Nepean.
- E. **DIVISIONAL DIRECTORS**

1. A Divisional Director shall act as liaison between the Executive Committee and the Members of the Division.

2. A Divisional Director shall manage, organize and oversee, on behalf of the Vice President: Operations all operational activities of the Division, and make recommendation to the Executive Committee to improve the conduct of operations.

3. A Divisional Director shall manage, organize and oversee, on behalf of the Vice President: Support all activities as requested, and make recommendations to the Executive committee to improve the conduct of support activities.

4. A Divisional Director shall review, on behalf of the Director: Programme Development all activities as requested, and make recommendations to the Executive committee to improve the baseball programme for which he/she is responsible.

5. A Divisional Director shall co-ordinate all activities through the provision of convenors for each category of baseball activity within the Division.

6. A Divisional Director shall fulfil the role of Player Agent for his Division. As such he/she shall:

- a. record all player transactions within the Division and maintain an accurate and up-to-date record thereof;
- b. review, with the Registrar, applications of Player Candidates and assist the Registrar and President in checking residence and age eligibility;
- c. organize, manage, and oversee the annual spring player evaluation for the Age Grouping(s) within the Division;
- d. conduct the AA level draft;
- e. assign non-AA players to appropriate teams according to skill, ability and desire as demonstrated at the spring evaluation;
- f. prepare the Team Lists;
- g. prepare, for the President's signature and submission to Headquarters, the team rosters.

7. A Divisional Director shall assume other duties as assigned by the Executive Committee or President throughout the baseball year.

#### **F. ACTIVITY DIRECTORS**

1. There shall be three Activity Directors elected annually:

- a. Director of Tournaments
- b. Director of Equipment and
- c. Director of Bingo/fund-raising

2. Each Activity Director shall be responsible to one of the Vice Presidents and shall assist that Member of the Executive Committee in carrying out those duties as required.

3. Each Activity Director shall plan, prepare and submit to the appropriate Vice President, proposals that will demonstrate sufficient organization and planning, that will enhance the objectives and aims of the Association. When approved, the Activity Director shall manage, monitor and modify the plans to ensure operational success of the Activity.

#### **G. DIRECTOR: PROGRAMME DEVELOPMENT**

1. The Director: Programme Development shall be responsible for the management and monitoring of all baseball programmes conducted by East Nepean, providing vision, direction, and guidance to the conduct of each programme.

2. Close liaison with the Vice Presidents: Operations and Support, as well as each Divisional Director, will ensure challenging and progressive development for players, coaches/managers, and umpires at all levels.

3. The Director: Programme Development shall have served at least two years as a Director or as a member of the executive committee prior to assuming his/her position.

**ARTICLE IV - GENERAL MEETINGS**

**A. ANNUAL GENERAL MEETINGS (AGM)**

1. An Annual General Meeting of East Nepean shall be called normally in the third week of October in the baseball year at a place and time determined by the Executive Committee.

2. At least 21 days notice of an AGM shall be provided to all Members, complete with a statement of the purpose of the meeting and a proposed Agenda.

**B. AGENDA** The business of the AGM shall include:

1. **Minutes** - presentation of the minutes of the previous AGM and any Special General Meetings (SGM) held during the baseball year;

2. **Awards** - presentation of Awards and Guests;

3. **Reports** - reports by each Executive and other committees;

4. **Finance** - the interim financial statements for the baseball year in which the meeting was held;

5. **Budget** - the budget for the ensuing year;

6. **Appointments** - the ratification of appointments to the Executive Committee, any expulsions, changes to By-Laws, Rules, or Regulations during the previous year;

7. **Motions** - motions to adopt, amend, revise, or repeal Articles of the Constitution, By-Laws, Rules and/or Regulations of East Nepean Baseball;

8. **Other Business** - other business of interest and concern to the members;

9. **Elections** - election of new members to the Executive Committee and all Directors;

10. **Adjournment.**

**C. SPECIAL GENERAL MEETINGS (SGM)**

1. It is anticipated that a SGM will not normally be required during the operating year. However, the President, on the recommendation of the Board of Directors, may call Special General Meetings on an emergency basis to place before the Membership matter(s) that must be resolved by the Membership, and that can not be satisfied by the Board of Directors nor the Executive Committee.

2. No less than 5 days notice is required to call an SGM to resolve a particular topic. Notification may be achieved by the most expeditious

method available with a statement of requirement for the calling of the SGM.

3. Voting privileges applicable to the AGM apply, except there shall be no use of Proxy votes.

#### **D. VOTING AT GENERAL MEETINGS**

1. **Voting rights** Every Member of East Nepean shall be entitled to vote at general meetings, including the Annual General Meeting.

2. The President may only vote in the event of a tie.

3. **Quorum** No quorum shall be required at general meetings, including the Annual General Meeting.

4. **Proxy** Every Member of East Nepean shall be entitled to vote at general meetings, including the Annual General Meeting by way of proxy. In order to cast a proxy vote, the person intending to vote must file with the Secretary, at least 14 days prior the meeting, a notice in writing requesting to vote by proxy, which includes:

- a. the name of the absent Member who is authorized to vote;
- b. the name of the Member who is authorized to cast the proxy vote at the meeting;
- c. a statement that the Member is authorized to cast the proxy vote on all matters which may arise at the meeting;
- d. an authorized signature of the Member referred to in Article IV(D) (4) (a).

5. The Secretary shall inform the meeting of all notices received under this provision prior to any vote taking place and shall make them available for inspection by any other Member of East Nepean at that time.

6. The Secretary shall record all motions, voting results on all motions(YAYS, NAYS, ABSTENTION), and all decisions made at General Meetings.

### **ARTICLE V - MEETINGS OF THE EXECUTIVE COMMITTEE**

#### **A. CALLING, NOTICE AND AGENDA**

1. The President shall call meetings of the Executive Committee as required but at least five times per baseball year.

2. Notice of meetings shall be provided either by telephone or in writing at least five(5) days in advance with notice of the proposed agenda items which are known to the President at that time.

3. Any proposed amendments to the By-Laws, Regulations or Rules must be included with the notice of meeting referred to in Article V (A) (2) of these By-Laws.

4. The Secretary shall record who attended and all decisions made at Executive Committee meetings.

**B. VOTING**

1. Every Member of the Executive Committee shall be entitled to vote at meetings of the Executive Committee.
2. A quorum of at least two-thirds of the Executive Committee is required.
3. Voting by proxy shall not be permitted at Executive Committee meetings.
4. The President may only vote in case of a tie.

**ARTICLE VI - MEETINGS OF THE BOARD OF DIRECTORS**

**A. CALLING, NOTICE AND AGENDA**

1. The President shall call meetings of the Board of Directors as required but at least four times per baseball year.
2. Notice of meetings shall be provided either by telephone or in writing at least five(5) days in advance with notice of the proposed agenda items which are known to the President at that time.
3. Any proposed amendments to the By-Laws, Regulations or Rules must be included with the notice of meeting referred to in Article VI (A) (2) of these By-Laws.

**ARTICLE VII - DELEGATION AND COMMITTEES.**

**A. DELEGATION**

1. Wherever appropriate, members of the Executive Committee shall encourage broader participation in the Association through the delegation of their functions to:
  - a. other members of the Executive Committee;
  - b. Directors;
  - c. designated Convenors for each division or league; and
  - d. other Regular Members in the Association.
2. Such delegation may occur through informal assignment and designation as well as through the appointment of committees pursuant to Article VII (C) of the Constitution.
3. When the Executive Committee appoints a committee pursuant to Article VI (C) of the Constitution, it shall:
  - a. specify whether such committee is to be a standing committee of unlimited duration or an ad hoc committee after which time it shall cease to exist;
  - b. specify the time frame for the work and reporting of each ad hoc committee after which time it shall cease to exist;

- c. specify the general purpose of the committee and:
  - (i) its particular objectives;
  - (ii) its responsibilities by way of consultation or otherwise, and
  - (iii) any resources which will be provided to assist in the carrying out of its task;
- d. specify whether the committee shall report through a Vice-President or directly to the Executive Committee and whether there shall be interim as well as final reporting.

#### **ARTICLE VIII - EXPULSION**

- A. The Executive Committee may hold a special meeting to consider whether any Member should be expelled for cause.
- B. At least 10 days notice of such meeting shall be provided to such Member and to the Members of the Executive Committee together with the reasons for the proposed expulsion. Such Member shall be given full opportunity to be present and to be heard.

#### **ARTICLE IX - DISCIPLINARY BOARD, APPEALS AND PROTEST COMMITTEE**

- A. All disciplinary matters shall be dealt with by the Divisional Director assisted by the Category Convenor and one other member of the Board of Directors.
- B. All suspensions shall be dealt with by the Vice-President, Operations, the Divisional Director and one other Member of the Board of Directors.
- C. **APPEALS**

1. Where the Rules and Regulations provide for an appeal, the appeal shall be heard by an Appeal Tribunal established ad hoc by the president, and shall include the Vice-President:Operations, a Divisional Director and one other Director. One of the Tribunal Members shall be designated to chair the Tribunal. The President may chose to sit and/or personally chair the Tribunal.

2. Members of the Tribunal shall have no direct association with any of the parties involved or with the Division where the matter arose. Upon appointment to the Tribunal, Members shall not discuss the merits of the case with anyone prior to hearing the appeal.

3. The Appeal Tribunal shall conduct itself with fairness and impartiality and shall provide a full opportunity for all parties to be heard.

4. The Appeal shall be conducted in accordance with the Rules and Regulations of East Nepean.

**D. PROTESTS**

1. An ad hoc Protest Committee, consisting of three members from the Board of Directors, shall be appointed by the President to hear a protest.

2. Members of the Protest Committee shall have no direct association with any of the teams involved or with the Division where the matter arose. Upon appointment to the Committee, Members shall not discuss the merits of the case with anyone prior to hearing the protest.

**ARTICLE X - AMENDMENTS**

A. A proposed amendment to the By-Laws of East Nepean must be received by the Secretary in writing at least 14 days in advance of the Annual General Meeting.

**PART 3**

**REGULATIONS  
OF THE  
EAST NEPEAN BASEBALL ASSOCIATION**

BOUNDARIES  
PLAYER CATEGORIES  
AGES  
UNIFORMS  
PLAYER SELECTION  
SCHEDULES  
AWARDS  
UMPIRES  
FIRST AID  
SAFETY  
PROTESTS  
APPEALS