

SASKATCHEWAN BASEBALL ASSOCIATION



CONSTITUTION

AND

BY-LAWS

REVISED

NOVEMBER 2004

SASKATCHEWAN BASEBALL ASSOCIATION

REVISED CONSTITUTION AND BYLAWS

November, 2004

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**A. SASKATCHEWAN BASEBALL ASSOCIATION - CONSTITUTION
(Tenth Draft November, 2015)**

ARTICLE 1 Name

1.01 The name of the organization is the Saskatchewan Baseball Association Inc. hereinafter referred to as the S.B.A. The S.B.A. is a registered non-profit organization.

ARTICLE 2 Objectives

2.01 The OBJECTIVES of the organization shall be:

- a) To encourage individuals of all ages to participate in the sport of baseball at the level of their choice;
- b) To foster, coordinate and improve the sport of baseball in Saskatchewan;
- c) To encourage the qualities of sportsmanship, honesty, loyalty, and respect for authority and property among participants in the sport of baseball.

B. SASKATCHEWAN BASEBALL ASSOCIATION - BYLAWS

ARTICLE 1 DEFINITIONS

- 1.01** The Board of Governors shall be composed of the Past President, President, Vice President, 8 Zone Governors, and appointed officers namely the Commissioner, Umpire Supervisor, Playoff Chairman and Chairman of the Coaches Development Committee. **98/06**
- 1.02** The Zone Board and Playoff Coordinators shall be composed of the 8 elected Zone Governors and 24 - 32 Zone Representatives, as appointed by the Board of Governors. They are responsible for coordinating zone activities and S.B.A. programs at the Zone level. They help resolve area problems and assist in the delivery of S.B.A. programs. **98/06**
- 1.03** The Board of Representatives shall be composed of the Board of Governors and the 24 - 32 Zone Representatives. **98/06**
- 1.04** The Management/Finance Committee shall be a committee of 3 - 8 members and shall be members from the Board of Governors. The President shall appoint the Management/Finance Committee to be approved by ordinary resolution by the Board of Governors. **98/06**
- 1.05** The Executive Director, Technical Director, or other designate, as directed by the Management/Finance Committee, as employees of the SBA shall have the authority to manage the business of the SBA office. **98/06**
- 1.06** A zone is a provincially recognized area of the Sask Games Program. **98/06**
- 1.07** Ordinary Resolution is a resolution passed by a simple majority of the votes cast.
- 1.08** Special Resolution is a resolution passed by a majority of not less than two-thirds of the votes cast.
- 1.09** A qualified voting member at an Annual General Meeting is an active member or representative of an active member and has been duly registered as such.

1.10 S.B.A. Organization chart **98/06**

S.B.A. BOARD OF GOVERNORS

President	Zone 6 Governor
Past President	Zone 7 Governor
Vice-president	Zone 8 Governor
Zone 1 Governor	Commissioner
Zone 2 Governor	C/D Chairman (advisor)
Zone 3 Governor	Umpire Supervisor (advisor)
Zone 4 Governor	Playoff Chairman
Zone 5 Governor	

Zone Boards and Playoff Coordinators
Executive Director, Technical Director or Designate

Zone 1 Governor & three or four appointed Zone Representatives	Zone 2 Governor & three or four appointed Zone Representatives	Zone 3 Governor & three or four appointed zone Representatives	Zone 4 Governor & three or four appointed Zone Representatives
Zone 5 Governor & three or four appointed Zone Representatives	Zone 6 Governor & three or four appointed Zone Representatives	Zone 7 Governor & three or four appointed zone Representatives	Zone 8 Governor & three or four appointed Zone Representatives

S.B.A. MEMBERSHIP

ARTICLE 2 HEAD OFFICE

2.01 The head office of the S.B.A. shall be located in Regina, Saskatchewan at the place wherein the business of the S.B.A. may be carried on and shall hereinafter be referred to as the provincial office.

ARTICLE 3 MEMBERSHIP

3.01 The S.B.A. shall have three categories of membership namely:

- a) Active Membership - With voting rights at all General and Special General Meetings.
- b) Affiliate Membership - May attend and speak at all General and Special General Meetings of S.B.A. but have no voting rights.
- c) Honorary Membership - All rights and privileges of an Affiliate Member.

3.02 The following persons shall be eligible for active membership of the S.B.A.:

- a) each member of the Board of Representatives shall become an active member upon taking office and shall cease to be an active member upon ceasing to be a member of the Board of Representatives.
- b) any individual may apply to become an active member by paying the prescribed membership fee.
- c) each team that joins S.B.A. shall be entitled to one voting member to represent that team.
- d) any league applying for membership in S.B.A. shall be entitled to three votes. Each member in 3.02 b),c),d), is subject to approval by ordinary resolution by the Board of Governors.
- e) each umpire that joins S.B.A. shall be considered an active member.

3.04 The following persons shall be eligible for Affiliate Membership in S.B.A.:

- a) The players of teams registered shall be considered Affiliate Members.
- b) The Executive Members (as registered by their constitution) of leagues registered with S.B.A. shall be considered Affiliate members.

3.05 The Board of Governors, upon recommendation of the Awards Committee, may bestow one honorary membership to an individual or group per year. The nomination deadline and criteria to be established and reviewed by the Awards Committee. **(1993)**

ARTICLE 4 APPLICATION FOR MEMBERSHIP

4.01 All applications for membership shall be made in writing to the Provincial office.

4.02 Applications shall be accompanied by such documents as maybe required by the Board of Governors.

4.03 Where the Board of Governors accepts an application, the new member shall be entitled to all the rights, privileges and responsibilities of their category of membership upon payment of prescribed fees until the next Annual General Meeting.

4.04 At the Annual General Meeting, members shall be asked to approve by ordinary resolution the decisions of the Board of Governors with respect to applications for membership.

ARTICLE 5 MEMBERS IN GOOD STANDING

5.01 A member in good standing shall be defined as any member that has paid dues to the S.B.A. prior to the Annual General Meeting. **98/06**

5.02 Only members in good standing shall participate in the S.B.A.'s programs.

ARTICLE 6 WITHDRAWAL FROM MEMBERSHIP

6.01 Members may withdraw from membership by giving written notice to the Provincial Office.

6.02 On receipt of the said notice by the Provincial Office the applicant shall cease to be a member.

6.03 Members who have withdrawn shall remain liable for payment of any assessment, dues or any other sums levied by the S.B.A., and further, that no refund of fees shall be issued.

ARTICLE 7 SEAL

7.01 The seal, an impression of which is stamped in the margin hereof, shall be the Seal of the S.B.A.

ARTICLE 8 BOARD OF GOVERNORS

8.1 Management of Affairs

The affairs of the S.B.A. shall be managed by a Board of Governors constituted and empowered as herein set forth.

8.2 Election or Appointment 98/06

a) The following governors of the S.B.A. shall be elected by the membership at the Annual General Meeting, namely:

President	Zone 4 Governor
Vice President	Zone 5 Governor
Zone 1 Governor	Zone 6 Governor
Zone 2 Governor	Zone 7 Governor
Zone 3 Governor	Zone 8 Governor

and these shall be considered the Board of Governors and they shall be deemed members and Directors of the S.B.A.

The Board of Governors shall appoint the following officers:

Commissioner
Umpire Supervisor
Playoff Chairman
Chairman of the Coaches Development (C/D Committee)

The Commissioner, Umpire Supervisor, Playoff Chairman and C/D Chairman may be members of the Board of Governors but they are not restricted to this group. They will be designated officers with certain specific duties as outlined in article 8.05 and shall be classified as members of the Board of Governors.

b) The Board of Governors, at the first meeting following the Annual General Meeting, will appoint members of the Board to the following committees:

- i) Management/Finance
- ii) Coaching Development
- iii) Umpire
- iv) Awards & Nominations
- v) Resolution
- vi) History
- vii) Communications
- viii) Playoff
- ix) and such other committees as the Board deems necessary.

8.03 Election of Board of Governors

a) The general membership shall elect at the AGM a President, Vice President, Zone Governors, one for each of the operating S.B.A. Provincial Zones except Zones Two and Six where these zones have 100% agreement on who they wish to serve as their Zone Governor, then the entire membership will not vote to elect that particular Zone's Governor. **98/06**

b) The voting upon the nominations put forward from any Zone Governor will be by the entire membership present at the Annual General Meeting from every zone.

c) Only members of the preceding year's Board of Governors, who have served on the Board of Governors for a minimum of two (2) years shall be eligible for election to the position of President. Only members of the preceding year's Board of Governors for a minimum of one (1) year shall be eligible for election to the position of Vice-President.

- c) Governors shall be elected at the Annual General Meeting of members. Such elections need not be conducted by ballot unless so requested by any qualified voting member of the S.B.A present at such meeting.
- d) The ELECTED GOVERNORS shall have sole authority in appointing up to a maximum of four (4) persons (termed zone representatives) to each of their zone boards. **98/06**

8.04 Term of Office

All terms of office shall be from the date of the Annual General Meeting at which he or she is elected, or from the date of his or her appointment, until the AGM of members next following or until he or she is removed or until his or her office is vacated as hereinafter provided. The President may serve a maximum of 2 consecutive terms.

8.05 Qualifications, Powers, Duties, Responsibilities of Officers

Each and every officer of the S.B.A. shall have the powers, duties and responsibilities prescribed or conferred by By-law, or delegated by the Board of Governors. Failing such prescription or delegation, each officer shall have the powers, duties and responsibilities, which are usual or customary to their respective offices.

Powers, duties and responsibilities of the officers of the S.B.A. shall include, but shall not be restricted to those hereinafter set forth:

i) Past President

The immediate Past President shall advise the President of the S.B.A. as may be required, act as chair of the Playoff Committee, and shall perform such other duties and have such other responsibilities and powers as may from time to time be delegated to him by the Board of Governors. **98/06**

ii) President

The President or Chairman of the Board shall be the Executive head of the S.B.A. and keeper of the gavel. He shall guide all policy and provide leadership on all matters of interest to the S.B.A. He shall chair all general meetings, Board of Representatives meetings, Board of Governor meetings and shall be a member ex-officio on all committees including the Sask. Umpires Association (division of S.B.A.). He shall be a signing officer of the Association.

iii) Vice-President

In the absence of the President, or as otherwise permitted by By-law, the Vice-President shall call and preside over meetings of the Board of Governors or of the Membership. The Vice-President shall bear specific responsibility as may be delegated to him by the Board of Governors. In the absence of the President, the Vice-President shall have all the powers of the President. He shall be a signing officer of the Association. **98/06**

iv) Umpire Supervisor

The Umpire Supervisor shall be responsible for liaison between the S.B.A. and the umpires who participate in the Baseball programs operated by the S.B.A.. He shall be responsible for all matters relating to the training, conduct and evaluation of Umpires, and for assigning Umpires to officiate at playoff games, whenever and wherever possible. The Umpire Supervisor shall be responsible for ensuring that all league Umpires are familiar with the S.B.A.'s Code of Regulations

for Umpires, and that they comply with same. The Umpire Supervisor shall belong to the Umpire Division of the Saskatchewan Baseball Association.

v) Commissioner

The Commissioner shall be the officer responsible for the interpretation, investigation, and rulings on matters which pertain to the rules of play governing the sport of baseball in Saskatchewan.

98/06

vii) Coaching/Player Development Chairman

The Coaching/Player Development Chairman shall be responsible for all matters pertaining to the training and development of coaches in the province. He shall also be responsible for the development and training of Sask. Elite programs or teams for regional, national or international competition.

ARTICLE 9 BOARD OF REPRESENTATIVES

9.01 Qualifications

Each and every Representative shall be duly elected or appointed by the membership or by the Board of Governors in accordance with this By-law and shall be deemed a member of the S.B.A.

9.02 Vacation of Office

The office of a Representative shall be vacated if he or she:

- i) Ceases to be a member in good standing with the S.B.A., by virtue of suspension or cancellation of membership in accordance with the terms of this by-law; or
- ii) by written notice to the S.B.A., resigns his or her office or
- iii) fails to attend three consecutive meetings without reasonable excuse communicated to and accepted by ordinary resolution of the Board of Governors, having had notice of the same as herein provided; or
- iv) has been removed by special resolution of the Board of Governors as hereinafter provided.

9.03 Filling of Vacancies

Any vacancies occurring in the Board of Representatives, may be filled by appointment by ordinary resolution of the Board of Governors. Any person so appointed shall hold office for the balance of the remaining term of the vacating Representative.

9.04 Power to Add

If it should be necessary, in order to make up the minimum compliment of Governors herein required, the Board of Governors may at any time appoint up to three Governors. Any Governor so appointed shall be conclusively deemed to have been elected a Governor at the Annual General Meeting of members next preceding the date of appointment, and his or her term of office shall be determined accordingly. Such appointed Governors shall be deemed to be members of the S.B.A.

9.05 Removal of Representatives

Any appointed Representative may be removed from office at any time by special resolution of the Governors present at a meeting of the Board called for that purpose; PROVIDED THAT:

- i) at least fourteen (14) days prior to the date of the meeting at which removal is to be considered, such Representatives shall have received written notice of meeting; and
- ii) the said written notice shall state:
 - a) that the meeting will consider removal;
 - b) the cause or reason for which removal is to be considered;
 - c) that the Representative shall have opportunity to address the meeting and to present such information or evidence as he may choose in defense of his position.
- iii) the Representative whose removal is in question shall have had the opportunity to address the meeting and present such information or evidence.
- iv) the vote on the question of removal shall be conducted by secret ballot. Elected Governors may only be removed from office by special resolution at a general membership meeting.

ARTICLE 10 REPRESENTATIVES, GENERAL PROVISIONS

10.01 Remuneration

No Representative shall be entitled to any remuneration for serving as a Representative of the S.B.A., but shall be entitled to reimbursement for reasonable expenses necessarily incurred in conducting the business of the S.B.A. if payment of such expenses is approved by ordinary resolution by the Board of Governors.

Any Representative who is retained, hired or employed by the S.B.A. (whether full-time or part-time) may be paid remuneration in respect of services performed by him or her as an employee, servant or agent, or for services rendered to the S.B.A. other than the usual and customary service performed by a Representative in his or her capacity as Representative.

10.02 Protection of Representatives

Subject to the provision of paragraph 8.02 hereof, the Representatives and Officers of the S.B.A., and each of them, their heirs, executors and administrators shall be indemnified and saved harmless out of and to the extent of the assets and profits of the S.B.A. from and against all actions, costs, charges, losses, damages and liabilities which they shall or may incur by reason of any act done, concurred in or omitted in or about the execution of their duties in their respective offices, except such as they shall incur or sustain by their own neglect or default.

10.03 Indemnities

The Board of Governors are hereby authorized by ordinary resolution from time to time to give indemnities to any person, including any Representative, who has undertaken or is about to undertake any liability on behalf of the S.B.A.; any such indemnity from time to time given by the Board of Governors under this paragraph shall not require approval or ratification by the members.

10.04 Non-liability

No Representative or Officer of the S.B.A. shall be liable for the acts, receipts, neglects or defaults of himself or another Representative or employee or from any loss, damage or expense incurred or sustained by the S.B.A. through:

- i) any deficiency of title to any property real or personal acquired for or on behalf of the S.B.A. by order of the Board of Governors.
- ii) any deficiency of security in or upon which any of the funds of the S.B.A. shall be invested or held;
- iii) any loss or damage arising from the bankruptcy, insolvency, or criminal or tortuous act of any person, firm or S.B.A. with whom any funds, securities or property shall be lodged or deposited;
- iv) any other loss, damage or misfortune whatever which may happen in the execution of his or her respective office or trust, or in relation thereto;

UNLESS such loss, damage or expense or expense shall happen by or through the willful act or default of such Representative or Officer, or through or by his or her failure to act in good faith.

10.05 Power to Appoint Committees

The Board of Governors is hereby authorized and empowered to constitute and appoint such standing or adhoc committees as may be required by this by-law, or as may in the discretion of the Board of Governors be necessary or desirable in the best interest of the S.B.A. Such committees shall have the powers and responsibilities conferred by By-law or delegated by the Board of Governors.

ARTICLE 11 MEETINGS

11.01 S.B.A. shall have five types of meetings:

- a) Annual General Meeting hereinafter referred to as the AGM
- b) Special General Meetings
- c) Joint Board of Governors and Zone Board Meetings (Board of Representatives)
- d) Management/Finance Committee Meetings
- e) Board of Governor Meetings

ANNUAL GENERAL MEETING

11.02 The AGM shall be held annually at a time determined by the Board of Governors.

11.03 Fifteen (15) days notice shall be given of all general or Annual meetings to the members by ordinary mail.

11.04 With the notice of the Annual General Meeting, a proposed agenda and program of events will be included detailing the activities to take place during the period of the Annual General Meeting.

11.05 The gavel shall be turned over to the President elect at the close of the Annual Meeting.

SPECIAL MEETING

11.06 A special meeting of the members may be called by:

- a) the President, or;
- b) the Board of Governors

11.07 In the event of a special meeting being called:

- a) the President shall set a suitable date and place for the special meeting, the date to be not more than sixty (60) days after the request for a meeting is required.

11.08 The quorum for an AGM or Special Meeting shall be 15 members.

11.09 All joint meetings of the Board of Governors and Zone Board shall be upon the direction of the Board of Governors.

11.10 A quorum for the joint meetings of the Board of Governors and Zone Boards shall be fifteen (15) with all zones officially represented.

11.11 The Board of Governors may meet for the dispatch of business, adjourn and otherwise regulate their meetings in any manner they determine.

11.12 Notice of Board of Governor's meetings shall be given at least one (1) week prior to the date of the meeting provided; that by unanimous consent, they may meet at any place or time without notice.

11.13 Quorum for meetings of the Board of Governors shall be five (5) members of the board.

11.14 Paid employees of S.B.A. may be permitted at all meetings in an advisory capacity only at the request of the Board of Governors.

11.15 Meetings by telephone conference call shall be validly constituted meetings of the Governors, provided that minutes of such telephone conference calls are recorded.

ARTICLE 12 VOTING

12.01 Each delegate to an AGM shall present a certificate of his or her appointment signed by an official of the team being represented, or failing this, a certificate signed by an officer of the League in which the team participates.

12.02 At all meetings of members every question shall be decided by ordinary resolution unless otherwise stated by the Constitution and By-laws of the S.B.A.. Any question shall be decided in the first instance by a show of hands unless a secret ballot is demanded by any active member.

12.03 The President shall not be entitled to vote except in the cases of a tie, in which case he/she will cast the deciding vote.

12.04 Upon show of hands and upon declaration by the President that a resolution has been carried or not carried, an entry to that effect in the minutes of the S.B.A. shall be prima facie proof of the fact, without proof of the number of votes recorded in favour or against such resolution.

12.05 Members shall not be entitled to vote by Proxy.

ARTICLE 13 NOMINATIONS

13.01 The immediate Past-President is charged with the responsibility of:

- a) bringing forward a slate of officers to the Board of Governors
- b) ensuring that there are sufficient nominations for all vacant positions.

13.02 Any active member may nominate candidates for the Board of Governors, Vice President or President.

13.03 Nominations shall be received from the floor at the AGM with a quorum of members present and entitled to vote.

ARTICLE 14 PERFORMANCE BONDS, DISCIPLINE, SUSPENSIONS OF MEMBERSHIP

14.1 By Commissioner **98/06**

The Commissioner of the Saskatchewan Baseball Association shall have the power and the authority to discipline for just cause, members of the Saskatchewan Baseball Association including any team, player, coach, manager, trainer, executive, umpire, minor game official, or other member upon such terms as the commissioner considers appropriate including the imposition of suspensions and/or probation with conditions, and the posting of performance bonds etc.

The maximum amount, which may be required for a performance bond, is \$200.00 and the maximum suspension of any member, which may be imposed, is 10 games.

Just cause for disciplining a member shall include *but* shall not be restricted to any conduct, behavior or action which is a willful breach of the by-laws, resolutions, policies, regulations, or directives of the S.B.A. or is improper, unbecoming, unsportsmanlike or contrary to the reputation and interests of the game of baseball or the S.B.A.

The Commissioner(s) may delegate the power to discipline members to the Provincial Supervisors, or Governors, or to the other commissioner.

14.02 By Board of Governors

The Board of Governors may at any time, whether during S.B.A. play or not, impose any performance bond in such amount as the Board sees fit, or to impose any other disciplinary measure whatsoever upon any team, player, coach, manager, trainer, team executive, umpire, minor game official, or other member of the S.B.A. for cause; except that the Board cannot impose a permanent suspension or expulsion.

Such cause shall include but shall not be restricted to any conduct, behavior or action which in the sole discretion of the Board of Governors is a willful breach of the by-laws, resolutions, policies, regulations or directives of the S.B.A. or is improper, unbecoming, unsportsmanlike or contrary to the reputation and the interests of the game of baseball or the S.B.A.

An appeal from such performance bond, suspension or disciplinary order of the Board of Governors is available as hereinafter provided.

14.03 Communication of Disciplinary Orders

Immediately upon any performance bond being assessed, any suspension or other disciplinary order being imposed upon a member of the S.B.A., the Commissioner or his delegate shall notify by telephone if necessary, and by letter the President, Manager or Coach of the team, league or association which, or the team whose individual member is the subject of disciplinary order. The Commissioner shall further immediately advise as to the appeal procedure hereinafter set forth, and shall forthwith give written notice of the said disciplinary order and appeal procedure.

14.04 Procedure (1996)

Any player, coach, manager, team official, umpire, team or league who has been subject of a performance bond, suspension or disciplinary order shall have the right to appeal. All appeals must be directed in writing and accompanied with a \$100 appeal deposit to the S.B.A. head office in Regina within 48 hours of having been subject of a disciplinary order.

The appeal procedure shall be as follows:

- i) Upon receiving a request for an appeal, the President or his delegate shall select an impartial committee and set a date for the hearing. The appeal committee shall be comprised of S.B.A. members, not directly associated with the Appellant. The President or his delegates shall notify those requesting the appeal by letter. The appeal committee will hear appeals as promptly as possible.
- ii) The appeal committee may:
 - a) Grant an appeal in whole or in part;
 - b) Reject an appeal in whole or in part;
 - c) Make such order as to it seems just and reasonable in the circumstances;
 - d) Make any order regarding the disposition of the appeal deposit, the assessment of the costs of hearing the appeal.
- iii) The Appeal Committee shall not have the power to impose any permanent suspension or expulsion of a member from the S.B.A. Only by special resolution at a duly constituted general meeting of the membership shall have the power to impose such permanent suspension, expulsion or ejection from the S.B.A.
- iv) The decision of the Appeal Committee shall be final and binding on all parties concerned. Final decisions shall be placed in writing, with copies given to the appellant and to the Executive Director, Executive Assistant or designate of the S.B.A.

ARTICLE 15 FISCAL YEAR

15.01 The fiscal year of the S.B.A. shall end annually on December 31 **(00/10)**.

ARTICLE 16 FINANCE

16.01 The banking business of the S.B.A. or any part thereof shall be transacted with such chartered bank as the Executive may designate, appoint or authorize from time to time by ordinary resolution and all such banking business or any part thereof shall be transacted on behalf of the S.B.A. by the President together with such other person or persons as the Board of Governors may designate, direct or authorize by ordinary resolution.

16.02 All cheques, bills, receipts, or other orders for payment of money, notes or other evidence of indebtedness issued in the name of the Corporation in such manner as shall be determined by resolution of the Board of Governors and any two such officers or agents may alone endorse notes and drafts for collection on account of the S.B.A. to its bankers and endorse notes, cheques for deposit with the S.B.A.'s rubber stamp for that purpose and any two of such officers or agents so appointed may arrange, settle, balance and certify all books and accounts between the S.B.A. and S.B.A.'s bankers and may receive all payments, cheques, vouchers and sign all bank forms for settlement of balances and releases of verification slips.

ARTICLE 17 DOCUMENTS OF POLICY

17.01 The Board of Governors shall establish and maintain a code of operation (published in the annual handbook - the Document of Rules and Regulations), which govern the activities, and programming of the organization. The text of the regulations shall be recorded and distributed to the membership through all official S.B.A. publications. **98/06**

17.02 In the event that circumstances dictate, changes, additions or deletions may be effected by the Board of Governors with a majority vote **98/06**

17.03 All motions which change, add or delete to the programming documents must be identified in the MINUTES of the Board of Governors meeting under the caption..."AMENDMENTS TO PROGRAMMING PROCEDURES".

ARTICLE 18 AMENDMENTS

18.01 The BY-LAWS of the organization may be amended by special RESOLUTION at the Annual General Meeting if the amendment has been circulated to the membership by ordinary mail 7 days prior to the A.G.M.

ARTICLE 19 RULES OF ORDER

19.1 On any procedural matter not dealt with in this Constitution the President shall refer to and be guided by the provisions of Roberts Rules of Order, latest revised edition.