

Neepawa Baseball-Softball Association Constitution

Approved by the Board of Directors this 14th day of July, 2025.

President

Secretary

Neepawa Baseball-Softball Association Constitution

SECTION 1

NEEPAWA BASEBALL-SOFTBALL ASSOCIATION BY-LAWS AND CONSTITUTIONS

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By-Law I. - Interpretation

1. In these By-Laws and Regulations, unless the context otherwise requires, words importing the singular or the masculine gender shall include the plural number or the feminine gender, as the case may be, and vice versa, and references to persons shall include firms and corporations.
2. When constructing these By-Laws and Regulations, reference shall be made to the By-Laws, Rules and Regulations of Baseball Manitoba (Baseball MB), and Baseball Canada. Words and expressions used on these By-Laws and Regulations shall, so far as the context does not otherwise require, have the same meaning as would be the case when used under By-Laws, Rules and Regulations.
3. References to the Association in these By-Laws, refer to the Neepawa Baseball-Softball Association (NBSA)
4. The Association shall conform and comply with the By-Laws, Rules and Regulation as set forth by Baseball Manitoba and Baseball Canada respectively.
5. A potential or actual conflict of interest exists when commitments and obligations to the Association are likely to be compromised by that person's other interests or commitments. A conflict arises when an Executive member is or may be in a position to influence a specific baseball team by taking on a head coaching or managing position; or lead to any form of personal gain themselves or a family member or give an improper advantage to others to the Association's detriment. Certain positions, due to their nature, pose conflicts, and it is understood that at times it may be necessary for a person to hold an Executive position and a position on a team. This will be permissible unless the Executive position is abused. At that time the person will be asked to step down from the Executive position immediately.
6. Policies and Procedures will be developed from time to time to provide a basis on which the Neepawa Baseball-Softball Association shall make decisions and will be attached to this constitution as the Neepawa Baseball-Softball Association Policy & Procedure Manual.

By-Law II. - Name of the Association

1. The name of the organization will be the Neepawa Baseball-Softball Association, hereafter referred to as NBSA

By-Law III. - Purpose Of the Association

1. Vision:
To be a progressive Association which develops positive life and baseball skills.

2. Mission:
We will provide fair opportunities for positive experiences through a safe and fun environment, with strong, progressive and quality programs for all members of the baseball community.

3. Values and Beliefs:
 - a. We believe that honesty, integrity, and fairness must be demonstrated in all aspects of our Association.
 - b. We strongly believe that respect and open communication will be the foundation of our Association.
 - c. We believe that through co-operation and commitment we will be an Association that we are all proud of.
 - d. We will strive to be creative and flexible to meet the needs of all members.
 - e. By demonstrating the values and beliefs of NBSA we will be accountable and responsible to all members.

4. Purpose and Objective:
 - a. Promote, govern, and improve minor baseball in the community of Neepawa and surrounding areas that may be added.
 - b. To foster a community spirit among members, supporters and teams.
 - c. Increase the interest in baseball.
 - d. To develop an organizational structure which is open and progressive in nature and effectively managed in order to meet the goals of the association.
 - e. To provide the required resources for our members in an efficient and effective manner in the following areas:
 - i. Administrative and support service.
 - ii. Recruitment, development and education of volunteers and recognition of such.
 - iii. To procure and manage effectively the monies necessary to carry out activities prioritized as most important to the association.
 - iv. To create an effective communication system which will inform all parties and will provide feedback for the Associations decision making process.
 - v. To provide professionally run competitions for all our membership from participatory to elite categories.

By-Law IV. - Membership and Termination of Membership

1. The members of the Association shall be the subscriber to the application, the By-Laws and Regulations and such other persons as subsequently become members of the Association in accordance with these
2. A person may become a member of the Association who has paid the annual membership fee and:
 - a. has reached the age of eighteen years, and is a resident of the NBSA boundaries, or
 - b. has been approved as a member by the Executive, or
 - c. is a member of the coaching staff, manager, referee, any volunteer position, or
 - d. parent/guardians, in good standing of a player currently registered with the NBSA
3. The annual membership fee shall be an amount as may be determined from time to time by resolution of the Executive.
4. A person shall cease to be a member of the Association
 - a. upon failure or refusal to pay his annual membership fee, or
 - b. upon notification in writing to the Executive of his withdrawal from membership, or
 - c. when they are expelled from membership in accordance with these By-Laws.
5. Any member may resign from the Association at any time by notifying the Secretary in writing; however, an administration fee may be charged.
6. Any member who in the opinion of the Discipline Committee (assigned by the Executive), fails to maintain an acceptable standard of conduct may be asked to resign in written form after a least one previous written warning. That decision will result in the loss of voting privileges, unless the member wins a successful appeal. An administration fee may be charged.
7. Any member who, in the opinion of the Discipline Committee, fails to comply with the By Laws and Regulations of the Association may be asked to resigned, in written form after at least one previous written warning. That decision will result in the loss of voting privileges, unless the member wins a successful appeal. An administration fee may be charged.
8. Any member who has been requested to resign may exercise the right to appeal the decision provided the written request is received by the Executive Committee within seven (7) days of the request to resign. Any member who refuses to resign on written request will be considered expelled from the Association.
9. The Executive claims the rights and interests as the Rental Contract Carrier, (if and when the NBSA must pay for the rental of fields, meeting rooms or facilities) to bar any expelled or resigned member from any or all facilities where Association functions including meetings, games and practices are taking place for a specified period of time.
10. A member who ceases to be a member, or is expelled or suspended from the Association shall forthwith forfeit all rights and interests arising from, or Association with membership in the Association. This means the suspended or expelled member cannot coach or manage a team, hold an elected or appointed position until the suspension is served or waived on successful appeal.
 - a. The member can be suspended or expelled for a time frame deemed appropriate by the Discipline Committee to be ratified by the Executive

By-Law V. - The Executive

1. The Executive Committee shall consist of:
 - i. President (also a Facility Committee Member)
 - ii. Vice President
 - iii. Secretary
 - iv. Treasurer
 - v. Registrar
 - vi. Equipment & Uniforms Manager
 - vii. Diamond & Umpire Scheduler
 - viii. Fundraising/Sponsorship & Volunteer Organizer
 - ix. Mid-West League Representative
 - x. Softball League Representative
 - xi. Social Media
 - xii. Canteen Manager
 - xiii. Facility

2. The Executive committee should consist of those members listed above.
3. Each representative shall be elected for a two (2) year term, with elections of President, Secretary, Registrar, Diamond & Umpire Scheduler, Mid-West League Rep and Equipment & Uniform Manager, Fundraising/Sponsorship & Volunteer Organizer and Softball League Rep, Canteen Manager, and Social Media Rep.
4. The Executive shall have the power to appoint to any vacant position. The appointee will hold that office until the next AGM unless deemed otherwise by the Executive.
5. The Executive Committee shall have control of the affairs of the Association.
6. The Executive members shall be elected at the AGM by a majority vote of the membership present in person. The Executive elect will not assume powers of office until the conclusion of the AGM. Incumbent Executive members are eligible for reelection.
7. If any member of the Executive resigns his/her office or ceases to be a member of the Association or without reasonable excuse absents himself/herself from two (2) consecutive meetings of the Executive, or be suspended or expelled from the Association, The Executive shall declare his/her office vacated. The Executive Committee shall then be charged with filling the vacant position if required.
8. The Executive shall have the authority to appoint any committee as deemed necessary using both members from the Executive, general membership or non-members as appropriate.
9. The management of the affairs of the NBSA will be conducted by the Executive Committee or any sub-committee appointed by the Executive Committee.
10. The Executive Committee will have the power to impose and enforce penalties for violation of the constitution, By-Laws or Rules of the NBSA.
11. The Executive Committee may, by a two-thirds vote, forthwith remove from office any member of the Executive Committee for neglect of duty, or conduct tending to impair such member's usefulness.
12. The Executive Committee will supervise the collection and authorize the expenditure of funds of the NBSA provided always that funds coming into the NBSA will be allocated in accordance with the purpose so intended. The Executive shall not approve expenditures or annual commitment greater than \$10,000 without prior approval of the general membership.

13. The Executive Committee will interpret, define and explain all provisions of the Constitution and By -Laws of the NBSA.

14. The Executive Committee will adjudicate all the disputes between members which may arise during the Annual Meetings.

15. Executive Positions and Duties:

a. The President:

- i. The President may have the power to suspend summarily, any player, coach, manager, or trainer of any team under the auspices of a member of the NBSA for improper conduct, on or off the field, for abusive language to any official, or for any other infraction, in the sole discretion of the President, deemed to be detrimental, Such suspension to be effective until dealt with by the Discipline Committee within a reasonable period of time, as determined by the Chairman of the Special Committee.
- ii. Sit as an active member of the Facility Committee
- iii. May head coach or manage only one NBSA team, unless prior board approval is received.
- iv. The President, within the jurisdiction of the Association, shall:
 1. Be the signing officer for the Association.
 2. Preside and act as chairman at all meetings.
 3. Exercise the powers of the Executive, in case of emergency.
 4. Discipline up to and including suspension of any team, coach, manager, player, trainer, or other official connected within the Association, subject to ratification at the next meeting of the Executive.
 5. Generally, manage and supervise the affairs and operation of the Association.
 6. Together with the Secretary, or other officer appointed by the Executive for that purpose, shall sign all resolutions, transfers, and releases.
 7. If the President is a member of any coaching staff or manager of any NBSA where a conflict-of-interest situation is being dealt, the President must relinquish the chair to the Vice-President, who shall preside over any decisions arising from such discussion until the conclusion of the matter. In this situation the President would not be given an executive vote but rather be treated as a general member until the conclusion of the matter.

b. The Vice-President:

- i. In the absence of the president, or in the event of his inability to act, the Vice President shall have and exercise all the powers, authority and restrictions of the President.
- ii. Has purchasing authority for the NBSA and may grant permission for other members of the board to make purchases.

c. The Secretary:

- i. Shall prepare minutes from all meetings and distribution of such minutes to all committees and membership as necessary.
- ii. Be responsible for the correspondence of the association.
- iii. Be responsible for notification to the membership of meetings.
- iv. Be responsible for assisting the registrar with the annual registration process.

- d. The Treasurer:
- i. Be responsible for all deposits and payments and co-signing all cheques.
 - ii. Be responsible for providing financial statements for the Executive at all executive meetings and the members at every General meeting.
 - iii. Be responsible for acquiring appropriate insurance.
 - iv. Be responsible for collection fees
 - v. Be responsible for coordinating all grant funding.
 - vi. Ensure the prompt payment of all umpires and the allocation to coaches of umpire money.
 - vii. Sit as a member of the Facility Committee.
 - viii. Has purchasing authority for the NBSA and may grant permission for other members of the board to make purchases.
- e. The Registrar:
- i. Organize and operate the registration process, through the assistance of the Secretary.
 - ii. Collect appropriate fees and ensure that they are given to the Treasurer for deposit.
 - iii. Assist in player/coach development through camps, clinics and mentoring.
- f. Equipment Manager & Uniform Manager:
- i. The Equipment Manager shall be responsible for ensuring all coaches and managers are allocated necessary equipment and that equipment is returned at the end of the season.
 - ii. The Uniform Manager shall be responsible for setting up the distribution of uniforms to all members and ensuring all uniforms are returned at the end of the season.
 - iii. Ensure that at the end of each season a list of equipment/uniforms requiring replacement is provided to the Board for review and budgeting.
 - iv. Has purchasing authority for the NBSA and may grant permission for other members of the board to make purchases.
- g. Diamond & Umpire Scheduler:
- i. Shall be responsible for allocation of diamonds and scheduling of diamonds for all practices and games. Scheduling umpires for all home games.
 - ii. Shall coordinate with coaches for the scheduling of umpires for all games
 - iii. Will be the liaison between coaches and umpires.
 - iv. Shall provide the treasurer with a list of umpires to be paid on a regular basis, as mutually agreed upon by the Treasurer and Scheduler.
- h. Fundraising/Sponsorship & Volunteer Organizer
- i. Shall keep the board apprised of any grant opportunities available and assist with filling out applications.
 - ii. Shall organize the sponsorship contracts for the sponsorship board.
 - iii. Shall organize all volunteer work hour commitments (ex. Provincials, diamond cleanup/maintenance, etc.), schedule workers.

- iv. Shall notify the treasurer of members who have not contributed to bond hours and whose cheques shall be cashed. The organizer will work in conjunction with team managers to ensure the lists of those who have worked are accurate.
 - v. Shall arrange all fundraising opportunities (ex. Progressive 50/50 tickets, rocking the fields, bingos) as approved by the board.
- i. League Representatives
 - i. One representative for Mid-West League (Boys) and one representative for Softball League (Girls).
 - ii. Members shall attend all meetings for those leagues and be authorized to vote on behalf of NBSA.
 - iii. Members must report back to the Executive after all meetings.
- j. Social Media
 - I. Monitor and update social media posts on Facebook and Instagram
 - II. Update and monitor the NBSA website
- k. Canteen Coordinator
 - i. Responsible for the smooth and efficient operation of the canteen, ensuring a positive experience for all customers.
 - ii. Ordering supplies, managing inventory and ensuring adequate stock levels to meet demand.
 - iii. Monitoring Cash flow, and cash float in canteen, giving cash to treasurer when cash flow gets to high.
 - iv. Collecting and analyzing customer feedback to improve canteen operations.
 - v. Rent BBQ when tournaments or spots day are scheduled.

By-Law VI. –Meetings

- 1. General Meetings
 - a. The Annual General Meeting (AGM) of the Association membership shall be held within the Town of Neepawa, in the Province of Manitoba, during the period January 1 to April 30, inclusive, in each year.
 - b. Meetings of the Association membership:
 - i. shall be at the call of the President.
 - ii. When required, or desired, the Executive may call a meeting of the Association membership.
 - iii. at the written request from one third of the Association membership, a special meeting shall be convened. The proceedings of such a meeting shall be confined to the matters specified in the request.
 - c. Upon instruction from the President, the Secretary shall notify the appropriate members of the time and place of each meeting in writing at least 14 days in advance of meeting using such methods as a mass email to the entire membership; social media and/or newspaper

advertisement.

- d. The President shall chair the meeting. In the event the President is unable to fulfill this responsibility, the Vice President will fill in. In the event that both the President/Vice President is unavailable, the meeting will be chaired by a member of the Executive designated by the President.
- e. Only members physically present will be allowed one vote at each General Meeting or Special Meeting.
- f. Proxy voting will not be allowed at any meeting.
- g. At all Annual General Meetings of the NBSA, the following, as appropriate, will be the order of business:
 - i. Roll Call of Executive
 - ii. Reading Minutes from Past General/Special Meetings
 - iii. Financial Report by the Treasurer
 - iv. Registration report by the Registrar
 - v. Elections
 - vi. Signing Authorities
 - vii. League Updates
 - viii. Uniform & Equipment Pickup Dates
 - ix. Coaches & Umpire Clinics
 - x. New Business
 - xi. Adjournment

2. Executive Meetings

- a. The meetings of the Executive Committee shall be at the call of the President, or within two weeks at the request in writing of the secretary or treasurer and shall be held as often as deemed necessary to conduct business.
 - i. A quorum of the executive is not less than three members of the Executive, not including the president. A quorum must be present at any meeting where motions will be passed.
 - ii. The President may, when deemed necessary, invite any member, or non-member to any meeting of the Association to address a particular subject on the agenda.
 - iii. Voting on any issue arising at meetings of the Executive shall be decided by a simple majority of the eligible members present in person. Each eligible member in attendance is entitled to only one vote per issue, regardless of the number of positions they may occupy on the Executive. There shall be no proxy votes. The Chairman of any meeting is not entitled to vote on an issue, unless it is to break a tie.
 - iv. Only those members who are part of the Executive Committee are entitled to one vote. All others in attendance at Executive Committee meetings are not entitled to vote on any matter.

By-Law VII. – Banking

1. There shall be one bank account for all NBSA funds, which shall be held at Stride Credit Union in Neepawa.
2. The Signing Officers of the Association for the purpose of drawing checks on the account or of the Association shall be two of either the President, Treasurer or another member of the Executive appointed by a motion of the Executive Committee.

By-Law VIII. - Amendments

1. No amendments to the By-Laws of the Association, whether by way of new provision, amended provisions, or to rescind any of the provisions in these By-Laws, shall be made except at the Annual Meeting, or other general meeting of the Association membership, and then only by Special Resolution.
2. Notice of any proposed amendment or amendments must be filed with the Secretary in writing at least thirty (30) days prior to the meeting. The Secretary shall cause the contents of the resolution, or summary thereof to be emailed to the general membership, posted on the NBSA Facebook website and in a newspaper advertisement with the notice of the Annual Meeting, or any other general meeting at which it is proposed to consider the resolution.

By-Law IX - Minutes of Meetings and other Books and Records and Inspection of Books and Records

1. The minutes of the meetings of the Association and the Executive shall be taken and prepared by the Secretary.
2. After approval of the minutes, motion will be made in the next minute meetings. The Secretary shall have custody of all minutes, as well as other books, records and documents of the Association.
3. The President shall make available for inspection, the books and records of the Association to a member of the Executive at any time and to all other members of the Association in good standing at the Annual Meeting of the Association.
4. The accounts for NBSA shall be reviewed annually as of the close of business on December 31. The review shall be performed by the Executive Committee.
5. The Executive Committee may decide, from time to time, to make the association records available for an independent audit when deemed necessary.
6. The Treasurer shall have custody of all financial record books, statements and any other documents necessary to maintain the finances of the association.

By-Law X - Appeals

1. Any association member has the right to appeal to the Association for review any decision.
 - a. Related to the Association By-Laws or Operating Rules.
 - b. Made by the Association or any member that the appealing member believes is not in the best interest of baseball or softball.
 - c. When dealing with minor aged players, the coach/parent/guardian has the right to appeal on behalf of the minor player.
2. The following procedures shall be followed when filing an appeal:
 - a. Any formal appeal must be made in writing to the President within 24 hours.
 - b. The written appeal shall contain all pertinent details.
3. Once a formal appeal has been received the President shall meet to call and strike a committee.
4. The structure of the Grievance Committee shall be:
 - a. The President and Vice-President, or in the case of a conflict, another appointed member of the executive.
 - b. Two other persons who were not in attendance when the offence was committed.
5. Any member or the coach/parent/legal guardian of a minor player who is appealing will have the right to have witnesses on an individual basis appear before the Appeal Committee to give witness on his behalf.
6. When the Appeal Committee has been called together, the following shall occur:
 - a. All parties concerned will be notified as to when and where the Appeal Committee will meet to discuss the appeal.
 - b. All parties concerned with the appeal should be available at the specified time to provide information or answer questions.
 - c. A written report shall be given to the Board by the Appeal Committee Chair immediately following the appeal meeting.
7. The decision of the Appeal Committee is final.

