

# **Royal York Baseball League Inc.**

## **Constitution and By-Law 1**

### **REVISED JANUARY 2023**

#### **1 NAME AND OBJECTIVES**

- 1.1. The name of the organization shall be the Royal York Baseball League Inc. ("RYBL").
- 1.2. Its general aims and objectives shall be:
  - to provide youth with the opportunity of engaging in activities of physical fitness and health through the playing of baseball in south western Toronto, (what was formerly known as, Central and South Etobicoke);
  - to teach youth to be respectful towards each other, their parents and league officials at all times by promoting good sportsmanship;
  - to provide youth with an equal opportunity to participate in the activities of the league regardless of ability;
  - to offer specialized programs of teaching baseball, umpiring, and coaching clinics to active members;
- 1.3. The league colours of RYBL shall be predominately red, white and powder blue for teams representing RYBL in tournaments and games outside of the house league play.
- 1.4. The insignia of the RYBL shall be a design as established by the RYBL Executive.

#### **2 MEMBERSHIP**

- 2.1. There shall be four classes of membership in the RYBL: (1) Active; (2) General; (3) Executive; and (4) Honorary.
- 2.2. An Active member shall be any person registered in that particular year to play, convene or coach baseball in the RYBL.
- 2.3. A General member shall be any parent, or guardian who has a child playing baseball during the current year at RYBL.
- 2.4. An Executive member shall be a person to whom Active and General members have entrusted the governing for operations and management of RYBL for that particular year.
- 2.5. An Honorary member shall include all sponsors of any teams of RYBL and all umpires for the current year, and any and all other persons as nominated by the Executive of RYBL.

#### **3 THE EXECUTIVE**

3.1. The Directors and Officers of RYBL shall include all of the Executive as defined below in Section 3.2. Directors shall consist of a minimum of three (3) and a maximum of fifteen (15) individuals nominated and elected annually from within the Executive. The Executive shall be the overall governing body of the RYBL who shall have control of the funds and property of the RYBL. All contracts, purchases, expenditures, or other forms of commitment of monies or financial resources of the RYBL, in excess of \$1,000, over and above the amount as approved and part of the current budget, must have the approval of the Executive. Approval shall require a majority of votes taken at that Executive meeting to be cast in favour of the motion.

3.2. The Executive Positions held within RYBL shall consist of the following:

- (i) President
- (ii) Past President
- (iii) Treasurer
- (iv) Vice President - Management and Operations
- (v) Vice President – Rep & Select
- (vi) Vice President – Houseleague Operations
- (vii) Registrar
- (viii) Umpire in Chief
- (ix) Sponsorship Manager
- (x) Secretary
- (xi) Marketing and Communications Coordinator
- (xii) Player and Coach Training Manager
- (xiii) Operations Manager
- (xiv) Vice President – Girls' Baseball

3.3. Conveners of all house league divisions, including Junior T-Ball, T-Ball, Boys Rookie, Girls Rookie, Boys Mosquito, Boys PeeWee, Girls PeeWee, Boys Bantam, Girls Bantam, **Varsity, Junior** and Women Division and any other Divisional Conveners, as appointed, shall be invited guests of the Executive with the right to offer recommendations, and opinions for consideration at Executive meetings.

3.4 Each member of the Executive shall have one vote on all matters upon which a vote must be taken at the Executive meetings.

3.5. An Executive meeting shall be convened at the request of the President whenever called, or by request to the President by any member of the Executive. A minimum of five (5) Executive meetings shall be held annually. The President, or in his/her absence a Vice President or such other member of the Executive as nominated, shall act as Chairperson of the meeting. A minimum of five (5) days' notice of the meeting shall be given to each Executive member by the President or Secretary or by such other Executive member to whom this task has been delegated.

3.6. Other non-members can be invited to an Executive meeting with the permission of the President for information purposes only.

3.7. The election of the new Executive shall take place at the Annual General Meeting (AGM) of the general membership. The AGM will be held within 90 days of the RYBL "fiscal" year end.

3.8. Each member of the Executive is accountable to the President. The President, in turn, is accountable to the Executive as a whole. A member of the Executive can occupy more than one Executive position during the current year. But no person can concurrently occupy two of the

positions of President or Vice President and Treasurer during a particular year.

3.9. Any Executive member can be impeached and removed from his position by the Executive as a whole body provided 2/3 of the eligible voting members of the current Executive vote in favour of the motion to impeach the Executive member.

3.10. An Executive member shall hold office for one year, subject to being re-appointed to an Executive position at the AGM for the subsequent year. There is no limit as to the number of years a person can serve on the Executive, upon re-election.

3.11. The Executive may, on a 50% vote of the eligible voting members of the current Executive, create new Executive positions or eliminate current Executive positions as required.

3.12. The Executive may, on a majority vote of the Executive members present at that meeting, name replacements for any Executive position which becomes vacant during the current year.

3.13. All banking transactions require the signature and authorization of two designated Executive officers of which the Treasurer must be one. The other Executive member may be the President, Past President, the Vice President – Management and Operations, or Operations Manager.

3.14. The Executive shall establish various committees of Executive members including at a minimum an audit committee and a governance committee as well as any other committee to deal with the needs of the RYBL as they arise.

3.15. The Executive shall set up a committee, when required, to deal with disciplinary problems and any protests. This committee shall consist of three (3) Executive members, and in the event the protest relates to a game protest, the Umpire in Chief shall be one of the members of this committee.

3.16. The Executive shall have the power to make and adopt bylaws and rules for the purposes of the proper operations and management of the RYBL, but such rules can not conflict with the governing provisions of this Constitution. The Executive shall determine annually the registration fee required from each player.

3.17. To hold a position on the Executive a person must be at least 18 years of age. Each and every Executive office will be nominated and elected individually.

3.18. Each member of the Executive will have the power and duty to report any improper conduct on the part of any member of the RYBL to the Executive for its deliberation and resolution.

3.19. All motions, except where otherwise stated within this Constitution, must be voted upon by the Executive. A majority of the votes of the Executive present for that meeting shall prevail. The minimum number of current members of the Executive required in order to constitute a quorum of the Executive shall be nine (9).

3.20. All issues voted upon at an Executive meeting shall be recorded in the minutes of the meeting by the secretary or some other member of the Executive representing the secretary at that meeting.

3.21. The Executive shall have the authority to appoint auditors to examine and audit the

financial reports of the RYBL.

3.22. To be nominated and elected to the positions of the President, all Vice President positions he/she must have been an Executive Committee Official or a Divisional Convenor for a minimum of 2 consecutive years.

## **EXECUTIVE ROLES AND RESPONSIBILITIES**

### **4. PRESIDENT**

4.1. He/she shall call and chair all Executive meetings.

4.2. He/she shall supervise the full operations of the league including arranging for all field permits and coordinating all capital ventures relating to field improvements.

4.3. He/she shall have the power, subject to approval or confirmation of the Executive, to remove any active or general member of the RYBL.

4.4. He/she shall be a signing officer of the RYBL.

4.5. He/she shall sign all contracts or agreements on behalf of the RYBL, including insurance contracts to cover for personal injuries sustained by any player, umpire, coach or manager and for any liability arising therefrom.

4.6. He/she shall have the right to cast the deciding vote at any Executive meeting in the event of a tie vote.

4.7. He/she shall have the authority to name replacements to any office of the RYBL, with the exception of the Executive office, which is vacated during the current year.

4.8. He/she shall have, in consultation with two of the following - Vice Presidents, Treasurer, Registrar or Umpire in Chief, full jurisdiction to act on behalf of the RYBL in any matter that requires immediate attention.

4.9. He/she in consultation with the VP – Houseleague Operations shall appoint all house league divisional conveners.

4.10. He/she shall have authority to resolve any dispute regarding the house league programs.

4.11. He/she can authorize purchases on behalf of the League within the projected annual operation and capital budget, subject to concurrence with the Treasurer.

4.12. He/she shall be the liaison with all media regarding the operations of the RYBL.

### **4(a) PAST PRESIDENT**

4.a.1. He/she will attend all RYBL meetings

4.a.2 He/she shall undertake actions on the direction of the President in support of League

operations

4.a.3 He/she shall be a signing officer of the RYBL

4.a.4 He/she may sign all contracts or agreements on behalf of the RYBL, including insurance contracts to cover for personal injuries sustained by any player, umpire, coach or manager and for any liability arising therefrom.

4.a.5 He/she can authorize purchases on behalf of the League within the projected annual operation and capital budget, subject to concurrence with the President and Treasurer.

#### **.VICE PRESIDENT – Management and Operations**

5.1. He/she will assist the President in supervising the full management and operations of the league.

5.2. He/she shall fulfill all duties of the President in the President's absence.

5.3. He/she shall be in direct charge of the Vice President of Rep., and Vice President of Select and all-star programs. He/she shall appoint all rep., select or all-star coaches and managers, subject to approval of the Executive, and/or delegate this responsibility.

5.4. She/he may delegate any task regarding the management or operations of the rep., select or all-star programs to the Vice President Rep or the Vice President Select.

5.5. He/she shall be a signing officer of the RYBL.

5.6. He/she shall make a full report on the operations of the rep., select or all-star programs, including financial disclosure, at the completion of the season.

5.7. He/she shall be a member of the disciplinary and protest committee, dealing with any grievance or misconduct arising during or out of any league competition or play.

5.8. He/she shall, in consultation with the Treasurer, commit the League of budgeted expenditures of up to \$10,000.00.

#### **5(a) VICE PRESIDENT – REP & SELECT**

5(a).1 He/she shall direct the matters of Rep & Select programs of the league.

5(a).2. He/she shall assume responsibilities in negotiation with the Vice President – Management and Operations, within the 1<sup>st</sup> quarter of the new Baseball Season.

#### **5(b) VICE PRESIDENT – HOUSELEAGUE OPERATIONS**

5(b).1 He/she shall direct all matters of the Houseleague programs and players & coaches of the league.

5(b).2 He/she shall, in cooperation with the President, appoint all division Convenors.

5(b).3 He/she shall, in consultation with the Treasurer, commit the League of budgeted expenditures of up to \$10,000.00.

5 (b).4. He/she shall actively participate in soliciting new Convenors.

## **6. TREASURER**

6.1. He/she shall keep an accurate record and books of all receipts and disbursements.

6.2. He/she shall be responsible for all banking involving RYBL and the issuance of a n y / all receipts.

6.3. He/she shall provide a financial report to the Executive when requested.

6.4. He/she shall provide a final financial report of the league's financial operations to the Executive at the conclusion of the baseball season and submit for approval the financial report at the AGM.

6.5. He/she shall report any financial discrepancies or problems to the Executive as soon as practical.

6.6. He/she shall be a signing officer of the RYBL.

6.7. He/she shall set the projected annual budget for the RYBL no later than November 30<sup>th</sup>, for the next year.

6.8. He/she shall collect and deposit into the RYBL bank account all monies from player registrations, donations, sponsorships and other fund raising events.

6.9. He/she shall pay all bills and expenses on behalf of the RYBL.

## **7. REGISTRAR**

7.1. He/she shall be responsible for maintaining a confidential electronic database, of all registered players.

7.2. He/she shall register all players in their respective divisions from said database, and convey the appropriate information to the President, Treasurer and Convenors, as appropriate.

7.3. For any manual registrations, he/she shall register the player on the database and deliver any funds collected for registrations to the Treasurer.

7.4. He/she shall be responsible to maintain the confidentiality of all player registrations.

## **8. UMPIRE IN CHIEF**

8.1. He/she shall be responsible for the procurement and training of all umpires.

8.2. He/she shall be responsible to ensure that all umpires are properly dressed and equipped to fulfill their umpiring responsibilities.

8.3. He/she shall be responsible to supervise and evaluate all umpires during the course of the

season.

8.4. He/she shall be responsible to ensure that all players and coaches observe the rules of the game.

8.5. He/she shall be responsible to ensure that the umpires are properly compensated and shall set the rates of compensation, subject to confirmation by the Executive.

8.6. He/she shall be responsible for the management of the Rep/Select Scheduler and the House League Scheduler. These positions could be entitled to an Honorarium, subject to approval by the Executive annually.

## **9. SPONSORSHIP MANAGER**

9.1. He/she shall be responsible for soliciting and obtaining sponsorships for all house league teams.

9.2. He/she shall maintain records of all sponsorships and ensure that a letter of recognition and/or other items of appreciation, such as a team plaque, are delivered to the sponsor at the conclusion of the season in coordination with the General Operations Manager.

9.3. He/she shall be in charge of special fund raising events.

9.4. He/she shall collect all sponsor fees and deliver to the Treasurer.

## **10. SECRETARY**

10.1. He/she shall keep all records of the RYBL, including all correspondence, and the minutes of all meetings.

10.2. He/she shall perform other duties as assigned to him/her by the President or Executive of RYBL.

10.3. He/she in consultation with the President, shall provide notification of the Annual General Meeting.

10.4. He/she shall preside over the election of the Executive at the AGM.

## **11. CONVENOR**

11.1. He/she shall be responsible for the management and operation of a Division of RYBL.

11.2. He/she shall prepare the playing and practice schedules for their division.

11.3. He/she shall coordinate payment of all umpires for each game.

11.4. He/she shall arbitrate all disputes that may arise relating to the operation of the division.

11.5. He/she shall appoint all coaches and managers of the teams in the division.

- 11.6. He/she shall allocate players to the teams in the division.
- 11.7. He/she shall oversee a divisional All Star Game.
- 11.8. He/she shall be appointed by the VP Houseleague Operations and President.
- 11.9. He/she shall have discretionary spending up to an amount set forth in the annual budget as approved by the Executive.

## **12. MARKETING AND COMMUNICATIONS COORDINATOR**

- 12.1 He/she to take responsibility for the development and management of RYBL website, including keeping content up to date and appropriate, making improvements to functionality and advising RYBL Executive and Convenors on maximizing its potential.
- 12.2 To develop and implement a new social media/marketing strategy to raise RYBL's profile and highlight RYBL's activities.
- 12.3 To lead on the production of RYBL e-bulletins.
- 12.4 Develop publicity/marketing materials (printed, display and email format) for RYBL activities.
- 12.5 To forecast annually and monitor on a regular basis a RYBL Communication Budget.
- 12.6 Make no monetary commitment on behalf of the RYBL without obtaining the prior authorization of the RYBL Executive.
- 12.7 Manage Communication volunteers and contractors.

## **13. PLAYER AND COACH TRAINING MANAGER**

- 13.1. Coordination with Divisional Convernors baseball skills training programs for both players and coaches
- 13.2 Coordinate with the VP Rep training requirements for OBA registered coaches

## **14. OPERATIONS MANAGER**

- 14.1 He/she shall for both Houseleague and Rep & Select manage field maintenance, on-field baseball equipment, motorized on-field equipment and expendables.
- 14.2 He/she shall be in charge of equipment and field maintenance and improvements, and can delegate any aspect of these tasks to other persons.
- 14.3 He/she shall, in consultation with the Treasurer, commit the League of budgeted expenditures of up to \$10,000.00.
- 14.4 He/she shall be a signing officer of the RYBL.

## **15. VP of Girls' Baseball**



15.1 Coordination with Divisional Conveners on baseball skill training programs for female players and coaches. Develop a resource for girls HL coaches to have access for better skill development for players

15.2 To develop and implement a new social media/marketing strategies to encourage more female enrolment by raising RYBL's female community profile through highlighting RYBL's female baseball activities.

15.3 Develop publicity/marketing materials (printed, display and email formatting) to promote RYBL female activities.

15.4 Develop a yearly budget to promote female baseball activities and have the same approved at the yearly AGM

15.5 Provide a yearly notional expenditure of budgeted funds for the executive to review.

15.6 Make no monetary commitment beyond the approved budget without obtaining the prior authorization of the RYBL Executive.

## **16 MEMBERS AT LARGE**

16.1 Members at large shall be any individual recruited to assist the President, any Vice President position or the Operation Manager on actions within their scope of responsibility. Members at large shall not be part of the Executive or have authority to commit RYBL in any form on any issue including but not limited to financial commitments.

## **ANNUAL GENERAL MEETING (AGM)**

a. The AGM of all general members shall be convened within 90 days of the end of each fiscal year of the RYBL – on a date fixed by the Executive.

b. Notice of the date and location of the AGM shall be announced at least 14 days prior to the meeting, and posted on the League's website.

c. A quorum of 10 members shall constitute a valid AGM.

d. The chairman of the general meeting shall be the President or in his absence the Vice Presidents or any other general member as appointed by the Executive.

e. The chairman may limit the presentation of any general member on an issue being debated to five (5) minutes.

f. At the AGM the financial statements of RYBL for the previous year and budget for the current year will be presented by the Treasurer. The general members will vote to accept or reject the financial statements as presented.

g. Candidates for each Executive office will be nominated and elected individually by the

general members.

- h. If there is no quorum for the holding of the AGM, it shall be reconvened to a new date to be fixed by the Executive and notice shall be given to general members in accordance with section 13.2 hereof.
- i. No voting at the AGM and at Executive meetings can be done by proxy.
- j. Attendance can be in person or virtual, at the call of the President

## **17 AMENDMENTS**

17.1 Any general member may petition for an amendment to the Constitution by submitting a petition signed by 50 general members of the RYBL to the President. Such petition must be received by the President at least 7 days before the scheduled date for the AGM.

17.2 The amendments to the Constitution proposed in the petition shall be voted on at the AGM. The amendment is approved if at least 2/3rds of the members present and eligible to vote accept the amendment. No proxies shall be permitted in voting at the AGM of the general members.

**THIS CONSTITUTION WAS APPROVED AND ADOPTED BY THE EXECUTIVE  
OF RYBL,**

**AT\_ETOBIKOKE ON THE 19th OF JANUARY, 2023**