



CAROL PREST

FORM 3
SOCIETIES ACT
CONSTITUTION

1. The name of the Society is:

LAYRITZ LITTLE LEAGUE BASEBALL ASSOCIATION
2. The purposes of the Society are to implant firmly in the children of the community the ideals of good sportsmanship, honesty, loyalty, courage and respect for authority through participation in baseball activities, so that they may be well adjusted, stronger and happier children and may grow to be good, decent, healthy and trustworthy citizens.

BYLAWS

INTERPRETATION

The term "Baseball" when used in this Constitution and Bylaws, shall include softball, hardball, T-Ball and all such other similar baseball activities and games.

The Bylaws of the Society are:

BYLAW I – MEMBERSHIP

- 1.1 **Eligibility.** Any person sincerely interested in participation to the effect the objective of this Association may apply to become a member.
- 1.2 **Classes.** There shall be the following classes of members:
 - (a) **Player Members.** Any player candidate meeting the requirements of Little League Regulation IV, or the regulations of such similar organization that the Association may decide to affiliate with pursuant to Bylaw IX, and who resides within the authorized boundaries of the Association shall be eligible to compete for participation but shall have no rights, duties or obligations in the management or in the property of the Association.
 - (b) **Regular Members.** Parents or legal guardians of each Player Member shall be considered a Regular Member upon payment of the annual registration fee for that player. In addition, any person actively interested in furthering the purpose of the Association may also become a regular member upon election as hereinafter provided.

All Officers, Board Members, Committee Members, Managers, Coaches and other elected or appointed officials must be Regular Members in good standing.
 - (c) **Honourary Members.** Any person who has an interest to promote the Association may be elected as an Honourary Member by the unanimous vote of all the Directors present at any duly held meeting of the Board of Directors but shall have no rights, duties or obligations in the management or in the property of the Association.
 - (d) **Sustaining Members.** Any person not a Regular Member who makes financial or other contribution to the Association may by a majority vote of the Board of Directors become a Sustaining Member, but such person shall have no rights, duties or obligations in the management or in the property of the Association.

- (e) As used hereinafter the word "Member" shall mean a Regular Member unless otherwise stated.
- (f) A list of members shall be maintained by the Secretary and shall be available at all meetings of members. Any questions as to a person's membership for the purpose of attending or voting at any meeting shall be conclusively determined by whether or not such person is shown on the list of members as a member.

1.3 Other Affiliations.

- (a) Members, whether Regular, Player, Honourary or Sustaining shall not be required to be affiliated with another organization or group to qualify as members of the Association.
- (b) Regular Members should not be actively engaged in the promotion and/or operation of any other baseball programs without the knowledge of the Board of Directors.

1.4 Suspension or Termination. Membership may be terminated by resignation or action of the Board of Directors.

- (a) The Board of Directors, by a two-thirds (2/3) vote of the Board at any duly constituted meeting, shall have the authority to discipline or suspend or terminate the membership of any Member of any class when the conduct of such person is considered detrimental to the best interests of the Association and Little League Baseball, or such similar organization that the Association may decide to affiliate with pursuant to Bylaw IX.

The Member involved shall be notified of such meeting, informed of the general nature of the charges and given an opportunity to appear at the meeting to answer such charges.

- (b) The Board of Directors shall, in the case of a Player Member, give notice to the manager of the team of which the player is a member. Said manager shall appear, in the capacity of an advisor, with the player before a duly appointed committee of the Board of Directors, which shall have full power to suspend or revoke such player's right to future participation.
- (c) A Member ceases to be a Member when that Member ceases to be in good standing. All Members are in good standing except a Member who has failed to pay his current annual membership fee or any other subscription or debt due and owing by him to the Association, and he is not in good standing so long as the debt remains unpaid. A Member also ceases to be a Member in good standing during the term of his or her suspension or termination pursuant to (a) above.

BYLAW 2 – PLAYER REGISTRATION FEES

- 2.1 Fees.** Annual registration fees for players shall be set from time to time by the majority of the Board of Directors. Individual cases of hardship will be dealt with by the President.

BYLAW 3 – MEETINGS

- 3.1 Annual Meeting.** The Annual Meeting of the Members of the Association shall be called by the Directors, and must be held between October through September in each year for the purpose of electing a Board of Directors, receiving reports, and for the transaction of such other business as may properly come before the meeting.

- 3.2 Notice of Meeting.** Notice of each meeting of the Members shall be posted in a conspicuous place on the premises which are from time to time occupied by the Association as its main centre of baseball activities. Such notice may only be posted during the active season of the League.

Notice shall also be emailed or otherwise delivered to each Member at the Member's last recorded email address or by advertisement notice on the League website and Facebook Page. Notices shall be posted or delivered at least fourteen (14) days in advance thereof setting forth the place, time and purpose of the meeting. In lieu thereof, notice may be given in such form as may be authorized by the Members, from time to time, at a regularly convened Annual General Meeting.

The accidental omission to give notice of a meeting to or the non-receipt of a notice by any of the Members entitled to receive notice does not invalidate the proceedings of that meeting.

- 3.3 Special Meetings.** Special Meetings of the Members may be called by the Board of Directors or by the Secretary or President at their discretion. Upon the written request of forty (40) Members or 10% of the voting Members, whichever is the lesser number, the President shall call a special meeting to consider a specific subject. No business other than that specified in the notice of the meeting shall be transacted at any special meeting of the Members.

- 3.4 Quorum.** The presence in person of fifteen (15) Members shall be necessary to constitute a quorum, or such other number as the members may determine at a general meeting.

No business other than the election of a chairperson and the adjournment or termination of the meeting shall be conducted at a general meeting at a time when a quorum is not present.

If at any time during the meeting there ceases to be a quorum present, business then in progress shall be suspended until there is a quorum present or until the meeting is adjourned or terminated.

If within thirty (30) minutes from the time appointed for a general meeting a quorum is not present the meeting, if convened on the request of the Members, shall be terminated; but in any other case it shall stand adjourned to the same day in the next week at the same time and place, and if at an adjourned meeting a quorum is not present within thirty (30) minutes from the time appointed for the meeting the Members present shall constitute a quorum.

- 3.5 Voting.** Only Regular Members shall be entitled to vote at any meeting of the Association. Voting shall be by a show of hands, or by ballot if the Members so determine. All Members shall be entitled to one (1) vote each, and in the event of an equality of votes, the chairperson shall not have a second or casting vote in addition to the vote to which he or she is entitled as chairperson and the proposed resolution shall not pass. Voting by proxy is not permitted.
- 3.6 Rules of Order.** "Roberts Rules of Order" shall govern the proceedings of all meetings, except where some conflicts with the Constitution or By-Laws of the Association.
- 3.7 Chairperson.** The President, a Vice-President, or in their absence, a Director shall preside as chairperson of a general meeting. If the President, a Vice President or a Director are not present or able to act as chairperson, the Members present shall choose one of their number to be chairperson.
- 3.8 Special Resolutions.** A "Special Resolution" shall have that meaning as set out in the *Society Act* of British Columbia and, subject to the provisions of the *Society Act*, shall be

a resolution passed by a majority of at least 75% of the votes of those Members of the Association who, being entitled to do so, vote in person at a meeting of which notice has been given in accordance with these Bylaws specifying the intention to propose the resolution as a Special Resolution.

BYLAW 4 – BOARD OF DIRECTORS

4.1 Authority. The management of the property and affairs of the Association shall be bested in the Board of Directors. The Board of Directors shall consist of no less than seven (7) and no more than eleven (11) voting members and no less than one (1) and no more than sixteen (16) non-voting members to a maximum total board of 25 members. The Directors shall, upon election or upon the commencement of the next fiscal year, as the case may be, immediately enter upon the performance of their duties and shall continue in office until their successors shall have been duly elected and qualify. The Layritz Little League Baseball Association shall operate exclusively as a non-profit educational organization providing a supervised program of competitive baseball and softball games. No part of the net earnings shall enure to the benefit of any Member per se, however, a reasonable remuneration may be paid to full or part-time employees of the Association upon terms and conditions unanimously agreed by the Board of Directors.

4.2 Annual Election – Terms of Office. At the Annual General Meeting the election of the Board of Directors will take place. The Board of Directors' positions voted upon and charged with running the Association will be:

President – voting member
 Vice-President (Hardball) - voting member
 Vice President (Softball) - voting member
 Secretary - voting member
 Treasurer - voting member
 Player Agent - voting member
 Registrar - voting member
 Vice-President of Facilities - voting member
 Immediate Past President or Executive Officer - voting member
 Divisional Coordinators – non-voting members;
 Minor Hardball
 Rookie Minor Hardball
 Mini-Minor
 T-Ball
 Minor Softball
 Junior & Senior Softball
 Safety Coordinator - non-voting member
 Equipment Manager- non-voting member
 Uniform Manager - non-voting member
 Umpire in Chief - non-voting member
 Manager of Grounds and Maintenance - non-voting member
 Sponsorship and Fundraising Coordinator - non-voting member
 Concession Manager - non-voting member
 Communication & Media Coordinator - non-voting member
 Scheduler - non-voting member
 Volunteer Coordinator - non-voting member

Except as specifically set out, all positions on the Board of Directors are for a one (1) year term. All Directors will resign their positions annually and submit to re-election. In the case of the Vice-President of Hardball, Vice-President of Softball, Secretary, Treasurer, Player Agent, Vice-President of Facilities, Immediate Past President/Executive Officer and Registrar the positions shall be 2 year terms with the Vice-President Softball Player Agent, Vice-President of Facilities and Immediate Past President/Executive Officer alternating with the others. The position of President shall have a 3 year term.

- 4.3** At any regular meeting of the Board of Directors, a minimum of two-thirds (2/3) of the current voting members of the Board of Directors shall constitute a quorum for the transaction of business.
- 4.4 Vacancies.** If any vacancy occurs in the Board of Directors, by death, resignation or otherwise, it may be filled by a majority vote of the remaining voting Directors at any regular meeting or at any special meeting called for the purpose.
- 4.5 Meetings, Notice and Quorum.** Regular meetings of the Board of Directors shall be held immediately following the annual election and on such days thereafter as shall be determined by the Board. The President or the Secretary may, whenever any of them deems it advisable, and the Secretary shall, at the request in writing of five (5) Directors, issue a call for a special meeting of the Board. Notice of each meeting shall be given by the Secretary to each Director either by email at least three (3) days before the time appointed for the meeting to the last recorded email address of each Director, or by telephone or personal notice twenty-four (24) hours preceding the meeting. In the case of special meetings, such notice shall include the purpose of the meeting and no matters not so stated may be acted upon at the meeting.
- 4.6 Duties and Powers.** The Board of Directors shall have the power to appoint such standing committees as it shall determine and to delegate such powers to them as the Board shall deem advisable and which it may properly delegate.

The Board may adopt such rules and regulations for the conduct of its meetings, the management of the Association, and the handling of funds as it may deem proper.

The Board shall have the power by a two-thirds (2/3) vote of the Board at any regular or special meeting to discipline, suspend or remove any Director or Officer or Committee Member of the Association in accordance with the procedure set forth in Bylaw 1.4(a).

The Board shall receive at the annual meeting of the Members of the Association a report, verified by the President and Treasurer, or by a majority of the Directors, showing the whole amount of real and personal property owned by it, where located and where and how invested, the amount and nature of the property acquired during the year immediately preceding, the date of the report and the manner of acquisition; the amount applied, appropriated or expended during the year immediately preceding such date, and the purposes, objects or persons to or for which such applications, appropriations or expenditures have been made; and the names and places of residence of the persons who have been admitted to membership in the Association during such year, which report shall be filed with the records of the Association and an abstract thereof entered in the minutes of the proceedings of the annual meeting.

- 4.7 Removal.** The Members may by special resolution remove a Director before the expiration of his term of office, and may elect a successor to complete the term of office.

BYLAW 5 – COMMITTEES

- 5.1 Executive Committee.** The Executive Committee shall be the President, Secretary, Treasurer, Vice-President (Hardball), Vice-President (Softball), Player Agent, Vice-President (Facilities), Immediate Past President and the Registrar.
- 5.2 Nominating Committee.** The Board of Directors may appoint a Nominating Committee consisting of three (3) Directors. The Committee shall investigate and consider eligible candidates and submit at the annual meeting a slate of candidates for the Board of Directors.
- 5.3 Membership Committee.** The Board of Directors may appoint a Membership Committee consisting of three (3) Directors.

The Committee shall receive the names of prospective Honourary, Sustaining and Regular Members, investigate for eligibility and recommend those qualified for election at the meeting of the Board of Directors as the case may be.

- 5.4 Fundraising and Sponsorship Committee.** The Board of Directors may appoint a Fundraising and Sponsorship Committee consisting of not less than three (3) nor more than five (5) Members. In addition, the Treasurer shall be an ex-officio member of the Committee.

The Committee shall investigate ways and means of financing the Association, including team sponsorships, and submit recommendations to the Board of Directors.

It shall be responsible for taking up collections at games, if such collections are authorized by the Association and shall turn over said collections to the Treasurer immediately after each game, or to such person as the Treasurer may authorize.

The Committee shall obtain sponsors and be responsible for all aspects of maintaining sponsorship and enhancing the image of the Association.

The Fundraising and Sponsorship Coordinator shall be a standing member of, and shall chair, this committee.

- 5.5 Building and Property Committee.** The Board of Directors may appoint a Building and Property Committee consisting of three (3) Directors.

The Committee shall investigate and recommend available suitable sites and plans for development, including ways and means, the latter in cooperation with the Fundraising Committee. The Vice-President of Facilities shall be an ex-officio member of this Committee.

The Committee shall be responsible for repair and improvement recommendations, other than normal maintenance, supervise the performance of approved projects and submit recommendations to the Board of Directors.

- 5.6 Grounds Committee.** The Board of Directors may appoint a Grounds Committee which shall be responsible for the care and maintenance of the playing field(s), buildings and grounds and submit recommendations to the Board of Directors.

It shall operate within the amount appropriated in the approved budget for that purpose. The Manager of Grounds and Maintenance shall be a standing member of, and shall chair, this Committee.

- 5.7 Playing Equipment Committee.** The Board of Directors may appoint a Playing Equipment Committee. This Committee shall secure bids on needed supplies and equipment and make recommendations for their purchase to the Board. The Equipment Manager shall be a standing member of, and shall chair, this Committee. The Committee shall be responsible for the proper issuance of such supplies and equipment and for the repair, cleaning and storage thereof at the close of the season.

- 5.8 Uniforms Committee.** The Board of Directors may appoint a Uniforms Committee. This Committee shall secure bids on needed uniforms and make recommendations for their purchase to the Board. The Uniform Manager shall be a standing member of, and shall chair, this Committee.

The Committee shall be responsible for the proper issuance of such uniforms and for the repair, cleaning and storage thereof at the close of the season.

- 5.9 Managers Committee.** The Board of Directors may appoint Managers Committee for Minor Hardball, Rookie Minors, Minor Softball and Mini-Minors/T-Ball. The Vice-Presidents of Hardball and Softball will manage their Major divisions respectively.

The Managers Committee for Hardball shall be chaired by the Vice-President (Hardball), and shall be comprised of Minor Hardball Coordinator, Rookie Minor Hardball Coordinator, Mini-minor Coordinator and T-ball & Blastball Coordinator.

The Managers Committee for Softball shall be chaired by the Vice-President (Softball), and shall be comprised of Minor Softball Coordinator and Junior & Senior Softball Coordinator.

The Committee shall interview and investigate prospective team managers and team coaches, and recommend acceptable candidates to the Board.

The Committee shall be responsible for training of the managers and coaches within their programs.

The Committees shall, during the playing season, observe the conduct of the managers and coaches and report and their findings to the President of the Association.

The Committees shall, at the request of the President or the Board of Directors, investigate complaints concerning managers and coaches and make a report thereof to the President or Board of Directors as the case may be.

- 5.10 Umpire Committee.** The Board of Directors may appoint an Umpire Committee consisting of two (2) Directors.

The Committee shall recruit, interview and recommend to the Board for appointment a staff of umpires, including an Umpire in Chief and replacements.

When appointed, the staff of umpires shall be under the personal direction and responsibility of the Umpire in Chief.

- 5.12 Audit Committee.** The Board of Directors may appoint an Auditing Committee consisting of three (3) Directors and two (2) Members who are not Directors. The President, Treasurer or signatories of cheques are not eligible. The Committee may recommend and independent audit if it is deemed by this Committee to be advisable.

- 5.13 Protest Committee.** The Protest Committee shall be comprised of the following officers:

- (a) the President;
- (b) the Vice-President for the division in respect of which the protest pertains; and
- (c) the Umpire in Chief,

and shall deal with protests arising from games and protested in accordance with the rules and regulations of Little League Baseball, Incorporated, Canada (or such similar organization that the Association may decide to affiliate with pursuant to Bylaw IX) and in the absence of any member of the Committee, the President may appoint another Director to serve on the Protest Committee during the absence. If the Umpire in Chief served as an umpire in the game or any games in respect of which the protest pertains, the Umpire in Chief shall be disqualified from sitting on the Protest Committee in respect to that protest. Decisions of the Protest Committee are final.

BYLAW 6 – OFFICERS, MANAGERS AND COORDINATORS - DUTIES AND POWERS

- 6.1 Officers.** The officers of the Association shall make up the voting members of the Board of Directors and shall consist of the Executive Committee:

President;
Vice-President (Hardball);
Vice-President (Softball);
Secretary;
Treasurer;
Player Agent;
Vice-President (Facilities);
Registrar;
Immediate Past President or Executive Officer.

All of whom shall hold office pursuant to Bylaw 4.2 or until their successors are duly elected.

The Board of Directors may appoint such other officers or agents as it may deem necessary or desirable and, except as otherwise provided, may prescribe the powers and duties of each and may fill any vacancy which may occur in any office.

6.2 President. The President shall:

- (a) Conduct the affairs of the Association and execute the policies established by the Board of Directors.
- (b) Present a report of the condition of the Association at the annual meeting.
- (c) Communicate to the Board of Directors, such matters as deem appropriate, and make such suggestions as may tend to promote the welfare of the Association.
- (d) Responsible for the conduct of the Association in strict conformity to the policies, principles, Rules and Regulations of Little League Baseball, Incorporated, Canada (or such similar organization that the Association may decide to affiliate with pursuant to Bylaw IX) as agreed to under the conditions of charter issued by the Association by the organization.
- (e) Designate in writing, other officers if necessary, to have power to make and execute for/and in the name of the Association such contracts and leases as may have received the prior approval of the Board.
- (f) Investigate complaints, irregularities and conditions detrimental to the Association and report therein to the Board or Officers of the Association as circumstances warrant.
- (g) Liaison with Treasurer to prepare and submit an annual budget to the Board of Directors and be responsible for the proper execution thereof.
- (h) With assistance of the Player Agent, examine the application and supporting proof-of-age documents of every player candidate and certify to residence and age eligibility before the player may be accepted for tryouts and selection.

6.3 Vice-Presidents. The Vice-Presidents:

- (a) Act as liaison officers for the Park, and at the discretion of the President, serve as assistants to the President. Other related duties, as determined by the President or the Board.
- (b) Prepare recommended amendments to the guidelines referenced in Bylaw-10.4 and presents the recommendations to the Members at the Annual General Meeting.

In case of the absence or disability of the President, and provided he is authorized by the President or Board so to act, the Vice-President with the

longest term remaining shall perform the duties of the President and when so acting, shall have all powers of the office, and shall have such other duties as from time to time may be assigned to him by the Board of Directors or by the President.

- (c) The Divisional Vice-Presidents (Hardball, Softball) shall be accountable for the management, leadership and direction within their respective divisions.
- (d) The Vice-President of Facilities shall oversee the maintenance of existing buildings/structures so that they are kept safe and functional.

Work with the District Saanich to develop and implement any new structures as requested from the Local League board of directors.

Work with the Concession manager to ensure all concession equipment can be operated in compliance with all local health authority regulations.

6.4 Secretary. The Secretary shall:

- (a) Be responsible for recording the activities of the Association and maintain appropriate files, mailing lists and necessary records.
- (b) Perform such duties as are herein specifically set forth, in addition to such other duties as are customarily incident to the office of Secretary or as may be assigned by the Board of Directors.
- (c) Maintain a list of all Regular Sustaining and Honourary Members, Directors and committee members and give notice of all meetings of the Association, the Board of Directors and Committees.
- (d) Keep the minutes of the meetings of the Members and the Board of Directors, cause them to be recorded in a book kept for that purpose, and to make the minutes available for inspection by any Member.
- (e) Shall conduct all correspondence not otherwise specifically delegated in connection with said meetings and shall be responsible for carrying out all orders, votes and resolutions not otherwise committed.
- (f) Notify Members, Directors, Officers and committee members of their election or appointment.

6.5 Treasurer. The Treasurer shall:

- (a) Perform such duties as are herein specifically set forth and such other duties as are customarily incident to the Office of Treasurer or may be assigned by the Board of Directors.
- (b) Ensure that all monies and securities are properly received by or on behalf of the Society, and deposit same in a depository approved by the Board of Directors.
- (c) Keep records for the receipt and disbursement of all monies and securities of the Association, including the Fundraising and Sponsorship Committees, approve all payments from allotted funds and draw cheques therefore.
- (d) Prepare an annual budget, under the direction of the President, for submission to the Board of Directors at the annual meeting.

6.6 Player Agent. The Player Agent shall:

- (a) Record all player transactions and maintain an accurate and up to date record thereof.
- (b) Receive and review applications for playing candidates and assist the President in checking residence and age eligibility.
- (c) Conduct the player draft and all other player transaction or selection meetings.
- (d) Assist in the registration of player candidates at the time of pre-season registration.
- (e) Prepare for the President's signature and submission to Little League Headquarters (or the Headquarters of such similar organization that the Association may decide to affiliate with pursuant to Bylaw IX) team rosters, including players claimed, and the tournament team eligibility affidavit.

6.8 Registrar. The Registrar shall:

- (a) Keep accurate records of the names, addresses and phone numbers of all players and volunteer members of the Local League and ensure that volunteer forms are completed at registration on a yearly basis.
- (b) Work with board to develop online registration as well as confirm yearly registration dates and deadlines
- (c) Maintain a file copy of the birth certificate and proof of residency of all players registered with the Local League
- (d) Submit the required information to the President and Player Agent

6.9 Immediate Past President/Executive Officer. If willing and a member in good standing the Immediate Past President shall hold a position on the Executive Committee. In the event that the Immediate Past President is not able to hold a position then an Executive Officer shall be elected at the AGM.

The Immediate Past President will serve as a resource to the President and incoming board.

The Immediate Past President or Executive Officer will provide support to the Executive committee as needed and may be called on to chair committees and fill empty roles from time to time to ensure that the league can continue to run efficiently.

6.10 Managers and Coordinators. The Managers and Coordinators will make up the non-voting positions on the Board of Directors and will be elected for a term of 1 year at the AGM or otherwise duly appointed by the Board when the position remains empty. The Managers and Coordinators positions are:

Divisional Coordinators – (Minor Hardball, Minor Softball, Junior & Senior Softball, Rookie Minor Hardball, Mini-minor Hardball, T-Ball)
Umpire In Chief (UIC)
Safety Coordinator
Manager of Grounds and Maintenance
Concession Manager
Uniform Manager
Equipment Manager
Scheduler
Communication & Media Coordinator
Sponsorship and Fundraising Coordinator

Volunteer Coordinator

6.11 Divisional Coordinators. Divisional Coordinators shall:

- (a) Collect all names of players from the Registrar once registration is complete.
- (b) If applicable, arrange player evaluations of all children in your specific division for equitable team organization and select the date(s) and who will run the evaluations.
- (c) Once evaluations are completed, assist coaches in team selection process for equitable team organization.
- (d) Distribute pertinent information to each team such as coaches/managers manuals, schedules, training aids, concession shift(s) signup.
- (e) Act as point of contact for all managers, coaches and parents in your division. Send out information to team managers as required. If there is a dispute between parents, coach, etc. in your division that you are unable to resolve, contact the Executive.
- (f) Attend any meetings called by the Board pertinent to the duties of the Divisional Coordinator.

6.12 Umpire in Chief. The Umpire in Chief is a non-voting position and shall:

- (a) The Umpire-in-chief will oversee the umpires and will recommend improvements to the schedule insuring the umpires have the correct certification for the level of play as well as provide ongoing Umpire training and mentoring
- (b) Be the voice of and representative for all of the umpires. All issues and concerns on and off the field will be directed through you. Be responsible for the planning and execution of a successful season.
- (c) If a protest committee is required UIC should be considered as a member
- (d) If appropriate UIC should assist in scheduling umpires and Work with Division Coordinator's and coaches to establish needs
- (e) Attend any meetings called by the Local Board pertinent to the duties of the Umpire-in-Chief.

6.13 Safety Coordinator. The Safety Coordinator is a non-voting position and shall:

Coordinate all safety activities including supervision of Little League's ASAP (A Safety Awareness Program), ensure safety in player training, ensure safe playing conditions, coordinate reporting and prevention of injuries, solicit suggestions for making conditions safer, and reports suggestions to the Board.

- (a) Be responsible to create awareness, through education and information, of the opportunities to provide a safer environment for children and all participants of Little League.

- (b) Develop and implement a plan for increasing safety of activities, equipment and facilities through education, compliance and reporting
- (c) Attend any meetings called by the Local Board pertinent to the duties of the Safety Coordinator.

6.14 Manager of Grounds and Maintenance. The Manager of Grounds and Maintenance is a non-voting position and shall:

- (a) Manage a team of volunteers in the care of League infields, bullpens, outfielders as required and trimming along fence lines.
- (b) Perform minor repairs as necessary to field and maintenance equipment, batting cage and lights.
- (c) Other duties as required.
- (d) Advise Board on major repairs to be considered and on general fitness of fields and park.
- (e) Attend any meetings called by the Local Board pertinent to the duties of the Grounds and Maintenance Manager

6.15 Concession Manager. The Concession Manager is a non-voting position and shall:

- (a) Maintains the operation of concession facilities
- (b) Organizes the purchase of concession products
- (c) Responsible for the management of the concession sales at league events
- (d) Ensures that Volunteer Sign-Up book is available in the concession
- (e) Collects and reviews concession related offers including coupons, discounts and bulk-purchasing opportunities
- (f) Attend any meetings called by the Local Board pertinent to the duties of the Concession Manager.

6.16 Uniform Manager. The Uniform Manager is a non-voting position and shall:

- (a) Work within the budget provided to ensure league uniforms are adequate in numbers and are in respectful condition.
- (b) Be responsible for procurement of all uniforms for the league.
- (c) Coordinate sizing and ordering for tournament team uniforms and gear.
- (d) Attend any meetings called by the Local Board pertinent to the duties of the Uniform Manager.

- 6.17 Equipment Manager.** The Equipment Manager is a non-voting position and shall:
- (a) Work within the budget provided to ensure league equipment is adequate in numbers and is in safe, useable condition.
 - (b) Be responsible for procurement of all playing equipment for the league.
 - (c) Coordinate with Divisional VP's and Coordinators to ensure adequate ordering for the upcoming season.
 - (d) Attend any meetings called by the Local Board pertinent to the duties of the Equipment Manager.
- 6.18 Scheduler.** The Scheduler is a non-voting position and shall:
- (a) Work with the District scheduler to determine the appropriate number of teams as well as diamond schedules available for use.
 - (b) Develop and implement the Local League diamond game/practice schedule. This schedule must be forwarded to the Website, manager, the Concession manager, the Volunteer Coordinator and the Umpire-in-Chief.
 - (c) Serve as the ongoing contact to arrange for diamond and batting cage bookings.
 - (d) Attend any meetings called by the Local Board pertinent to the duties of the Scheduler.
- 6.19 Communication and Media Manager.** The Communication and Media Manager is a non-voting position and shall:
- (a) Manage website, board email and administrative access, internet connection.
 - (b) Coordinate park communications via email, website, Facebook and Twitter
 - (c) Other duties as required
 - (d) Attend any meetings called by the Local Board pertinent to the duties of the Communication and Media Manager.
- 6.20 Sponsorship and Fundraising Coordinator.** The Sponsorship and Fundraising Coordinator is a non-voting position and shall:
- (a) Solicits and secures local sponsorships to support league operations
 - (b) Collects and reviews sponsorship and fundraising opportunities
 - (c) Organizes and implements approved league fundraising activities
 - (d) Coordinates participation in fundraising activities
 - (e) Maintains records of monies secured through sponsorship and fundraising initiatives.
 - (f) Attend any meetings called by the Local Board pertinent to the duties of the Sponsorship and Fundraising Manager.

6.21 Volunteer Coordinator. The Volunteer Coordinator is a non-voting position and shall:

- (a) Keep and up to date list of completed volunteer duties as defined by the Board each season
- (b) Be responsible for assigning blocks of concession shifts to teams and forward to Division Coordinator to forward on to their teams.
- (c) Maintain copy of completed team sheets and provide shift sign-in sheets to the concession on a weekly basis.
- (d) Report missed shifts on a weekly-bi-weekly basis
- (e) Attend any meetings called by the Local Board pertinent to the duties of the Volunteer Coordinator.

BYLAW 7 – MANAGERS, COACHES AND UMPIRES

7.1 Team Managers and Coaches may be appointed annually by the President, with the approval of the Board of Directors, and shall be responsible for their teams and for their actions on the field.

BYLAW 8 – AFFILIATION

8.1 Charter. The Association shall annually apply for a charter from Little League Baseball Canada, (or such similar organization that the Association may decide to affiliate with pursuant to Bylaw IX,) and shall do all things necessary to obtain and maintain such charter.

8.2 Rules and Regulations. The Official Playing Rules and Regulations as published by Little League Baseball, Incorporated, Canada, (or such similar organization that the Association may decide to affiliate with pursuant to Bylaw IX,) shall be binding on this Association.

8.3 Association Rules. The local rules of this Association may be adopted by the Board of Directors at a meeting to be held not less than one month previous to the first scheduled game of the season, but shall in no way conflict with the Rules and Regulations of Little League Baseball Canada (or such similar organization that the Association may decide to affiliate with pursuant to Bylaw IX).

BYLAW 9 – RE-AFFILIATION

9.1 Other Programs. By a seventy-five percent (75%) majority vote of the Board of Directors at a meeting to which specific prior notice has been given the Association may affiliate itself with any other organization carrying out the same or similar objectives. Prior to such affiliation being finalized, approval to be associated with such other organization must also be passed by a seventy-five percent (75%) majority vote at a special meeting of the members called for that purpose.

9.2 Transition Period. When the Association disassociates itself from one affiliation carrying on the same objectives to be affiliated with another organization, the same Board of Directors may continue to exist for that year until the new Board of Directors is elected.

BYLAW 10 – FINANCIAL AND ACCOUNTING

10.1 The Board of Directors shall decide all matters pertaining to the finances of the Association and it shall place all income in a common Association treasury,

- directing the expenditures of same in such manner as will give no individual or association team an advantage over those in competition with such individual or team.
- 10.2** The Board shall not permit the contribution of funds or property to individual teams but shall solicit same for the common treasury of the Association, thereby to discourage favoritism among teams and to endeavour to equalize the benefits of the Association.
- 10.3** The Board may permit the solicitation of funds in the name of the Association provided all of the funds so raised be placed in the Association treasury.
- 10.4** The Board may determine the level of financial assistance to be provided to any Tournament teams in each year.
- 10.5** No Director, Officer or Member of the Association shall receive, directly or indirectly any salary, compensation or emolument from the Association for services rendered as Director, Officer or Member.
- 10.6** All monies received shall be deposited to the credit of Layritz Little League Baseball Association and all disbursements shall be made by cheque requiring two (2) signatures.
- 10.7** The fiscal year of the Association shall begin on the first day of October and shall end on the last day of September.
- 10.8** Borrowing Powers. The Directors may from time to time on behalf of the Association borrow money in such manner and amount, on such security, from such sources and upon such terms and conditions as they think fit. The Association borrowing must be approved by special resolution.
- 10.9** Distribution of Property upon Dissolution. Upon dissolution of the Association and after all outstanding debts and claims have been satisfied, the Members shall distribute the property of the Association to such other organization or organizations maintaining an objective similar to that set forth herein. This provision was previously unalterable.
- 10.10** Expenditures. The President and the Treasurer shall submit a budget to the Board of Directors for approval each year. Any expenditures required and not previously included in the budget may be approved by a majority of the Executive Committee on an emergency basis up to a maximum of \$500.00. Any expenditure over \$500.00 must be approved by the Board.

BYLAW 11 – AMENDMENTS

This Constitution and By-Laws may be amended, repealed or altered in whole or in part, except as provided in Article 3 of the Constitution by a “Special Resolution” at any duly organized meeting of the Members provided notice of the proposed change is included in the notice of such meeting.