



# **Constitution**

## **Jarvis Amateur Athletic Association**

October 2016

### **Article 1:**

The name of the group shall be, JARVIS AMATEUR ATHLETIC ASSOCIATION, known as and referred to as JARVIS MINOR BALL.

### **Article 2:**

The objective of the association is to assist in the promotion of amateur softball for the residents of the village of Jarvis and District.

### **Article 3:**

The Association shall act to initiate and coordinate fundraising efforts when monies are required for equipment, facilities or services to support our annual registrants.

### **Article 4:**

The Association shall endeavor to continuously evaluate the sports and recreational needs of the residents and will act to make these needs known to the appropriate municipal office(s) or sport or recreational group(s) in a timely manner.

### **Article 5:**

The Association shall strive to provide the basics of athletic and recreational training while fostering sportsmanship, fellowship, friendly competition, enjoyment and full participation for all team members

## **1. Membership and Member's Fees**

- 1.1 Membership in the Association shall be open to all residents of the village of Jarvis and District.
- 1.2 All parents/guardians of registered/paid ball players, coaches, assistants and any community volunteer who attends two or more meetings within one calendar year will be considered voting members of the Association.

## **2. General Membership Meeting**

- 2.1 The Annual Meeting shall be held in October.
- 2.2 Notification of the Annual Meeting shall be made at least two weeks before meeting.
- 2.3 An Annual Meeting Quorum shall consist of 10 voting members to include at

least 3 Executive members.

2.4 The Association will attempt to meet monthly January through September.

### **3. Association Executive Officers**

3.1 The Executive of the Association shall be members and consist of the following positions:

Past President - Treasurer

President - Registration Chair

1<sup>st</sup> Vice President - Food Booth Chair

2<sup>nd</sup> Vice President - Secretary

4 Directors – ORSA, Umpires, Equipment, Fundraising

3.2 In addition to the above mentioned elected officers, The Association will annually invite one Jarvis Lion Club member to join the Executive committee.

3.3 Executive meetings will happen as needed with a minimum 50% of the elected officers to be in attendance.

### **4. Election of Officers**

4.1 The Executive shall, at least 90 days before the Annual Meeting, appoint a nominating committee of two members whose function will be to seek out candidates for executive office. The nominating committee shall report their findings to the Executive. The Executive will arrive at a slate of Officers for inclusion in the Annual meeting notice.

4.2 The executive slate shall be deemed to be nominated by the Executive but other nominations will be permitted from the floor during the Annual meeting.

4.3 Election of new officers will occur at the Annual meeting and their term of office will commence in January following the Annual meeting.

4.4 The term of office for elected Officers shall be two years, President not to exceed two consecutive terms by the same person.

4.5 If at any time an Executive member is unable to complete his/her term, the remaining Executive shall appoint an Association member to fill the position for the remainder of the term.

4.5.1 The Standing Committees are:

Registration

Food Booth

Fundraising

\*Also known as Directors

4.5.2 The Association may appoint, from time to time, such committees as deemed necessary to carry out functions of the Association.

## **5. Duties of the Officers**

5.1 President shall:

- Preside over all meetings, except committee meetings
- Call special meetings as needed
- Be a voting member of all committees
- Appoint all committees not otherwise provided for
- Carry out assignments and instruction given to them by vote of the General membership
- Perform such other duties as customarily pertain to the office
- Be signing member of the organization

5.2 1<sup>st</sup> Vice President shall:

- Be an aid to the President
- In case of disability or absence of the President, shall temporarily assume the duties of President
- Assist the Registration and Fundraising Chair
- Carry out other duties as may be assigned by President

5.3 2<sup>nd</sup> Vice President shall:

- Be an aid to the President
- Assist the Food Booth Chair
- Carry out other duties as may be assigned by President

5.4 Treasurer shall:

- Receive all monies on behalf of the Association and deposit them in the Associations bank accounts
- Disburse funds upon receipt of proper statements and with the approval of the Association
- Keep accurate records and submit an up-to-date statement, as required for the Annual meeting
- Submit for publication an annual audited statement
- Report to the General membership at the Annual meeting
- Be a signing member of the organization
- Prepare a summary statement for monthly meetings

- Recommend a 3rd executive member for signing

5.5 Secretary shall:

- Write letters that are necessary for the conduct of business
- Keep a record of the proceedings of all meetings
- Record attendance at all meetings
- Plan meetings and prepare agendas with the Presidents aid
- Provide notice to the General Membership of the Annual Meeting

5.6 Past President shall:

- Assist the President
- Review Constitution and make recommendation
- Conduct election for the executive officers at the Annual Meeting

## **6. Amendments to the Constitution and Bylaws**

6.1 Proposed amendments must have the approval of the Executive.

6.2 Amendments must be confirmed by the membership during the Annual Meeting.

6.3 Proposed amendments must be submitted in writing to the executive at least 60 days prior to the Annual Meeting.

6.4 Amendments for consideration at the Annual Meeting must be published no less than two weeks prior to the Annual Meeting.

## **7. Directors**

7.1 Directors shall be elected at the Annual Meeting. Their numbers shall be decided by the nominating committee. Their term of office shall be 2 years.

## **8. Funds**

8.1 All funds of the association shall be handled in a bank account or similar institution where cheques and withdrawals will require signatures of two authorized Executive members.

8.2 An annual audit shall be performed by an auditor appointed by the Executive.

8.3 An annual financial statement shall be prepared and presented to the membership.

## 9. Contracts

- 9.1 All contracts entered into in the name of the Association must be approved by the executive committee and must be signed by any two authorized executive members and the party under contract.

## 10. Insurance and Liabilities

- 10.1 The Association shall maintain, where possible, insurance policies in force to indemnify the participants, or their parents or guardians, in the event of any injury which may occur to a participant during an Association sanctioned event.

## JARVIS MINOR BALL POLICIES

1. Offers \$100 to any team, once annually, to participate in an invitational tournament.
2. Offers \$500 to a winning ORSA/OASA team, to do as they see fit.
3. Will give 100% reimbursement of registration, prior to the first scheduled game of the season and return of their uniform.
4. Will give 80% reimbursement of registration to any player who incurs an injury or illness before June 15 of the season and return their uniform.
5. Releases; will release any player released prior to 2015. Any new releases will only be considered if the corresponding team has a minimum of 10 players. The release will then only be granted with the coaches approval.
6. A late fee (to be established annually) be charged for anyone wishing to register after April 15.
7. That a coaching policy be created for a guideline of responsibility.
8. Coaches are required to complete an education program as set out by Jarvis Minor Ball.

