

# CONSTITUTION OF THE MANITOBA THUNDER FASTPITCH CLUB

## TABLE OF CONTENTS

### **1. IDENTIFICATION**

- 1.1 Name
- 1.2 Mission Statement
- 1.3 Objectives
- 1.4 Definitions

### **2. THE BOARD**

- 2.1 Composition
- 2.2 Executive
- 2.3 Team Representatives
- 2.4 Resignations and Replacements
- 2.5 Committees
- 2.6 Responsibilities of the Executive

### **3. MEETINGS AND GOVERNANCE**

- 3.1 Annual General Meeting
- 3.2 Special General Meetings
- 3.3 Board Meetings
- 3.4 Committee Meetings
- 3.5 Voting Privileges
- 3.6 Quorums
- 3.7 Robert's Rules of Order

### **4. ADMINISTRATION**

- 4.1 Execution of Documents
- 4.2 Fiscal Year
- 4.3 Financial Responsibilities
- 4.4 Amendments to the Constitution
- 4.5 Amendments to the Policies and Procedures Manual
- 4.6 Interpretation

## ARTICLE 1 – IDENTIFICATION

### 1.1 Name

The name of the Organization is the MANITOBA THUNDER FASTPITCH CLUB, also known as Manitoba Thunder. Thunder or MTFC, and referred to herein as “the Organization” or “the Club”. The Organization was formerly known as “Blue Thunder” and “Manitoba Fastpitch Club”.

### 1.2 Mission Statement

The Manitoba Thunder Fastpitch Club is committed to develop, encourage and promote Softball for the enjoyment of all Manitobans through the provision of programs, services and resources that inform, educate and teach skills. The focus of the program is excellence from both a developmental and competitive perspective. It is our mission to develop in a positive environment, focusing on core skills while ensuring appropriate practice to game ratios. MTFC is a 100% volunteer and not-for-profit organization.

### 1.3 Objectives

The Organization shall conduct its affairs in accordance with the following objectives:

1. To promote and enhance the stability and growth of the Organization.
2. To maximize athletic and academic opportunities for the players within the Organization.
3. To provide a complete and safe athletic environment that respects all members of the Organization, players, coaches and administrators.

### 1.4 Definitions

Board	The Board as defined in Article 2.2.2
Executive	The elected Executive as defined in Article 2.2
Team Representatives	The designated representatives for each team as defined in Article 2.3
Members	Players, parents, coaches and managers are automatically members of MTFC. Membership commences with a player’s initial acceptance to a team and terminates when the player resigns from the Organization or is notified that she will not be selected to a team in the upcoming season.

Membership in the MTFC will be considered for any other person wishing to be involved with the Organization and willing to comply with the constitution and policies of the MTFC.

Membership entitles the individual to attend and speak at General Meetings and to be treated in accordance with the Constitution and Policies and Procedures of the Organization.

## ARTICLE 2 – THE BOARD

### 2.1 Composition

The Board shall govern the affairs of the Organization.

### 2.2 The Executive

The Executive consists of the following members elected for a two(2) year term at the Annual General Meeting or Special General Meeting:

President  
Vice President  
Treasurer  
Secretary  
Registrar

Members elected on even calendar years: President, Secretary & Registrar

Members elected on odd calendar years: Vice President & Treasurer

- 2.2.1 Members of the Manitoba Thunder Coaching Staff are eligible to serve on the Executive.
- 2.2.2 The Board shall be comprised of the five(5) Executive members plus one voting representative from each team in good standing plus the Director of Procurement and the Director of Fundraising.
- 2.2.3 Only one(1) family member will be allowed to serve on the Board. Under unusual circumstances another family member may be appointed or elected by the Board for the duration of the current season.

### 2.3 Team Representatives

The manager of each current team in good standing shall serve as the team representative on the Board. **In addition to the manager the team must appoint a Team Representative, someone other than a coach, who will act as follows.**

- **Assistant to the Team Manager and will assume the duties of the manager in his/her absence.**
- **Attend Board Meetings, and may in the absence/discretion of the manager carry the team vote.**
- **Serve as liaison between players, parents and the teams coaching staff.**

- 2.3.1 Teams exist from the time a Head Coach is chosen until the end of the team's playing season.

## **2.4 Resignations and Replacements**

Executive members may resign upon written notice to the board's President or Vice-President. In the event that an Executive member resigns, is suspended, or is otherwise unable to complete their elected term, the Board may, at its discretion, call a meeting to elect a replacement for the duration of the term.

- 2.4.1 In the event that the Head Coach of a team resigns, is suspended, or otherwise unable to complete their term, the Board may, at its discretion, appoint a new Head Coach.

## **2.5 Committees**

The Executive will create the following standing committees:

### **Procurement Committee**

- a) Responsible for the co-ordination and purchase of team uniforms and clothing.
- b) Arrange for winter training facilities, including obtaining and administering permits as required in conjunction with the Coach/Player Development Committee.
- c) Negotiates and administers all expenditures.

### **Fundraising Committee**

- a) Establishes and administers the major fundraising events of the Organization in conjunction with the Board.
- b) Provides the Board with an accounting of the events.
- c) Delivers all monies and supporting documentation to the Treasurer on a timely basis.

### **Coach/Player Development Committee**

The committee will consist of the Head Coaches plus any other person(s) the Committee chooses to include.

- a) Establish an annual Player Development Program.
- b) Determine clinicians required and arranges for same.
- c) Prepare schedules for all Player Development Programs.
- d) Coordinate team tournaments.
- e) College Advisory.

- 2.5.1 The Board may create other such committees as deemed necessary to properly conduct the business of the Organization.

- 2.5.2 All committees shall include a member of the Executive.

## 2.6 Responsibilities of the Executive

### President

- a) Chairs Board/Executive/Special Meetings.
- b) Exercise the powers of the Executive in the case of an emergency (with the consent of two other members of the Board).
- c) Prepare and review an annual operating budget for the Association, with the assistance of the Treasurer and Vice-President in conjunction with the Board.
- d) Represents MTFC at various meetings and events.
- e) Signing authority for the Organization along with the Treasurer and one other Executive member.
- f) Attends MLSSL meeting and Softball Manitoba meetings and carries the Organizations vote.

### Vice-President

- a) In the absence of the President, or in the event of his/her inability to act, shall have and exercise all the powers of the President.
- b) May act as a signing officer for the Organization.
- c) Assist in the preparation and review an annual operating budget for the Organization.
- d) Assist the Registrar in performing his/her duties.

### Treasurer

- a) Receive all monies payable to the organization and keep same on deposit in a financial institution in the name of the Organization.
- b) Receive and record all receivables, payables.
- c) Pay all accounts payable approved by the Board. All expenditures identified in the annual budget are considered to be approved. Any expenditure which exceed, or were not included in the annual budget must be approved by the Board.
- d) Payments made by cheque will be signed in all cases a combination of any of the following two Executive Members, Treasurer, President or alternate Executive member.
- e) Keep proper books of accounts and make them available to the Executive/Board at each meeting or on special request, and maintain all supporting documentation of revenue and expenses.
- f) Take office fifteen(15) days following his/her election. His/Her term of office shall normally be from 15 days after the Annual General Meeting to 15 days after the Annual General Meeting of the following year. The Treasurer shall make a financial report at the Annual General Meeting.
- g) Shall have signing authority for the organization.

#### Secretary

- a) Keep all the records of the Organization.
- b) Conduct the official correspondence of the Organization.
- c) Issue notice of all meetings.
- d) Record and distribute minutes and agenda of all Executive, Board, Annual and Special Meetings to all members of the Executive and Board.
- e) Keep attendance records of all voting Board members.
- f) Maintain communications with team managers.

#### Registrar

In conjunction with the Vice-President prepare and maintain the following:

- a) An annual listing of all team managers, coaches and players complete with contact information.
- b) Prepare and maintain a listing of all team rosters.
- c) Distribute, collect, compile and submit Softball Manitoba Team Registration, addition and deletion forms, along with the all the necessary fees, as required.

### **ARTICLE 3 – MEETINGS AND GOVERNANCE**

#### **3.1 Annual General Meeting of the Organization**

The Annual General Meeting of the Organization shall be held once per year **prior to December 31<sup>st</sup>**. The meeting is open to all members. At least ten(10) days notice shall be given to all members. Such notice should include a call for nominations for all Executive positions. The Annual General Meeting shall be conducted with the following agenda:

1. Call to Order.
2. Recognition of voting members.
3. Corrections to, and adoption of, the minutes from the previous general meeting.
4. Executive and Team Reports.
5. Correspondence.
6. Unfinished Business.
7. Election of Executive (open to nominations from the floor).
8. Motions to amend the Constitution and /or Policies and Procedures with Articles 4.4 and 4.5.
9. Motions to adopt the budget.
10. New Business.
11. Call to Adjourn.

### **3.2 Special General Meetings of the Organization**

A Special General Meeting of the Organization must be called upon the written request of two or more Board members in good standing of the Organization. Such request shall state the objectives of the proposed meeting. Special General Meetings are open to all members. At least ten(10) days notice shall be given to all members. Such notice should include a call for nominations for any Executive positions up for election at the meeting. Special General Meetings shall be conducted in accordance with the following agenda:

1. Call to Order.
2. Recognition of voting members.
3. Corrections to, and adoption of, the minutes from the previous General Meeting.
4. Executive and Team Reports.
5. Correspondence.
6. Unfinished Business.
7. Special elections for vacant Executive position(s) if included in the stated objectives of the meeting (open to nominations from the floor).
8. Motions related to the stated objectives of the meeting in accordance with Articles 4.4 and 4.5.
9. New Business.
10. Call to Adjourn.

### **3.3 Board Meetings**

The Board shall meet at the call of the President, who shall call at least four(4) meetings per year to conduct the business of the Organization. The Board shall have the power to adopt and/or amend written policies and procedures to assist in the consistent governance of the Organization by a majority vote at any Board Meeting in accordance with the provisions of Article 4.5. The scope of the Board's mandate to govern is only limited by the Constitution, and extends to all matters related to finances and membership (inclusion suspension or expulsion).

### **3.4 Committee Meetings**

As required from time to time, for the efficient operation of the Organization.

### **3.5 Voting Privileges**

Each member of the Board, present at a Board Meeting, Annual General Meeting or Special General Meeting shall be entitled to cast a single vote. The President shall only vote in order to break a tie.

If a Board member misses three(3) consecutive meetings, his/her voting privileges may be suspended at the discretion of the Board until they have attended two(2) consecutive meetings.

**3.5.1** At any Annual General Meeting or Special General Meeting, any adult player in good standing or the mother, father or legal guardian of any minor aged player in good standing shall be entitled to cast a single vote per player on all motions and elections.

### **3.6 Quorum**

A quorum for all General and Board Meetings shall be a minimum of 50% of the current Board members.

### **3.7 Robert's Rules of Order**

Robert's Rules of Order shall prevail at all meetings of the Organization except if they conflict with the Constitution, Policies and Procedures of the Organization.

## **Article 4 – Administration**

### **4.1 Execution of Documents**

The President or the Vice-President shall sign contracts, engagements and cheques on behalf of the Organization with the Treasurer or other designated Board member.

### **4.2 Fiscal Year**

The fiscal year of the Organization shall end on the 30<sup>th</sup>. of September annually.

### **4.3 Financial Responsibilities**

The Organization shall maintain comprehensive and accurate financial records related to all player transactions as well as all other income and expenses related to the operation of the Organization, and shall at all times conduct itself in a prudent fiscal manner.

The President in conjunction with the Treasurer shall present a Proposed Budget for the upcoming fiscal year to the Board no more than fifteen(15) days after the identification of the teams to compete in the upcoming season. The Proposed Budget shall be debated and amended where deemed appropriate in preparation for its presentation and adoption at the Annual General Meeting. The previous year Actual Budget shall be closed ten(10) days prior to the Annual General Meeting.



#### **4.4 Amendments to the Constitution**

The Constitution may be amended by a 2/3 majority of the total available votes present at any properly constituted Annual or Special General Meeting. The proposed amendment must be distributed to all members at least ten(10) days prior to the Annual or Special Meeting.

#### **4.5 Amendments to the Policies and Procedures Manual**

The written Policies and Procedures of the Organization as ratified by the Board shall be published in a single document available to the members. New Policies and Procedures or amendments to existing Policies and Procedures may be adopted by a simple majority of the total available votes present at any properly constituted Board Meeting provided such a proposal is distributed to all Board members at least five(5) days prior to the Board Meeting. The five(5) days notice may be waived and changes to Policies and Procedures may be enacted immediately with the unanimous approval of the Board at any properly constituted Board Meeting.

#### **4.6 Interpretation**

In the event of any dispute as to the meaning of any article, policy or procedure, the interpretation of the Board, as determined by simple majority vote, shall be final and conclusive.