

Manchester Baseball Club

Constitution

1. Name.

1.1 The name of the Club shall be Manchester Baseball Club, hereinafter referred to as 'the Club'.

2. Objectives.

2.1 The objective of the Club is to organise a team or teams to play baseball within a controlling organisation's structure and to strive to win that organisation's National Championship.

2.2 The controlling organisation shall be the British Baseball Federation (BBF).

2.3 In order to successfully meet the main objective the Club will promote all aspects of baseball in the area, to encourage members of the local community to join the Club and to ensure that as many as possible can play baseball by organising new teams.

2.4 The Club will coach and develop any players who join the Club, and will look to accept and further develop any members graduating from the junior section of the Club to the senior section of the Club.

2.5 The Club will be non-party political and non-sectarian, and will adhere to the equity and welfare policies and codes of conduct adopted by the BBF.

3. Members

3.1 The junior section of the Club is intended for members from 6-16 years of age. The senior section of the Club is intended for members over the age of 16.

3.2 The Club recognises that from time to time there will be exceptions to the age ranges set out at section 3.1.

4. Ethos and Discipline

- 4.1 The Club shall try to maintain its reputation for fairness and enjoyment of the game of baseball, consistent with the policies and codes referred to at section 2.5.
- 4.2 Any member who, in the opinion of the Club's Executive Committee, has acted in any way to bring the Club into disrepute can be disciplined by the Executive Committee. Typically, this could be a ban from team selection for a number of games to be decided by the Executive Committee, or in extreme cases suspension or termination of membership.

5. Membership and Voting Rights

- 5.1 All prospective Club members must complete an application form requesting membership. In order to qualify for membership, an application form must be accepted by a majority of the Club's Executive Committee.
- 5.2 For prospective members under the age of 16, the membership application form must be signed by a parent or carer over the age of 16.
- 5.3 Any and all decisions made by the Executive Committee in relation to 5.1, above, will be final.
- 5.4 At all Club General Meetings, one vote will be allowed for each accepted membership form. In the case of members under the age of 16, the vote attached to the membership form can only be exercised by the parent or carer named on the form.

6. Termination of Membership

- 6.1 A membership can be terminated in one of the following ways:
 - 6.1.1 If a member does not pay their subscription by the due date, such date to be decided by the Executive Committee, that member will not be available for selection and his membership will be terminated at the sole discretion of the Executive Committee.
 - 6.1.2 If, at a General Meeting, 66% or more of the members present vote for a motion to terminate a member's membership that membership will be terminated. The member must be notified of the General Meeting and the motion to terminate their membership by the Club Secretary at least one week before the Meeting.

6.1.3 The Executive Committee may, at their sole discretion, suspend a membership until the next General Meeting.

7. Subscriptions

7.1 An annual subscription for members will be set at the AGM.

7.2 Any members wishing to play baseball for the Club must pay any individual registration fees required by the controlling organisation and also any training fees, such fees to be set at the AGM.

7.3 Members will pay subscriptions by Standing Order into the Club's account. If this is not possible, membership subscriptions can be paid in advance to a member of the Executive Committee or a member of the Management Committee. This exception will only be granted by the Executive Committee upon specific application, and upon hearing sufficient reason that the member cannot pay by Standing Order.

8. Club Officers and Duties

8.1 President – to act as the Club's representative at any league/Club meetings. To generate Club strategy and plans for the future. To act as the primary contact for the Club. Candidates for the position of President shall come from the senior section of the Club only.

8.2 Vice-President – to have special responsibility for Club development, in particular in relation to the Club attaining and maintaining Clubmark accreditation or similar. To monitor and assist other Club Officers in the performance of their duties. To assist the President and to take on special tasks as required by the Executive Committee from time to time. Candidates for the position of Vice-President shall come from the junior section of the Club only.

8.3 Senior Section Secretary – to carry out all communications between the senior section of the Club and the controlling organisation. To carry out communications between the senior section of the Club and the development agency. To carry out communications between the senior section of the Club and other external organisations as necessary. To carry out all communications between the senior section of the Club and other senior Clubs as necessary. To keep membership records for the senior section of the Club, and arrange for the dissemination of information to the senior section membership. With the Junior Section Secretary, to arrange Committee and General meetings as necessary and to ensure that minutes of such meetings are accurately recorded.

8.4 Junior Section Secretary – to carry out all communications between the junior section of the Club and the controlling organisation. To carry out communications between the junior section of the Club and the development

agency. To carry out communications between the junior section of the Club and other external organisations as necessary. To carry out all communications between the junior section of the Club and other junior Clubs as necessary. To keep membership records for the junior section of the Club, and arrange for the dissemination of information to the junior section membership. With the Senior Section Secretary, to arrange Committee and General meetings as necessary and to ensure that minutes of such meetings are accurately recorded.

8.5 Treasurer – to control the Club’s finances and to prepare an annual statement of accounts for submission at the AGM. To prepare a budget for the following year and propose an annual subscription fee at the AGM. To manage the Club’s bank account and to ensure that all relevant financial legislation and good practice guidelines are complied with.

8.6 Senior section first team manager – to be responsible for all aspects of team management (including but not limited to team selection, game-day management and tactics, liaison with other teams and Clubs within the first team’s respective division, acting as first point of contact for the first team, liaising with the Club Coach to arrange first team training, and liaising with the Umpiring Co-ordinator to ensure that first team home games are attended by sufficient umpires) of the first team of the senior section. The first team manager will also have responsibility for selecting a sufficient number of assistant managers, to ensure that all managerial responsibilities are met in the event of the manager’s absence.

8.7 Senior section second team manager – to be responsible for all aspects of team management (including but not limited to team selection, game-day management and tactics, liaison with other teams and Clubs within the second team’s respective division, acting as first point of contact for the second team, liaising with the Club Coach to arrange second team training, and liaising with the Umpiring Co-ordinator to ensure that second team home games are attended by sufficient umpires) of the second team of the senior section. The second team manager will also have responsibility for selecting a sufficient number of assistant managers, to ensure that all managerial responsibilities are met in the event of the manager’s absence.

8.8 Senior section third team manager – to be responsible for all aspects of team management (including but not limited to team selection, game-day management and tactics, liaison with other teams and Clubs within the third team’s respective division, acting as first point of contact for the third team, liaising with the Club Coach to arrange third team training, and liaising with the Umpiring Co-ordinator to ensure that third team home games are attended by sufficient umpires) of the third team of the senior section, should such a team exist. The third team manager will also have responsibility for selecting a sufficient number of assistant managers, to ensure that all managerial responsibilities are met in the event of the manager’s absence, should a third team exist in any given year.

- 8.9 Junior section Pony team manager – to be responsible for all aspects of team management (including but not limited to team selection, game-day management and tactics, liaison with other teams and Clubs within the Pony team’s respective division, acting as first point of contact for the Pony team, liaising with the Club Coach to arrange Pony team training, and liaising with the Umpiring Co-ordinator to ensure that Pony team home games are attended by sufficient umpires) of the Pony team of the junior section. The Pony team manager will also have responsibility for selecting a sufficient number of assistant managers, to ensure that all managerial responsibilities are met in the event of the manager’s absence.
- 8.10 Junior section Bronco team manager – to be responsible for all aspects of team management (including but not limited to team selection, game-day management and tactics, liaison with other teams and Clubs within the Bronco team’s respective division, acting as first point of contact for the Bronco team, liaising with the Club Coach to arrange Bronco team training, and liaising with the Umpiring Co-ordinator to ensure that Bronco team home games are attended by sufficient umpires) of the Bronco team of the junior section. The Bronco team manager will also have responsibility for selecting a sufficient number of assistant managers, to ensure that all managerial responsibilities are met in the event of the manager’s absence..
- 8.11 Junior section Rookie team manager – to be responsible for all aspects of team management (including but not limited to team selection, game-day management and tactics, liaison with other teams and Clubs within the Rookie team’s respective division, acting as first point of contact for the Rookie team, liaising with the Club Coach to arrange Rookie team training, and liaising with the Umpiring Co-ordinator to ensure that Rookie team home games are attended by sufficient umpires) of the Rookie team of the junior section. The Rookie team manager will also have responsibility for selecting a sufficient number of assistant managers, to ensure that all managerial responsibilities are met in the event of the manager’s absence..
- 8.12 Club Coach – to co-ordinate, organise and run the Club’s training sessions. To liaise with any coaches or prospective coaches within the Club, to ensure that as many coaches as possible are qualified and registered, and to ensure that sufficient numbers of suitably qualified coaches exist within the Club. To also liaise with any nationally recognised association of coaches on any matter relating to umpiring. The ultimate aim of the Club is to make this a salaried position, such salary to come from Club funds.
- 8.13 Fundraising manager – to arrange and co-ordinate the Club’s fundraising activities, as deemed necessary by the Executive Committee.
- 8.14 Officials co-ordinator – to liaise with any umpires or prospective umpires within the Club, to ensure that as many umpires as possible are qualified and registered, and to ensure that sufficient numbers of suitably qualified umpires officiate each of the Club’s home games. To also liaise with the nationally

recognised association of umpires on any matter relating to umpiring. Also, to liaise with any scorers or prospective scorers within the Club, to ensure that as many scorers as possible are qualified and registered, and to ensure that sufficient numbers of suitably qualified scorers officiate each of the Club's home games. To also liaise with the nationally recognised association of scorers on any matter relating to scoring.

- 8.15 Equipment manager – to be responsible for all orders of equipment (including but not limited to uniforms, protective equipment, baseballs, etc), and to ensure that all teams have sufficient equipment to enable games to go ahead.
- 8.16 Webmaster – to be responsible for the maintenance of the Club's website, and to ensure that any electronic registration requirements are complied with.
- 8.17 Groundskeeper – to be responsible for the general maintenance of the Club's home ground, and to ensure as far as practicable that the Club's games can go ahead as scheduled.
- 8.18 Those holding the positions set out at 8.1-8.17 (inclusive), above, shall be known as Club Officers.
- 8.19 The Club shall have a President, Vice-President, Senior Section Secretary, Junior Section Secretary and Treasurer, and may, but need not have, any of the other positions detailed above. Club Officers shall be elected at the AGM and will be entitled to hold the post until the following AGM.
- 8.20 The Executive Committee has the power to remove a Club Officer from office if it is decided that the Officer is not performing his/her duties satisfactorily.
- 8.21 If a Club Officer vacancy arises between AGMs, the Executive Committee will have the power to co-opt a replacement, to serve until the next AGM.
- 8.22 To avoid any conflict of interests, the positions detailed at 8.1 and 8.6-8.11 inclusive cannot be held by any individual who is a member/representative of the governing body (the British Baseball Federation), the development agency (BaseballSoftballUK Ltd) or who is a director/employee of a company whose nature of business is related to baseball. Any decisions in this regard will be made at the sole discretion of the Executive Committee.
- 8.23 A single member cannot hold more than one Executive Committee position at the same time. However, there are no other restrictions upon the number of Club Official posts that a single member can hold at the same time.
- 8.24 All members of either the Executive Committee or the Management Committee are required to declare any conflicts of interest that might arise from time to time. After declaring any such conflict of interest, that Committee member shall be excluded from any Committee vote on the issue in question,

but shall not automatically be excluded from a Committee discussion of the issue in question.

9. Club Management

9.1 The Club's affairs shall be managed by two Committees: (a) the Executive Committee, and (b) the Management Committee.

9.2 The Executive Committee will consist of the following ex-officio members: President, Vice President, Senior Section Secretary, Junior Section Secretary, and Treasurer.

9.3 In the event of a tied vote at an Executive Committee meeting the President shall have the casting vote, or the Vice-President in the absence of the President.

9.4 Further Executive Committee members may be elected at the AGM.

9.5 The Secretary shall ensure that minutes are taken at Executive Committee meetings to consist of at least major decisions and actions.

9.6 If an Executive Committee vacancy arises between AGMs, the Executive Committee will have the power to co-opt a replacement, to serve until the following AGM.

9.7 The Management Committee will consist of the ex-officio members listed at 8.1-8.17 (inclusive) detailed above.

9.8 In the event of a tied vote at a Management Committee meeting the President shall have the casting vote, or the Vice-President in the absence of the President.

9.9 Further Management Committee members may be elected at the AGM.

9.10 The Secretary shall ensure that minutes are taken at Management Committee meetings to consist of at least major decisions and actions.

9.11 If a Management Committee vacancy arises between AGMs, the Executive Committee will have the power to co-opt a replacement, to serve until the following AGM.

10. Executive and Management Committee Meetings

10.1 Any member shall be entitled to attend the Executive Committee Meetings as an observer (i.e. would have no right to speak or vote, unless invited to do so).

10.2 Any member may be invited to attend the Executive Committee Meetings by the Executive Committee.

- 10.3 The Executive Committee should meet at least every two calendar months (and ideally every calendar month during the season). The date, time and place of the next meeting will be agreed at the previous meeting, but can be changed by the Club Secretary if requested by an Executive Committee member. All Committee members must be notified of the change at least three days before the meeting is to take place.
- 10.4 The quorum for Executive Committee meetings is 51% of the Executive Committee members.
- 10.5 Motions at Executive Committee meetings will be passed by a simple majority, with the President having a casting vote in the event of a tied vote (or the Vice President in the absence of the President). Where possible, motions to the Executive Committee should be communicated to Executive Committee members prior to the meeting commencing.
- 10.6 Any member shall be entitled to attend the Management Committee Meetings as an observer (i.e. would have no right to speak or vote, unless invited to do so).
- 10.7 Any member may be invited to attend the Management Committee Meetings by the Management Committee.
- 10.8 The Management Committee will meet as and when deemed necessary by the Management Committee. The date, time and place of all Management Committee meeting will be provided to all Management Committee Members by either Club Secretary at least three days before the meeting is to take place.
- 10.9 The quorum for Management Committee meetings is 51% of the Management Committee members.
- 10.10 Motions at Management Committee meetings will be passed by a simple majority, with the President having a casting vote in the event of a tied vote (or the Vice President in the absence of the President). Where possible, motions to the Management Committee should be communicated to Management Committee members prior to the meeting commencing.

11. Annual General Meeting

- 11.1 The Club will hold an Annual General Meeting (AGM). All members will be notified, by one of the Club Secretaries nominated by the Executive Committee, of the AGM's date, time and place. As a minimum, business at the AGM shall consist of agreement to the previous AGM's minutes and Club President's and Treasurer's reports.

- 11.2 Notification of the date, time and venue of the AGM will be posted or emailed to all members not less than 28 days before the date of the AGM and shall also be published on the official Club website. The notification shall include:
- 11.2.1 Notice of any Committee member roles to be elected at the AGM.
 - 11.2.2 A request for nominations and seconding of candidates for election to a Committee member role.
 - 11.2.3 A request for Committee member candidate statements.
 - 11.2.4 A request for motions to be put to the AGM.
- 11.3 Nominations, statements and motions shall be made to the Club Secretary responsible for arranging the AGM no later than 14 days before the date of the AGM, or by any other date included within the AGM notification.
- 11.4 Motions can only be put to the AGM by members of the Club.
- 11.5 The following documents (hereinafter referred to as the 'AGM Pack') will be posted or emailed to all members not less than 7 days before the date of the AGM, and will also be published on the official Club website:
- 11.5.1 Minutes of the previous AGM.
 - 11.5.2 Financial accounts for the year just concluded.
 - 11.5.3 A budget for the coming year.
 - 11.5.4 Reports from Committee members. At the least, reports should be submitted by the President and Treasurer.
 - 11.5.5 Motions to be put to the AGM.
 - 11.5.6 A list of nominations for Committee member roles, including candidate statements where provided.
 - 11.5.7 Statements of the Independent Examiners, following examination of the accounts, in accordance with 13.2 and 13.5, below.
- 11.6 The quorum for the AGM is 25% of the members.
- 11.7 If the Club Secretary fails to call an AGM within twelve calendar months of the previous AGM, then five members (or 50% of the membership if that is a smaller number) may call the AGM via the pages of the local newspaper and/or via the official Club website.

- 11.8 Changes to the Constitution must be agreed at a General Meeting, and motions to change the Constitution must be passed by a 66% majority of members present at a General Meeting.
- 11.9 The Chair of a General Meeting will be selected by the Executive Committee and will have the final say in the running of the Meeting.

12. Extraordinary General Meetings

- 12.1 An Extraordinary General Meeting (EGM) shall be convened by a Club Secretary nominated by the Executive Committee at the request of the Executive Committee, or upon a requisition being delivered to him/her signed by at least four members or 10% of the membership, whichever is the greater number. Seven days' notice of the EGM shall be given by the Club Secretary organising the meeting to all members and – where possible – the meeting shall be held within fourteen days of receipt of the requisition. The requisition shall state the purpose of the EGM and the proposal(s) to be discussed at the EGM.
- 12.2 The quorum for an EGM is 33% of the members.
- 12.3 If the Club Secretary fails to act upon the requisition, the members requesting the EGM may call the EGM via the pages of the local newspaper and/or via the official Club website.

13. Accounts

- 13.1 The Club Treasurer shall be responsible for keeping account of all income and expenditure and shall present a financial report to all Executive Committee members and shall present the accounts, duly examined, for approval by the members at the AGM. These documents will form part of the AGM Pack.
- 13.2 Two Independent Examiners, reasonably considered by the Executive Committee to be competent to examine the accounts – who are not members of the Executive Committee – shall be elected annually at the AGM to independently examine the books and accounts of the Club. These examiners are not required to be members of the Club.
- 13.3 The financial year of the Club shall end on the 30th day of September in every year, to which date the accounts shall be balanced and drawn.
- 13.4 As soon as practicable after the end of the financial year there shall be prepared a statement of assets and liabilities of the Club, and a statement of income and expenditure. These statements shall be examined by the Independent Examiners before the AGM.

13.5 Copies of the statements of the Independent Examiners will be made available to every member before the commencement of the AGM. These documents will form part of the AGM Pack.

13.6 All monies received by the Club shall be paid into an account in the name of the Club at a Bank appointed by the Executive Committee.

13.7 No action involving expenditure in the name of the Club, or on behalf of the Club, and no undertakings committing the Club to expenditure or other liability, shall be taken without prior authority of the Executive Committee.

14. Alterations to the Constitution

14.1 No alteration to the Constitution may be made except at the AGM or at an EGM called for the purpose.

14.2 Alterations to the Constitution shall require the assent of 66% of the members present and voting at the AGM or an EGM.

15. Dissolution

15.1 The Club will be dissolved if a motion is passed by a 90% majority at a General Meeting.

15.2 Any assets of the Club at the time of dissolution will be passed on to organisations as geographically close as possible with similar aims and objectives to those of the Club. Any decision in this regard will be made at the sole discretion of the Executive Committee.

16. Any other matters

16.1 Any matter not provided for in the Constitution, and concerning the organisation and activities of the Club, shall be dealt with by the Executive Committee whose decision shall be final.