



**Constitution Of The**  
**Sandwich West Turtle Club**  
**(Ontario Corporation # 000156202)**

As Passed at the September 8, 2013 AGM



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## PRIVACY AND CONFIDENTIALITY

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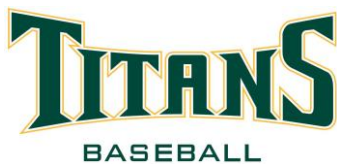
## Article I - IDENTITY

### SECTION 1 - Name

This organization shall be known as Ontario # 00156202 operating as the Sandwich West Turtle Club, hereinafter referred to as "TC" or as "the League." The League will also operate and be known as "LaSalle Baseball & Softball Academy", "LaSalle Titans", "Mickey Mantle Youth Baseball" and "LaSalle Athletics."

### SECTION 2 - Logos

The official logos of The League shall be:





## **Article II – MISSION AND OBJECTIVE**

### ***SECTION 1 - Mission***

The League is a community project operated by adult volunteers whose interest is the promotion of good, wholesome and well-supervised activities for young people. More specifically, this program is dedicated to the task of developing good citizens by providing both house League as well as competitive baseball and softball programs for boys and girls under good leadership and in the wholesome atmosphere of community participation.

The members of The League give to the players within our boundaries a pledge of conformity to high standards of personal conduct, fair play, and good sportsmanship. The managers, umpires and personnel directly involved with the players in the program are the crucial factor as to whether this program is successful. At the heart of our League is what happens between the manager, umpire and player. It is these people more than any others who determine the success of the program. They control the situation in which the players may be benefited or harmed.

In the final analysis, what happens to our players is the major objective of this program. "Is the player a better person as a result of their experience in the program? Has the player learned some lessons and acquired some good habits and attitudes which will make them more effective in their future years as a parent and/or finer citizen?" Baseball is not automatically a desirable experience for boys and girls. It is our aim League to make it a desirable experience for boys and girls.

Therefore, it is imperative that the qualified people in this community step forward to do their share to support this cause.

### ***SECTION 2 - Objective***

The objective of the League shall be to implant firmly in the children of the community the ideals of good sportsmanship, honesty, loyalty, courage and respect for authority, so that they may be well adjusted, stronger and happier children and will grow to be good, decent, healthy and trustworthy citizens.

To achieve this objective, the League will provide a supervised program under the Rules and Regulations of the League as well as Baseball Canada and its affiliates. All Directors, Officers and Members shall bear in mind that the attainment of exceptional athletic skill or the winning of games is secondary, and the molding of future citizens is of prime importance. In accordance with the Province of Ontario not-for-profit regulations, the League shall operate exclusively as a not-for-profit educational organization providing a supervised program of house League and competitive baseball and softball games. No part of the net earnings shall inure to the benefit of any private shareholder or individual.



## ARTICLE III - MEMBERSHIP

### SECTION 1 - Eligibility

Any person sincerely interested in active participation to further the objective of The League may apply to become a Member.

### SECTION 2 - Classes

There shall be the following classes of Members:

- A. **Player Members.** Any player candidate meeting the requirements of the League shall be eligible to compete for participation in the League's House or Representative Team program. Player Members shall have no rights, duties or obligations in the management or in the property of the League.
- B. **Regular Members.** Regular Members of the League automatically include all current Managers, Coaches, Volunteer Umpires, Board Members, Officers of the Board and any other person who is recognized by the Board as a volunteer in the League. All Officers, Board Members, Committee Members, Managers, Coaches, Volunteer Umpires and other elected or appointed officials must be active Regular Members in good standing.
- C. **Life Members.** Any person may be elected as a Life Member by a two third (2/3) vote of all 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 League.

As used hereinafter, the word "Member" shall mean a Regular Member unless otherwise stated.

The Board of Directors, by a majority vote of those present 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 League and/or other affiliated organizations. The Member involved shall be notified of such meeting, informed of the general nature of the charges and given an opportunity to appear at a meeting to answer such charges.

Dues for Player/Regular Members may be fixed at such amounts as the Board of Directors shall determine prior to the beginning of any membership period. Members who fail to pay their dues within thirty (30) days from the time same become due, may by vote of the Board may be dropped by the membership rolls and shall forfeit all rights and privileges of membership.

### SECTION 3 - Affiliations

- A. The League recognizes the following affiliations:
  - a. Little League Canada(LL)
  - b. Ontario Baseball Association(OBA)
  - c. Baseball Canada
  - d. United States Specialty Sports Association(USSSA)
  - e. Provincial Women's Softball Association(PWSA)
  - f. Softball Ontario
  - g. Softball Canada
- B. The League may annually apply for a charter, if required, from any process organization that requires such and do all things necessary to maintain such charter.
- C. The League Board Members shall not be actively engaged in the promotion and/or operation of any other baseball and/or softball program.
- D. Directors or Officers of any other baseball and/or softball organization not affiliated with the League should not be actively engaged in the promotion and/or operation of the League as a Director or Officer.



## ***SECTION 4 - Resignation from the Organization***

- A. Membership in the League shall not be transferable and shall terminate annually or upon a Member's resignation or death.
- B. Members may resign from the League by submitting a resignation in writing addressed to the Secretary who in turn notifies the Board at the next meeting of the board.

## ***SECTION 5 - Suspension or Termination of Officers and Directors***

- A. Removal of Director by Membership - Provided that notice specifying the intention to pass such resolution has been given with the notice of meeting, eligible voting Members of the League, by a resolution passed by at least 2/3 of the votes cast at a General Meeting of Members or a Board Meeting may remove any Director before the expiration of his or her term of office.
- B. Absenteeism - Unless otherwise determined by the Board, the absence of a Director from three (3) consecutive Board Meetings or the absence of a Director from 5 or more out of the last 12 consecutive Board Meetings shall be deemed to be a resignation of the said Director from the Board.
- C. Competency
  - 1) Failure to complete duties as stated in the By-law or the Rules of Operation;
  - 2) Failure to uphold the direction of the League Board or violate confidentiality
  - 3) Failure to uphold objectives of the League;
  - 4) Contravening any section(s) of the Abuse and Harassment Policy.
- D. Resignation – A Director of the Board may resign his or her Directorship by submitting a letter of resignation to the Secretary of the Board.





## **ARTICLE IV – GENERAL MEETINGS**

### ***SECTION 1 - Definition***

A General Membership Meeting is any meeting of the membership of the League (including Special General Membership Meetings, Section 7). A minimum of one per year (Annual General Membership Meeting, see Section 6) is required.

### ***SECTION 2 - Notice of Meeting***

Notice of each General Membership Meeting shall be delivered by any of the following; electronically on our web site, by email where possible at the last recorded address, monthly Turtle Club News Letter, or local newspaper announcement, to each Member at least seven (7) days in advance of the meeting, setting forth the place, time and purpose of the meeting.

### ***SECTION 3 - Quorum***

At any General Membership Meeting, the presence in person of fifteen (15) of the members shall be necessary to constitute a quorum. If a quorum is not present, no business shall be conducted.

### ***SECTION 4 - Voting***

Only Regular Members shall be entitled to make motions and vote at General Membership Meetings. However, the Board of Directors may invite, admit and recognize guests for presentations or comments during General Membership Meetings. (Those eligible to take part at meetings of the Board of Directors are described in Article V, Section 4.)

### ***SECTION 5 - Absentee Ballot / Proxy Votes***

The League does not allow for the use of Proxy Votes. Furthermore, since the Annual General Meeting (AGM) is the only forum for nominating candidates for positions on the Board of Directors and such nominations are not known or accepted before said meeting, it is not possible to allow for absentee balloting.

Persons that cannot be present at the AGM and feel they will be nominated for a position on the Board of Directors shall submit in writing their acceptance for that specific position. The acceptance letter must be signed, sealed and received by the Secretary prior to the start of the AGM.



## ***SECTION 6 - Annual General Membership Meeting (AGM)***

The Annual General Membership (AGM) Meeting of the League shall be held prior to the end of the fiscal year of the corporation (October 31st) as determined by the BOD. This meeting is for the purpose of electing the Board of Directors, receiving reports, reviewing and voting on any Constitution changes and for the transaction of such business as may properly come before the meeting.

- B. The Membership shall receive at the AGM Meeting a report, verified by the President and Treasurer, or by a majority of the Directors, showing:
  - 1) The condition of the League, to be presented by the President or his/her designate.
  - 2) A general summary of funds received and expended by the League for the previous year, the amount of funds currently in possession of the League, and the name of the financial institution in which such funds are maintained.
  - 3) The whole amount of real and personal property owned by the League, where located, and where and how invested.
  - 4) For the year immediately preceding, the amount and nature of the property acquired, with the date of the report and the manner of the acquisition, the amount applied, appropriated or expended, and the purposes, objects or persons to or for which such applications, appropriations or expenditures have been made.
- C. This report shall be filed with the records of the League and entered in the minutes of the proceedings of the AGM. A copy of such report shall be forwarded to parties that require such information.
- D. At the AGM, the Members shall elect all open positions on the Board of Directors with exception to the Treasurer which shall be appointed by the newly elected Board after a job posting and interview process. The number of Directors elected shall be not less than five (5).
- E. The open positions shall be elected in the following sequence:
  - 1) Officers
  - 2) Directors
- F. Immediately after the election, the Board of Directors shall assume the performance of its duties. The Board's term of office shall continue until its successors are elected and qualified under this section.

## ***SECTION 7 - Special General Membership Meetings***

Special General Membership Meetings of the Members may be called by the Board of Directors or by the Secretary or President at their discretion. It may also be called upon the written request of fifteen (15) Regular Members, the President or Secretary shall call a Special General Membership Meeting to consider the subject specified in the request. No business other than that specified in the notice of the meeting shall be transacted at any Special General Membership Meeting. Such Special General Membership Meeting shall be scheduled to take place not less than seven (7) days after the request is received by the President or Secretary.

## ***SECTION 8 - Rules of Order for General Membership Meetings***

Robert's Rules of Order shall govern the proceedings of all General Membership Meetings, except where same conflicts with this Constitution of the League.



## **ARTICLE V - BOARD OF DIRECTORS**

### ***SECTION 1 - Authority***

The management of the property and affairs of the League shall be vested in the Board of Directors.

### ***SECTION 2 - Increase in Number***

The number of Board of Directors so fixed at the AGM Meeting may be increased at any General Membership Meeting or Special Meeting of the Members. If the number is increased, the additional Directors may be elected at the meeting at which the increase is voted, or at any subsequent General Membership Meeting. All elections of additional Directors shall be by majority vote of all Regular Members present.

### ***SECTION 3 - Vacancies***

If any vacancy occurs in the Board of Directors, whether by death, resignation or otherwise, it may be filled by a majority vote of the remaining Directors at any regular Board meeting or at any Special Board Meeting called for that purpose. A notice will be posted on the official the League website advising the members of the vacancy inviting applicants to fill the position(s). The successful members filling the vacant director's position will have full voting rights and occupy that position for the remainder of the year until the next AGM where that position will be open for election.

### ***SECTION 4 - Board Meetings, Notice and Quorum***

Regular meetings of the Board of Directors shall be held immediately following the AGM and on such days thereafter as shall be determined by the Board.

- A. The President or the Secretary may, whenever they deem it advisable, or the Secretary shall at the request in writing of three (3) Directors, issue a call for a Special Board Meeting. In the case of Special Board Meetings, such notice shall include the purpose of the meeting and no matters not so stated may be acted upon at the meeting.
- B. Notice of each Board meeting shall be given by the Secretary personally, electronically or by mail to each Director at least five (5) days before the time appointed for the meeting to the last recorded address of each Director.
- C. 50% attendance of the current Board of Directors shall constitute a quorum for the transaction of business. If a quorum is not present, no business shall be conducted.
- D. Only members of the Board of Directors may make motions and vote at meetings of the Board of Directors. However, the Board of Directors may invite, admit and recognize guests for presentations or comments during specific agenda items at a Board meeting.



## ***SECTION 5 - Duties and Powers***

The Board of Directors shall have the power to appoint such standing committees, as it shall determine appropriate 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 and the management of the League as it may deem proper, provided such rules and regulations do not conflict with this Constitution. The Board shall have the power by a two-thirds vote of those present at any regular Board or Special Board Meeting to discipline, suspend or remove any Director or Officer or Committee Member of the League in accordance with the procedure set forth in Article III, Section 5.

- A. Execution of Documents - The Board may from time to time appoint any Director of the League by resolution in writing, either to sign documents generally or to sign specific documents.
- B. Books and Records - The Board shall ensure that all necessary books and records of the League required by the By-laws of the League Constitution or by any applicable statute are regularly and properly maintained and any contracts or agreements are filed for safekeeping.
- C. Method of Giving Notice - Whenever under the provisions of this Constitution of the League, notice is required to be given, such notice may be given either personally, by telephone, by email, web posting, Park posting or by depositing same in a post office or a public letter box, in a postage paid sealed envelope addressed to the Director or Member at his or her address as the same appears in the records of the League. Any notice or other documents so sent by mail shall be deemed to be sent at the time when the same was deposited in a post office or public letter box as aforesaid. For the purposes of sending any notice, the address of any Member or Director shall be his or her last address in the records of the League

## ***SECTION 6 - Error in Notice***

No error or omission in giving notice for a Board and/or Membership Meeting shall invalidate such Meeting or invalidate or make void any proceedings taken at such Meeting, and any Director may at any time waive notice of any such Meeting and may ratify and approve of any or all proceedings taken or had there at.

## ***SECTION 7 - Adjournment of Meeting***

Any Board Meeting may be adjourned at any time and from time to time and such business may be transacted at such adjourned Meetings as might have been transacted at the original Meeting from which such adjournment took place. No notice shall be required of any such adjournment.



## ***SECTION 8 - Conflict of Interest***

Every member of the Board who directly or indirectly has an interest in a proposed or existing contract or transaction or other matter relating to the League shall make a full and fair declaration of the nature and extent of the interest at a Board Meeting.

- A. The declaration of a conflict of interest shall be made at the Board Meeting at which the question of entering into the contract or transaction or other matter is first taken into consideration or, if the member of the Board is not at the date of that Board Meeting interested in the proposed contract or transaction or other matter, at the next Board Meeting held after the member of the Board assumes the office.
- B. After making such a declaration, no member of the Board shall vote on such a contract or transaction or other matter, nor shall he or she be counted in the quorum in respect of such a contract or transaction or other matter.
- C. If a member of the Board has made a declaration of an interest in a contract or transaction or other matter in compliance with this Section, the member of the Board is not accountable to the League for any profit realized from the contract or transaction or other matter.
- D. If a member of the Board fails to make a declaration of interest in a contract or transaction or other matter in compliance with this Section, the member of the Board shall account to and reimburse the League for all profits realized, directly or indirectly, from such contract or transaction or other matter.
- E. A member of the Board shall be deemed to be in a conflict of interest situation when any matter comes before the Board which concerns the team for which his/her child is playing or is eligible to play, which his/her husband/wife son/daughter brother or sister is or has applied to be a member of the coaching staff; or with respect to any other matter (for instance, disciplinary) with which they or members of their immediate family are involved.
- F. In cases in which conflict of interest arises, the member of the Board in conflict shall absent him/herself from the meeting until the issue has been resolved.
- G. If that member of the Board has significant information relating to the specific issue to be discussed, he/she may provide that information before leaving.
- H. The President or designate shall have the final authority to decide when a conflict of interest exists.

## ***SECTION 9 - Indemnification of Directors***

Every member of the Board of the League and his or her heirs, executors, administrators and estate and effects respectively shall from time to time be indemnified and saved harmless by the League from and against:

- A. All costs, charges and expenses whatsoever that he or she sustains or incurs in or about any action, suit or proceeding that is brought, commenced or prosecuted against him or her for and in respect of any act, deed, matter or thing whatsoever, made, done or permitted by him or her in or about the execution of the duties of his or her office;
- B. All other costs, charges and expenses that he or she sustains or incurs in or about or in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by his or her own willful neglect or default; provided that, no board member of the League shall be indemnified by the League in respect of any liability, costs, charges or expenses that he or she sustains or incurs in or about any action, suit or other proceeding as a result of which he or she is adjudged to be in breach of statute unless, in an action brought against him or her in his or her capacity as a board member, he or she has achieved complete or substantial success as a defendant.
- C. The League shall purchase and maintain such insurance for the benefit of its board members as the Board may from time to time determine.



## **ARTICLE VI - EXECUTIVE COMMITTEE**

### ***SECTION 1 - Officers of the Board***

The Board of Directors shall appoint an Executive Committee to be the Officers of the Board. The Officers of the Board of Directors shall include, the President, Vice Presidents, Past President, Treasurer, Secretary, Policy and Conflict Resolution Officer.

### ***SECTION 2 - Executive Committee***

The Executive Committee shall advise with and assist the Board of the League in all matters concerning its interests and the management of its affairs, and shall have such other powers as may be delegated to it by the Board, but in no event shall the Executive Committee have authority over the Board of Directors.

At any meeting of the Executive Committee, a majority of the total number of members then in office shall constitute a quorum for the transaction of business, and the act of a majority present at any meeting at which there is a quorum shall be the act of the Committee.



## ARTICLE VII – ROLES, DUTIES AND POWERS OF THE BOARD

### ***SECTION 1 - General Board Member Responsibilities***

The Board shall:

- A. Surrender all books and property of the League to the Board of Directors upon termination or resignation.
- B. Observe rules of confidentiality with regards to Player Information and In Camera sessions at Board Meetings.
- C. Attend all Board Meetings.
- D. Attend Special Board and Membership Meetings as required.
- E. Assist with Annual Player Registration ~~act as League Signing Officer~~.
- F. Participate in Opening Day Parade and Ceremonies.
- G. Attend and participate in tournament and events as required by the Board of Directors.
- H. Participate on Committees as appointed or as your position dictates.
- I. Participate in decision making for the League with one vote.
- J. Participate with honesty, character, integrity and respectful input in discussions, motions and votes.
- K. Promote all the League programs and philosophies; act with respect, dignity and stature to maintain and cultivate the principles, values and policies of the League.
- L. Observe Roberts Rules of Order at all meetings.
- M. Personify the best public image of the League program to the Community at large.
- N. Carry out the responsibilities of the Board position as documented with full commitment.

### ***SECTION 2 - Appointments***

The Board of Directors may appoint by a 2/3 vote such other officers or agents as it may deem necessary or desirable, and may prescribe the powers and duties of each. Appointed officers or agents, with the exception of the Treasurer shall have no vote on actions taken by the Board of Directors.



## **SECTION 3 - President**

No person shall be nominated for the position of President unless having served on the previous year's Board of Directors.

The President shall:

- A. Hold office for a two (2) year term. The election shall take place at the Annual General Membership meeting of even numbered years.
- B. Be a Member of the League Executive Committee.
- C. Assumes the position as Baseball Director.
- D. Will not be a Manager within any division unless deemed necessary and with Board approval.
- E. Preside at all the League Meetings.
- F. Conduct the affairs of the League and execute the policies established by the Board of Directors.
- G. Present a report of the condition of the League at the AGM.
- H. Communicate to the Board of Directors such matters as deemed appropriate, and make such suggestions as may tend to promote the welfare of the League.
- I. Be responsible for the conduct of the League in strict conformity to the policies, principles, Rules and Regulations of the League, as agreed to under the conditions of charter issued to the League by an affiliated organization.
- J. Designate in writing other officers, if necessary, to have power to make and execute for/and in the name of the League such contracts and leases they may receive and which have had prior approval of the Board.
- K. Investigate complaints, irregularities and conditions detrimental to the League and report thereon to the Board, Policy and Conflict Resolution Committee or Executive Committee as circumstances warrant.
- L. Work in association with the Treasurer to prepare an annual budget to submit to the Board of Directors for approval and be responsible for the proper execution thereof.
- M. With the assistance of the ~~Player Agent~~Registrar, examine the application and support 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.
- N. In conjunction with the Division Directors and the Director of Baseball or Softball create a diamond allotment schedule for each division of play.
- O. Delegate authority to any and all officers, directors, coaches and managers as is appropriate to their office and as hereinafter set out.
- P. During the absence or disability of the President, his/her duties and powers shall be exercised by the Vice President.
- Q. Perform such other duties as naturally fall within the duties of the office.





## **SECTION 4 – Past President**

This position shall be filled by the immediate the League Board Past President as long as they have fulfilled the term of president for a minimum of 2 years. The term is dependent on the length of term of the currently elected President. The Past President will have full voting rights on the League Board of Directors.

The Past President shall:

- A. Hold office after the completion of their full term as president until such time as the next new president is elected.
- B. Be a Member of the League Executive Committee.
- C. Will not be a Manager within any division unless deemed necessary and with Board approval.
- D. Attend at all the League Meetings.
- E. Conduct the affairs of the League and execute the policies established by the Board of Directors.
- F. Communicate to the Board of Directors such matters as deemed appropriate, and make such suggestions as may tend to promote the welfare of the League.
- G. Work in President and with the Treasurer to prepare an annual budget to submit to the Board of Directors for approval and be responsible for the proper execution thereof.
- H. With the assistance of the ~~Player Agent~~Registrar, examine the application and support 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.
- I. In conjunction with the Division Directors and the Director of Baseball or Softball create a diamond allotment schedule for each division of play.
- J. Perform such other duties as naturally fall within the duties of the office.
- K. Perform the duties of the President in the absence or disability of the President, provided he or she is authorized by the President or Board so to act. When so acting, the Past President shall have all the powers of that office.
- L. Perform such duties as from time to time may be assigned by the Board of Directors or by the President.

## **SECTION 5 – Vice President – Titans**

The Vice President shall:

- A. Hold office for a two (2) year term. The election shall take place at the Annual General Membership meeting of even numbered years.
- B. Be a Member of the League Executive Committee.
- C. Uphold the Constitution and Bylaws of the League
- D. See that the Titan Program participates efficiently in the fund raising activity proposed by the Board.
- E. Gain the support and funds necessary to implement a program-wide training program.
- F. Assist with the coordination and operation of pre-season clinics as directed by the Board of Directors.
- G. Work in conjunction with the ~~Player Agent~~Registrar as required.
- H. Order and distribute training materials to Managers.
- I. See that the Titan Program is properly equipped and report and rectify any deficiencies in equipment.
- J. Keep a reasonable watch over the games throughout the season.
- K. Be responsible for the smooth operation of any tournaments held by their division.
- L. Perform the duties of the President in the absence or disability of the President, provided he or she is authorized by the President or Board so to act. When so acting, the Vice President shall have all the powers of that office.
- M. Perform such duties as from time to time may be assigned by the Board of Directors or by the President.



## **SECTION 6 – Vice President – Athletics**

The Vice President shall:

- A. Hold office for a two (2) year term. The election shall take place at the Annual General Membership meeting of odd numbered years.
- B. Be a Member of the League Executive Committee.
- C. Uphold the Constitution and Bylaws of the League
- D. See that the Athletic Program participates efficiently in the fund raising activity proposed by the Board.
- E. Gain the support and funds necessary to implement a program-wide training program.
- F. Assist with the coordination and operation of pre-season clinics as directed by the Board of Directors.
- G. Work in conjunction with the ~~Player Agent~~Registrar as required.
- H. Order and distribute training materials to Managers.
- I. See that the Athletic Program is properly equipped and report and rectify any deficiencies in equipment.
- J. Keep a reasonable watch over the games throughout the season.
- K. Be responsible for the smooth operation of any tournaments held by their division.
- L. Perform the duties of the President in the absence or disability of the President, provided he or she is authorized by the President or Board so to act. When so acting, the Vice President shall have all the powers of that office.
- M. Perform such duties as from time to time may be assigned by the Board of Directors or by the President.

## **SECTION 7 – Vice President – House League**

The Vice President shall:

- A. Hold office for a two (2) year term. The election shall take place at the Annual General Membership meeting of odd numbered years.
- B. Be a Member of the League Executive Committee.
- C. Will not be a Manager within any division unless deemed necessary and with Board approval.
- D. Be responsible to the President for the smooth operation of the softball program.
- E. Uphold the Constitution and Bylaws with respect to the divisions.
- F. See that the House League Program participates efficiently in the fund raising activity proposed by the Board.
- G. Gain the support and funds necessary to implement a program-wide training program.
- H. Assist with the coordination and operation of pre-season clinics as directed by the Board of Directors.
- I. Work in conjunction with the ~~Player Agent~~Registrar to run the spring draft as required by the division.
- J. Order and distribute training materials to Directors.
- K. See that the House League Program is properly equipped and report and rectify any deficiencies in equipment.
- L. Keep a reasonable watch over the games throughout the season.
- M. In conjunction with the Division Directors and the Scheduler create a diamond allotment schedule for each division of play.
- N. Ensure that all player evaluations are completed by all managers within the division and returned before the start of any season ending play-offs and/or Tournament.
- O. Be responsible for the smooth operation of any tournaments held by their division.
- P. Perform the duties of the President in the absence or disability of the President, provided he or she is authorized by the President or Board so to act. When so acting, the Vice President shall have all the powers of that office.
- Q. Perform such duties as from time to time may be assigned by the Board of Directors or by the President.
- R. Perform such other duties as naturally fall within the duties of the office.



## **SECTION 8 –Policy and Conflict Resolution Officer**

The Policy and Conflict Resolution Officer shall:

- A. Hold office for a two (2) year term. The election shall take place at the Annual General Membership meeting of even numbered years.
- B. Be a Member of the League Executive Committee.
- C. Will not be a Manager within any division unless deemed necessary and with Board approval.
- D. Maintain the League's Privacy Policy
- E. Be responsible for the maintenance of the League PRC/ODF file. Identify what volunteer needs a PRC or ODF before the commencement of their participation in any activity. Communicate process with volunteer, ensure collection of PRC/ODF, reimburse volunteer for cost of PRC and update the League PRC/ODF file with most current information.
  - a. Should an issue be identified via a PRC, the matter will be discussed at the next Board meeting in an in camera session for resolution.
- ~~C.~~
- ~~D-F.~~ Keep a reasonable watch over the Divisions throughout the season.
- ~~E-G.~~ Undertake special projects as assigned by the President;
- ~~F-H.~~ Assist and report to the President as required;
- ~~G-I.~~ Review and prepare By-law and Rules of Operations revisions for publication.
- ~~H-J.~~ Shall be responsible to sit on designated committees;
- ~~I-K.~~ Perform such duties as from time to time may be assigned by the Board of Directors or by the President.
- ~~J-L.~~ Perform such other duties as naturally fall within the duties of the office.

## **SECTION 9 - Secretary**

The Secretary shall:

- A. Hold office for a two (2) year term. The election shall take place at the Annual General Membership meeting of even numbered years.
- B. Be a Member of the League Executive Committee.
- C. Be responsible for recording the activities of the League and maintain appropriate files, mailing lists and necessary records.
- D. 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.
- E. Maintain a list of all Officers, Directors and committee members and give notice of all meetings of the League, the Board of Directors and Committees.
- F. Keep the minutes of the meetings of the Members, the Board of Directors and the Executive Committee, in both hard copy and electronic format and have them filed in the League office.
- G. Conduct all correspondence not otherwise specifically delegated in connection with said meeting and shall be responsible for carrying out all orders, votes and resolutions not otherwise committed.
- H. Notify Members, Directors, Officers and committee members of their election or appointment.
- I. Perform such duties as from time to time may be assigned by the Board of Directors or by the President.
- J. Perform such other duties as naturally fall within the duties of the office.



## SECTION 10 - Treasurer

This shall be an appointed position for a two (2) year term following the Annual General Membership meeting of odd numbered years and may be terminated by a majority vote of the Board of Directors at any time or extended by mutual agreement at the discretion of the Board of Directors.

The Treasurer shall:

- A. Be a Member of the League Executive Committee.
- B. Perform such duties as are herein set forth and such other duties as are customarily incident to the Office of Treasurer or may be assigned by the Board of Directors.
- C. Receive all monies and securities, and deposit same in a depository approved by the Board of Directors.
- D. Keep records for the receipt and disbursement of all monies and securities of the League, including the Auxiliary, approve all payments from allotted funds and draw checks therefore in agreement with policies established in advance of such actions by the Board of Directors. All disbursements by check must have dual signatures.
- E. Prepare an annual budget, under the direction of the President, for submission to the Board of Directors for approval.
- F. Prepare a monthly financial report, for submission to the Board of Directors at the monthly Board Meeting.
- G. Prepare an annual financial report, under the direction of the President, for submission to the Membership and Board of Directors at the AGM, and to other necessary parties.
- H. Facilitate the submission of the annual financial statements to an independent accountant for review engagement.
- I. Perform such duties as from time to time may be assigned by the Board of Directors or by the President.
- J. Perform such other duties as naturally fall within the duties of the office.

## SECTION 11 - ~~League Information Officer~~Webmaster

The ~~League Information Officer~~Webmaster shall:

- A. Hold office for a two (2) year term. The election shall take place at the Annual General Membership meeting of odd numbered years.
- ~~B. Be a Member of the League Executive Committee.~~
- ~~C. B.~~ Manage the League's official web site and email services. Ensure that League news and information are updated on a regular basis on the web site.
- ~~D. Maintain the League's Privacy Policy.~~
- ~~E. Be responsible for the maintenance of the League PRC/ODF file. Identify what volunteer needs a PRC or ODF before the commencement of their participation in any activity. Communicate process with volunteer, ensure collection of PRC/ODF, reimburse volunteer for cost of PRC and update the League PRC/ODF file with most current information.~~
- ~~E. Should an issue be identified via a PRC, the matter will be discussed at the next Board meeting in an in camera session for resolution.~~
- ~~F. C.~~ Create, maintain and distribute the League monthly News Letter and any other necessary means of communication with League's parents.
- ~~G. Establish and Chair the Special Events and Tournament Committee.~~
- ~~H. D.~~ Responsible for the organization and communication of the League special events and tournaments ~~including but not limited to Opening Day and Year End Banquet.~~
- ~~I. E.~~ Perform such duties as from time to time may be assigned by the Board of Directors or by the President.
- ~~J. F.~~ Perform such other duties as naturally fall within the duties of the office.



## **SECTION 12 - ~~Player Agent~~Registrar**

The ~~Player Agent~~Registrar shall:

- A. Hold office for a two (2) year term. The election shall take place at the Annual General Membership meeting of even numbered years.
- ~~B. Be a Member of the League Executive Committee.~~
- ~~C.B.~~ Will not be a Manager within any division unless deemed necessary and with Board approval.
- ~~D.C.~~ Record all player transactions and maintain an accurate and up-to-date record thereof.
- ~~E.D.~~ Receive and review applications for player candidates and assist the President in verifying residence and age eligibility.
- ~~F.E.~~ Coordinate the Player Evaluation Process and conduct the player draft and all other player transaction or selection meetings.
- ~~G.F.~~ Prepare the ~~Player Agent~~Registrar's list.
- ~~H.G.~~ Prepare for the President's signature and submission, team rosters, including players' claimed, and the tournament team eligibility affidavit.
- ~~I.H.~~ Update rosters and notify appropriate parties of any subsequent player replacements or trades.
- ~~J.I.~~ Submit a year-end report to the President in advance to the League AGM. The report shall be used in the preparation of the Presidents Report to the AGM and it shall be retained on file as a historical record.
- ~~K.J.~~ Perform such duties as from time to time may be assigned by the Board of Directors or by the President.
- ~~L.K.~~ Perform such other duties as naturally fall within the duties of the office.

## **SECTION 13 - Umpire in Chief**

The Umpire in Chief shall:

- A. Hold office for a two (2) year term. The election shall take place at the Annual General Membership meeting of odd numbered years.
- ~~B. Be a Member of the League Executive Committee.~~
- ~~C.B.~~ Under the direction of the President establish a list of umpires who are available for umpiring assignments and work in conjunction with the Director of Umpire Assignments to arrange for appropriate coverage of all scheduled games by at least one qualified umpire.
- ~~D.C.~~ Will not be a Manager within any division unless deemed necessary and with Board approval.
- ~~E.D.~~ Prepare and organize clinics for new and or experienced umpires within their division, to ensure the ongoing development and sharpness of the volunteer umpire group;
- ~~F.E.~~ Establish an annual budget for umpires.
- ~~G.F.~~ Work in conjunction with the Director of Umpire Assignments to define and implement a process to manage payment of umpires.
- ~~H.G.~~ Work closely with the Director of Umpire Assignments to assign and schedule all umpires in a fair and consistent manner.
- ~~I.H.~~ Check umpire efficiency by personal attendance at as many games as possible
- ~~J.I.~~ Inform the Board, disciplinary actions up to and including dismissal of inefficient umpires and acquire the services of new ones.
- ~~K.J.~~ Be the sole interpreter of the official League Rules and shall report any violations to the Board.
- ~~L.K.~~ Perform such duties as from time to time may be assigned by the Board of Directors or by the President.
- ~~M.L.~~ Perform such other duties as naturally fall within the duties of the office.



## ***SECTION 14 – Scheduling Director***

The Scheduling Director shall:

- A. Hold office for a (2) year term. The election shall take place at the Annual General Membership meeting of even numbered years.
- B. Annually, at the registration of membership in conjunction with the Umpire in Chief, establish a list of all individuals that are interested in umpiring for the coming season, be it new registrants or returning umpires.
- C. Take part in any and all training of the umpires as to ensure proper assignments.
- D. Discuss umpire requirements with division Directors and Umpire in Chief.
- E. Work with Umpire in Chief to establish an annual budget for Scheduling Director duties.
- F. Ensure fair and equitable distribution of games to all umpires based on their capability level and availability.
- G. Work in conjunction with the Umpire in Chief to define and implement a process to manage payment of umpires.
- H. Maintain proper records of all umpires and games done as to be able to pay them be it house League, or Tournaments.
- I. Co-ordinate the payment of umpires with the Treasurer and ensure that umpires are all paid in a timely manner.
- J. Perform such duties as from time to time may be assigned by the Board of Directors or by the President.
- K. Perform such other duties as naturally fall within the duties of the office.

## ***SECTION 15 – Equipment Director***

The Equipment Director shall:

- A. Hold office for a two (2) year term. The election shall take place at the Annual General Membership meeting of odd numbered years.
- B. Be responsible for the distribution of all equipment to all baseball managers including all-star managers, such as bats, balls, helmets, uniforms, bases, catcher equipment and any other equipment necessary to play ball,
- C. Recommend to the Board of Directors replacement of any damaged or worn out baseball equipment and replace such with approval of the Board.
- D. Keep in a good state of repair all baseball equipment and order all new equipment as necessary.
- E. Maintain a proper inventory of baseball items available and ensure that the appropriate user groups return the materials at the end of the season.
- F. Establish an annual budget for baseball equipment requirements and work within that framework.
- G. Perform such duties as from time to time may be assigned by the Board of Directors or by the President.
- H. Perform such other duties as naturally fall within the duties of the office.



## **SECTION 16 - Building and Grounds Director**

The Buildings and Grounds Director shall:

- A. Hold office for a (2) year term. The election shall take place at the Annual General Membership meeting of even numbered years.
- B. Ensure that the facilities, diamonds, buildings and structures and all related hardware and accessories, under their jurisdiction, are maintained in a safe and playable manner, in keeping with the standards established by the Board of Directors.
- C. Oversee any major construction activity directed by the Board of Directors to final completion and report regularly to the Board of Directors regarding the progress of such project;
- D. Determine before game time what diamonds are available and safe for play during inclement conditions in conjunction with the Safety Officer.
- E. Establish and supervise such grounds keeping help as is required to maintain the standards as outlined by the Board of Directors.
- F. Prepare an annual budget for Building and Grounds and work within that framework.
- G. Be responsible for the smooth operation of the concession stand during the house League season and any all-star tournaments.
- H. Prepare an annual budget for approval for the operations of the concession stand.
- I. Establish and supervise such Concessions help as is required to maintain the standards as outlined by the Board of Directors.
- J. Adhere to financial reporting requirements and procedures/controls as established by the Board of Directors.
- K. Work in conjunction with the Master Scheduler to ensure that Concessions are operating when the Turtle Club Park is in use.
- L.
- M. Perform such duties as from time to time may be assigned by the Board of Directors or by the President.
- N. Perform such other duties as naturally fall within the duties of the office.

## **~~SECTION 17—Assistant Building and Grounds Director~~**

~~The Buildings and Grounds Director shall:~~

- ~~A. Hold office for a (2) year term. The election shall take place at the Annual General Membership meeting of odd numbered years.~~
- ~~B. Ensure that the facilities, diamonds, buildings and structures and all related hardware and accessories, under their jurisdiction, are maintained in a safe and playable manner, in keeping with the standards established by the Board of Directors.~~
- ~~C. Work with Building and Grounds Director to oversee any major construction activity directed by the Board of Directors to final completion and report regularly to the Board of Directors regarding the progress of such project;~~
- ~~D. Work with Building and Grounds Director to determine before game time what diamonds are available and safe for play during inclement conditions in conjunction with the Safety Officer.~~
- ~~E. Work with Building and Grounds Director to establish and supervise such grounds keeping help as is required to maintain the standards as outlined by the Board of Directors.~~
- ~~F. Work with Building and Grounds Director to prepare an annual budget and work within that framework.~~
- ~~G. Perform such duties as from time to time may be assigned by the Board of Directors or by the President.~~
- ~~H. Perform such other duties as naturally fall within the duties of the office.~~





## **SECTION 18 – Tournament and Events Director**

The Tournament and Events Director shall:

- A. Hold office for a two (2) year term. The election shall take place at the Annual General Membership meeting of even numbered years.
- B. Organize and direct all of the Baseball and Softball Tournaments that the League Board approves, ~~including but not limited to Silver Tee, Bronze Turtle, Diamond Turtle, etc.~~
- C. Understand the rules of Baseball and Softball as referenced in the appropriate Rule Book for a given year. Work with the Umpire in Chief as necessary on any tournament rulings.
- D. Act as “Tournament Director” for all the LEAGUE tournaments and any other tournament as necessary.
- ~~E.~~ Organize and co-ordinate opening day activities and events.
- ~~F.~~ Establish and Chair the Special Events and Tournament Committee.
- ~~E.~~
- ~~F.~~ G. Keep a documented list of all leagues, teams, Managers/Coaches or other contacts that participate in the LEAGUE events.
- ~~G.~~ H. Develop and implement creative initiatives, activities or such that will draw leagues and teams to participate in the LEAGUE tournaments.
- ~~H.~~ I. Perform such duties as from time to time may be assigned by the Board of Directors or by the President.
- ~~I.~~ J. Perform such other duties as naturally fall within the duties of the office.

## **SECTION 19 - Sponsorship Director**

The Sponsorship & Fundraising Director shall:

- A. Hold office for a two (2) year term. The election shall take place at the Annual General Membership meeting of odd numbered years.
- B. Organize and direct all of the Board’s sponsorship activities, including but not limited to seeking sponsors for all house League teams, representative teams, tournaments and events and advertising opportunities both at the park and on our website, etc.;
- C. Maintain existing list of League sponsors and actively solicit new sponsors for the League.
- D. Keep a documented list of all sponsors as well as a statement of funds received as sponsorships.
- E. Co-ordinate League picture day and co-ordinate distribution of sponsor plaques.
- F. Organize and direct all of the Board’s fundraising activities, including but not limited to Bingos, Nevada ticket sales, dances, sportswear sale items, 50/50 draws, raffles and other activities.;
- G. Develop and implement creative fundraising initiatives for capital fund growth and capital projects.
- H. Perform such duties as from time to time may be assigned by the Board of Directors or by the President.
- I. Perform such other duties as naturally fall within the duties of the office.





## **SECTION 20 – Division Directors**

The Division Directors may consist of:

- A. Squirt BB/SB Division Director (Ages 4-6) - Hold office for a two (2) year term. The election shall take place at the Annual General Membership meeting of even numbered years.
- B. Junior BB Division Director (Ages 7-9) - Hold office for a two (2) year term. The election shall take place at the Annual General Membership meeting of odd numbered years.
- C. Intermediate BB Division Director (Ages 10-12) - Hold office for a two (2) year term. The election shall take place at the Annual General Membership meeting of even numbered years.
- D. Senior BB Division Director (Ages 13-19) - Hold office for a two (2) year term. The election shall take place at the Annual General Membership meeting of odd numbered years.
- E. Junior SB Division Director (Ages 7-12) - Hold office for a two (2) year term. The election shall take place at the Annual General Membership meeting of even numbered years.
- F. Senior SB Division Director (Ages 13-19) - Hold office for a two (2) year term. The election shall take place at the Annual General Membership meeting of odd numbered years.

The Division Directors shall:

- A. Be responsible to the President for the smooth operation of the division.
- B. Uphold the Constitution and Bylaws with respect to the division.
- C. Will not be a Manager within their division unless deemed necessary and with Board approval.
- D. See that the division participates efficiently in the fund raising activity proposed by the Board.
- E. Represent coaches/managers in division.
- F. Present a coach/manager training budget to the board.
- G. Gain the support and funds necessary to implement a division-wide training program.
- H. Coordinate and operate pre-season clinics as directed by the Board of Directors.
- I. Work in conjunction with the ~~Player Agent~~Registrar and Director of Baseball to fairly distribute players to teams.
- J. Serve as the focal point for the League manager/coach training programs for their division.
- K. Order and distribute training materials to players, coaches and managers.
- L. See that the division is properly equipped and report and rectify any deficiencies in equipment.
- M. Define the rules of play for the division in the Rules of Operation, review with UIC and present to the Board for approval.
- N. Keep a reasonable watch over the games throughout the season.
- O. Ensure that all player evaluations are completed by all managers within the division and returned before the start of any season ending play-offs and/or Tournament. Be responsible for the smooth operation of any select tournaments held by their division.
- P. Be responsible for the collection of PRC/ODF from their Managers and Coaches. Work with Information officer to ensure every volunteer in the division has a valid PRC/ODF.
- Q. Perform such duties as from time to time may be assigned by the Board of Directors or by the President.
- R. Perform such other duties as naturally fall within the duties of the office.



## ARTICLE VIII - COMMITTEES

### ***SECTION 1 - Managers/Coaches Selection Committee***

The Board of Directors shall appoint a Managers/Coaches Selection Committee consisting of no less than five (5) and no more than ten (10) Directors. This committee is responsible for the recommendation of House League managers and coaches to the Board of directors utilizing the Managers/Coaches Selection Process for House League. The Committee shall report on all applicants to the Board as well as its recommendation for a given position. The Vice President – House League shall chair the Committee. The Board of Directors has final say in the Manager and Coach Selection process for House League by a majority vote at any duly constituted Board meeting.

The House League Managers/Coaches Selection Committee may be made of:

- Vice President – House League
- President
- Past President
- Division Directors

The Titans & Athletics Managers/Coaches will be appointed by:

- President
- Past President
- Vice President – Titans
- Vice President - Athletics

### ***SECTION 2 – Policy and Conflict Resolution Committee***

The Board of Directors shall appoint a Policy and Conflict Resolution Committee consisting of no more than six (6) Directors. The committee is to recommend conflict resolution and/or disciplinary action for Directors, Managers, Coaches, Umpires, Players, Parents, Spectators, etc. The Policy and Conflict Resolution Committee shall be responsible for investigating any discipline issues through a Board approved process. The Policy and Conflict Resolution Officer shall chair the Committee.

The Policy and Conflict Resolution Committee shall be made of at least 3 of the following:

- Policy and Conduct Review Officer
- Vice President – Titans
- Vice President – Athletics
- Vice President – House League
- Past President
- Secretary

The Policy and Conflict Resolution Committee shall:

- (a) Recommend conflict resolution and/or disciplinary action for coaches, players, managers, trainers, umpires, parents, spectators, etc.
- (b) Make recommendations to the Board regarding policies, conflict resolution and discipline.
- (c) Appoint outside members as required to this committee to deal with matters as they arise.



### ***SECTION 3 - Fundraising Committee***

The Board of Directors shall appoint a Fundraising Committee consisting of not less than five (5) Directors and other appointed Regular Members as required. The Director of Fundraising shall chair the Fundraising Committee. The committee is to investigate and recommend additional initiatives and opportunities for Fundraising by the League. They shall present their recommendations to the Board for approval before execution.

The Fundraising Committee shall be made of:

- Sponsorship & Fundraising Director
- Past President
- Vice President – House League
- ~~Player Agent~~Registrar
- Scheduling Director
- Information Director
- Division Director(s) as required

### ***SECTION 5 - Auxiliary Committee***

The Board of Directors may approve the formation of Auxiliary Committee's consisting of the League Members. The Committee shall coordinate the activities of the Auxiliary. It shall review and evaluate auxiliary projects for raising money and disposition of profits, and make recommendations to the Board. The Board of Directors shall approve in advance all projects and actions of the Auxiliary.

### ***SECTION 6 - Adhoc Committee***

The Board of Directors may approve the formation of an adhoc Committee's consisting of the League Members. The Committee shall coordinate the activities as directed by the Board of Directors. It shall review and evaluate and make recommendations to the Board. The Board of Directors shall approve in advance all projects and actions of an Adhoc Committee.



## **ARTICLE X - FINANCIAL AND ACCOUNTING**

### ***SECTION 1 - Authority***

The Board of Directors shall decide all matters pertaining to the finances of the League and it shall place all income including Auxiliary funds, in a common League treasury, directing the expenditure of funds in such manner as shall give no individual or team an advantage over those in competition with such individual or team.

### ***SECTION 2 - Solicitations***

The Board shall not permit the solicitation of funds in the name of the League- unless all of the funds so raised are placed in the common treasury of the League.

### ***SECTION 3 – Charitable Donations and Support***

As a not for profit organization itself, the League does not affiliate itself with any other charitable organization. In being fiscally responsible to its membership the League policy is to generally not make donations to other groups or organizations whether charitable, not for profit or other. In extreme cases the League may decide to support a particular cause at the discretion of the Board.

### ***SECTION 4 - Disbursement of Funds***

The funds of the League are for the conducting of League activities in accordance with the rules, regulations and policies of the League. The Board, however, may permit the disbursement of the League funds for other reasons as an exception by a majority vote. All disbursements shall be made by cheque. All cheques shall be signed by any two of the following Officers of the League: The President, Past President, Vice Presidents, Secretary and/or the Treasurer.

### ***SECTION 5 - Compensation***

Officers, Directors, Members and Volunteers shall serve without compensation and shall not directly or indirectly receive any compensation, salary or profit from their position on the Board of Directors.

An Officer, Director or Member may, however, receive compensation for providing a product or service to the League under the circumstance that the opportunity to provide that product or service has been made public knowledge and afforded to all members of the League and the general community. The position needs to be applied for and the Director of a specific role will make a recommendation to the Board of Directors for approval.

The Board of Directors shall establish policies relating to the reimbursement of reasonable expenses incurred in the performance of duties for the League.

### ***SECTION 6 - Deposits***

All monies received, including Auxiliary Funds, shall be deposited to the credit of the League in/at the approved depository, in the appropriate accounts.



### ***SECTION 7- Fiscal Year***

The fiscal year of the League shall begin on November 1 and shall end on October 31.

### ***SECTION 8 - Distribution of Property upon Dissolution***

Upon dissolution of the League and after all outstanding debts and claims have been satisfied, the current Board of Directors shall direct the remaining property of the League to another Provincial Not For Profit entity which maintains the same objectives as set forth in Article II of this Constitution.



## ARTICLE XI - AMENDMENTS

The Board or a member in good standing may recommend amendments to the Constitution of the League from time to time, by submitting such amendments to the Policy and Conflict Resolution Committee for consideration by the Committee and the Board to then be taken to the next General Meeting. The recommended amendment(s) must be received no less than thirty (30) days prior to the AGM to be considered.

If the Board intends to discuss a recommended amendment of the Constitution of the League at a Board Meeting, written notice of such intention shall be sent by the Secretary to each Director not less than seven (7) days before such Meeting. Where such notice is not provided, any recommendation to amend the Constitution may nevertheless be moved at the Meeting and discussion and voting thereon adjourned to the next Meeting for which written notice of intention to pass or amend such Constitution shall be given.

All members in good standing shall have access to any proposed amendments to the Constitution, seven (7) days prior to the General Meeting at a place as stated in the original meeting notice. Any new By-law or an amendment to a By-law in the Constitution recommended by the Board shall be presented for adoption at the next General Meeting. The notice of such a General Meeting shall refer to, describe and explain the By-law or amendment(s) to the Constitution to be presented at the General Meeting. A motion to amend the Constitution as recommended by the Board at a General Meeting called for that purpose must be approved by a majority vote of the Members present at such General Meeting. The Members at the General Meeting of Members may confirm the proposed By-law or amended By-law as presented or amend or reject the proposed By-law or amended By-Law.



## ARTICLE XII – Effective Date

The League Membership approved this Constitution on this \_\_\_\_\_ day of \_\_\_\_\_ in the Town of LaSalle,  
County of Essex, Province of Ontario, Canada.

By:

\_\_\_\_\_  
Presidents Name

\_\_\_\_\_  
President's Signature

Witnessed By:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature