

CONSTITUTION & BYLAWS

KOREAN CANADIAN BASEBALL ASSOCIATION, KCBA

Updated for the 2024-2025

Table of Contents

Article 1: Name, Purpose, Organization, Objects and Membership

Article 2: Governance

Article 3: Finance

Article 4: Duties of Officers, Directors and Other Key Personnel

Article 5: Memberships

Article 6: Amendments

Article 7: Registration

Article 8: Coaches & Coaching Regulations

Article 9: Players, Rosters & Teams

Article 10: Code of Conduct

Article 11: Policies & Procedures

Article 1: Name, Purpose, Organization and Objects and Membership

1.1 Name

a) The name of this organization shall be the “KOREAN CANADIAN BASEBALL ASSOCIATION” under “KOREA CANADA BASEBALL SOFTBALL ASSOCIATION” for purposes of abbreviation; acceptable names herein shall be the “KCBA” AND “KCBSA.” **UPDATED**

b) KOREAN CANADIAN BASEBALL ASSOCIATION. (the Association) is authorized to carry on its business under the name KCBA, KOREA CANADA BASEBALL SOFTBALL ASSOCIATION (KCBSA), MAPLE LEAF BASEBALL LEAGUE (MLBL), MAPLE LEAF SOFTBALL LEAGUE (MLSL). **UPDATED**

1.2 Objects

a) The objects of the KCBA shall be in order of priority:

To foster and improve baseball and softball at all levels in the Korean Canadian communities across Canada.

b) To protect and promote the mutual interests of the members and communities.

c) To navigate international organization

1.5 The mailing address shall be **10 Bleinham Court, Thornhill, ON, L3T 5T4**, unless otherwise designated by the Board of Directors.

1.6 KOREAN CANADIAN BASEBALL ASSOCIATION shall promote junior baseball training skills in the Greater Toronto area and manage nineteen (19+ Over) and over adult's leagues both in baseball and softball to promote further the development of local community building, leadership, character, sportsmanship, tolerance, discipline and athletic ability, volunteerism, and a lifelong love of sports.

1.7 Mission Statement

Korean Canadian Baseball Association's (KCBA's) primary mission is to provide juniors and adults with an enjoyable, safe, team-oriented, and community-based experience while learning and playing exhibition games, training, camps and tournaments. At the same time, the KCBA is committed to teaching our juniors the life lessons of good sportsmanship and teamwork through the game of baseball; the KCBA intends to help juniors set and work towards common goals and build character, leadership, teamwork, ability, second languages such as Korean and visible minorities confidence.

- a) Our organization will make every effort to make sure that every player and member who desires to participate gets the opportunity to play or cheer without regard to prior experience, athletic ability or size.
- b) These goals will be achieved through organizing our dedicated volunteers, caring parents, and business associates who wish to partner with our great junior baseball camp or training.
- c) KCBA works closely with local community baseball and softball affiliates such as Ontario Baseball, Baseball Canada, and NCCP to provide all our members and parents with the latest information.
- d) Our priority is health, safety, enjoyment, and fun. Our Board of Members is certified and trained by the National Coaching Certification Program.

Article 2: Governance

2.1 The governance of the Organization shall be vested in the Board of Directors. The Board of Directors of the Organization shall consist of the following five (5) elected people, each to serve a three-year term: President/CEO, Vice President, Board Chairman, General Manager, and Executive Director. The Executive Board will consist of the President, Board Chairman, General Manager, and Executive Director and be considered officers.

2.2 In all instances of governance not outlined within the Constitution & Bylaws of the Organization, Roberts Rules of Order shall be the governing document unless otherwise noted.

2.3 The Board has the authority to appoint Ad Hoc, Standing Committees or Subcommittees that will aid

in administrating and facilitating the organization's business under the direction and guidance of the Board—volunteers or appointees to KCBA. Ad hoc subcommittees do not possess the authority to vote at regular board meetings but may be required to present recommendations to the Board of Directors.

2.4 Election of Officers

elections will generally be held in February each year. KOREAN CANADIAN BASEBALL ASSOCIATION members in good standing (with no outstanding debt) can submit a letter of intent to run for a particular office. Letters of intent will be due by the end of January. Notice of this process will be posted on the association website. The Executive Board will review all letters and narrow the applicants to two (2) candidates per office. The narrowing process will be based on the applicants' reputation, experience, and level of commitment. The names of the selected candidates will be announced at the End of Season Banquet, along with the election date. A sample ballot and the date/location of the election will also be posted on the association website.

The annual general membership meeting will be the election, as stated in the Korea Canada Baseball Association By-Laws. All election rules and regulations of elections and membership will apply. After the election's conclusion, the winners will be posted on the website. **They will serve a three-year term.**

2.5 Officers may only be removed from office by a unanimous vote of the Board of Directors, but Officers being considered for removal from the board may not vote for their removal from office.

- a) Any other Board Member may be removed by a majority vote of the Board of Directors whenever the organization's best interest would be compromised by that individual being detrimental to the organization's growth, reputation, or overall benefit.
- b) Board members missing three meetings in any fiscal year without an excused absence from the President are subject to suspension and removal from the board by a majority vote of the Board of Directors.
- c) Said Board Member will be notified of the suspension/removal vote in writing.
- d) In the event of death, resignation or removal, a successor shall be selected by the remaining Board of Directors who shall serve the remainder of the vacant term.

2.6 Regular Monthly Meetings of the Board of Directors shall be held at the central office of KCBA or any other reasonable public meeting facility. Notice to Officers may occur via the Organization's official website, email, or any other reasonable and accessible mode of communication. Regular monthly board meetings will be held on the third Friday unless otherwise scheduled by the President/CEO/Chair or Board of Chairman) A quorum (three-fourths) of Officers must be in attendance to vote on any matter, except when otherwise noted herein, at all Regular, Special or Emergency Board Meetings.

2.7 Minutes of meetings shall be kept on file and archived by the Executive Director or General Manager.

2.8 To protect the organization's integrity, no related members of the Board of Directors shall hold similar positions during the same fiscal year (i.e. brother/sister on the finance committee, husband/wife hold the President/CEO/Chair, Board of Chairman, and General Manager positions).

2.9 No person shall hold more than one office.

2.10 The officers of this organization shall serve without compensation.

ARTICLE 3: Finance

3.1 A Business chequing and corporate credit card account has been established and will be maintained. It's the main depository of the organization's funds. The President/CEO/Chair and Executive Director shall execute the KCBA chequing and corporate credit card account. The KCBA board of directors shall oversee the dissemination or usage of funds.

3.2 All checks require two signatures. The signatures of the President/CEO/Chair and/or Executive Director must be on each check. Funds of the Organization for \$3000 or less for the approved expenses may be withdrawn from the bank by the President/CEO/Chair.

3.3 The Fiscal year of the Organization shall be the same as the calendar year: January 1 through December 31

3.4 The Treasurer shall present a current set of financial reports to be reviewed and approved at each Board Meeting. At each meeting, the Executive Director will also present an annual financial report for the previous year and the pre-approved budget for the upcoming year.

3.5 Any proposed expenditure over \$5,000.00 shall require more than one bid presented to the 5 Board of Directors (e-mail is acceptable) before expense approval. Petty cash will be used for purchases less than \$1000 incurred on behalf of KCBA. Prior approval from the President/CEO/Chair, Executive Director, or General Manager is needed for petty cash expenses. A receipt from purchase will be required for reimbursement, and the person will also sign a receipt stating they have received funds for the purchase from petty cash.

3.6 Upon the close of each fiscal year, the treasurer will prepare all financial documents for tax filing purposes. A qualified, certified public accountant shall be utilized for tax filing purposes. All board members will review tax documents.

ARTICLE 4: Duties of Officers and Directors

4.1 The President of the Board of Directors of the Korean Canadian Baseball Association. shall:

A) Represent the Organization publicly and facilitate all KCBA Regular Meetings and the Annual Meeting each November.

B) Each February, prepare an election ballot for all officers; All officers' terms will be for three fiscal years.

C) Ensure coordination of all functions (i.e., home games, fundraising activities, volunteer efforts, etc.) or events (Postseason banquet) and serve as the supervisor of said events or functions.

D) Address disputes/complaints from the public and refer to the board if and when necessary.

E) Enforce KCBA policies and principles.

F) Protect the use and dissemination of all official Wildcats property (i.e., equipment, merchandise)

G) Ensure that field permits are secured and coordinate the practice and game schedule with the

appropriate delegates or officials.

H) Ensure the organization's By-laws and Operating codes are employed and enforced.

I) Maintain junior baseball/softball camp oversight, working with the Directors to ensure policies and schedules comply with the organization's operating codes.

J) Complete whatever duties are given to him/her by the Board of Directors, and which are in the organization's best interest.

K) Develop and maintain an Officer's Handbook with points of contact and procedures.

L) The President must attend all mandatory KCBA meetings and any local community events for Baseball and Sports Events or designate an alternate board member to attend in the event of an excused absence.

M) The President may call for an audit at any time if the majority of the BODs deems it necessary to be completed by an independent CPA not affiliated with the league.

4.2 The General Manager of the Board of Directors of KOREAN CANADIAN BASEBALL ASSOCIATION. shall:

A) Assist the President in all activities and responsibilities outlined above

B) Shall become the President's successor in the event of his/her death, removal or resignation from office until the next regular or special election is called.

C) Perform the duties and tasks as assigned by the President

4.3 The Executive Director of the Board of Directors of KOREAN CANADIAN BASEBALL ASSOCIATION. shall:

A) Maintain a day-to-day record of all financial transactions related to KCBA funds and accounts.

B) Keep and maintain all KCBA official documents and financial records.

C) Prepare and submit monthly financial reports at all Board meetings

D) Oversee all banking functions and communications, electronic or otherwise.

E) Collect and deposit all income funds for the Organization.

F) Prepare a year-end financial report for the Organization and coordinate with a CPA to review and complete the required provincial and federal tax returns.

G) The execute director shall perform other duties as assigned to him/her by the Board of Directors.

H) Document, oversee and manage all minutes of all Board of Directors meetings and any other duties affiliated with minutes of meetings.

I) Ensure that all board members are notified of the release of minutes in official or draft format via any reasonable mode of communication, including e-mail notification.

J) Maintain a members and player database.

K) Help coordinate members' and players registration;

L) In the event of the absence or disability of the General Manager, the Board of Directors may designate another Board Member to perform duties.

ARTICLE 5: Membership **UPDATED**

5.1

A. Membership in the KCBA shall comprise league Members as defined in the Constitution and By-laws of the League Division.

B. MAPLE LEAF BASEBALL/SOFTBALL LEAGUE shall be an Associate Member of the KCBA; this membership shall be subject to the terms of an agreement approved by the KCBA Board of Management.

C. All voting members will be entitled to one vote per paid registration.

D. All members described in Section.

5.2

A. without a registered league, members will be entitled to one vote.

B. Membership in the league is good for one year from May 1st to Dec 31st end of the year.

5.3

A. Termination of membership of adult members shall be enacted and enforced by the Board of Directors without a refund. The termination will be enacted when an individual no longer follows the philosophy and principles of the organization, and it is deemed by the Board that the individual or family has become detrimental to the growth, reputation, or overall benefit of the athletes, coaches, volunteers, or the organization.

ARTICLE 6: Amendments to the ByLaws:

6.1

A. The power to adopt, alter, amend or repeal the Bylaws is vested in the Board of Directors.

B. Bylaws will be reviewed for amendments annually at the Annual Board of Directors Meeting or during a Special Meeting that meets the Quorum standard;

C. All Board of Directors members must be given a minimum 24 hours' notice to attend a Special Meeting; said Special Meetings convened specifically to amend the bylaws must be designated clearly as such in all pre-meeting notifications to board members.

D. Board members present at annual or special meetings will be responsible for submitting amendment changes (if any). Suppose a board member is unable to attend via teleconference or in person. In that case, they can submit their suggested changes via email to the President no less than 24 hours before the annual meeting or special meeting.

E. Bylaws amendment changes will be voted on the following regular board meeting or a special meeting within 30 days of the initial annual meeting/special meeting which pertained to amendment changes.

ARTICLE 7: Registration:

As a group (team), registration needs to be discussed with the league board of directors or management to verify the skills and level of your team.

We accept every individual player and member to join the seniors' league in baseball and softball.

Junior's baseball/softball camp or training is a special event, and dates and times vary.

We will reduce registration according to MAPLE LEAF BASEBALL/SOFTBALL LEAGUE rules.

7.1 Early registration will be made available from our website beginning no sooner than five months before the first official day of practice and no later than three months before the first official day of practice for all sports. Exceptions) Individual players are excluded.

7.2 Once the pre-registration is completed through the website, email or phone. Tryouts may be required to get tested for the most suitable team that matches the player's level or skills. This will minimize our players leaving the team or terminating registration status.

7.3 KCBA/MLBL/MLSL will not be responsible for any registration fees or charges made by individual members or players to or directly to their team.

7.4 KCBA/MLBL/MLSL will accept only E-transfer funds by the team. CRA requires financial records of membership fees for all teams for the federal tax Act.

7.5 The KCBA/MLBL/MLSL league's seasonal permit application process schedules the initial deposits.

7.5.1 The initial deposit date is scheduled in three terms: Jan 31, Feb 29 and March 31.

7.6 The registration fee deposit must be paid in full by the end of March.

7.7 Any delays or missed registration fees will receive final notice from KCBA/MLBL/MLSL.

7.8 Due to the delay or missed scheduled deposit, participating in the upcoming season will not be guaranteed.

7.9 Any withdrawal/transfer in-out [Form-201] must be submitted to info@mlbl.ca / info@kcba.ca

7.10 Confirmation of Withdrawal/Transfer [Form-201] Approval or Denial will be decided by the President/CEO/Chair of KCBA/MLBL/MLSL. **UPDATED**

ARTICLE 8: Coaches:

8.1 Selection of head coaches and coaching staffs:

A) Individuals who wish to coach different teams must first apply in writing via the official KCBA coaches' application.

B) Coaches will be selected based on positive attitude, communication skills, leadership qualities, technical knowledge and support of KCBA objectives.

C) Coaches must submit a full background information sheet before having any contact with kids to be considered for a head or assistant coaching position.

D) Prospective head coaches must also undergo an interview with the President, General Manager, and Executive Director to be considered for selection; any other board members are welcome to attend coaching interviews but will not have a vote in coaches' selections.

E) Successful head-coaching candidates shall be notified within five business days following interviews.

F) Head coaches will be responsible for assembling their coaching staff; no coaching staff, including the head coach, shall not exceed (6) total members.

G) The interview committee has the authority to review, interview or reject any assistant coach applicant on any staff.

H) Walk-on personnel shall not be permitted on the practice or game field without express prior permission of the President or Executive Director.

I) All assistant coaches must be presented, in writing, to the board 30 days before the season's first game.

J) As a general rule, if a head coach wishes to return as the head coach in the same position in an ensuing season, he will be given the right of first refusal to serve in that same position, granted he remains in good standing with the Organization.

K) There will be no rule precluding a coach from switching to a new or different division or level in any given season, nor will any coach be deemed as having tenure in any position, regardless of right of first refusal, in an instance where the board of directors or interview committee feels it is best for the program that a coach serves at a level other than the one he primarily chooses, it may vote to place that head coach where they deem he may serve the program best.

L) Assignment of head coaches shall be made at the sole discretion of the Board of Directors based on the recommendations made by the Sports Director and interview committee; the board must consider a prospective coach's overall support of the organization, the leadership of his team and staff, interaction with his player's parents, his technical competence and dedication to the program and its goals.

M) All head coaches must have a daily or weekly practice plan schedule and be prepared to present a copy to a coaching director upon request; head coaches are expected to maintain and may delegate to a staff member the care of a daily player attendance report.

N) Coaches who receive complaints from players, verbal or otherwise, must report said complaints to the league Operation Managing Director within 24 hours of the receipt of the said complaint; it may be necessary and is recommended that the head coach document player attendance, performance, behaviour, etc. in this context; head coaches shall handle all complaints, comments or other communications from players; by addressing them with a staff member, board members shall be subject

to violation of the Ontario Baseball Code of Conduct.

O) The chain of command to handle complaints shall be as follows: Head Coach, Umpires/Scorekeeper (If required), Operation Managing Director, League Commissioner and President/CEO/Chair.

P) All coaches must adhere to all directives and responsibilities as outlined and indicated in the MAPLE LEAF BASEBALL/SOFTBALL LEAGUE' Handbook.

Article 9: Players, Rosters and Teams

9.1 Formation of Rosters and Player Selection:

A) All teams can access their rosters and check individual statistics for each game's records using the League lineup website.

B) The KCBA/MLBL/MLSL league provides each game's video and posts it on the league's official website and social media. (Exceptions: Some games may not be recorded due to the technical issue.)

B) Each official roster in each division shall contain no more than 30 players.

C) Each pre-season roster can carry as many players as are registered for that level; players who wish to be considered for the 30-player official roster must register and pay the registration fee by the 5th day of practice. Registrations will be closed after the 5th day of practice unless a roster has less than 30. Each head coach will receive on day 1 of practice a detailed pre-season player roster, which will include each player's height, weight, birth date, mailing address and contact phone numbers and email addresses.

D) Players will be placed on their respective teams' pre-season rosters according to birth date or current MLBSL rules; if allowed by the League Commissioner, players may be moved up or down one level (division) for safety reasons only.

Article 10: Code of Conduct

10.1 The Code of Conduct:

A) All players must sign the KCBA/MLBL/MLSL Official Code of Conduct prior to the beginning of the season by the end of April; consent can also be accepted via the registration site.

B) Failure to do so may result in suspension or removal from the team.

C) All coaches must sign and return the Code of Conduct.

D) Allegations or evident violations of the Code of Conduct shall be reported to the Disciplinary Committee for review. The Disciplinary Committee shall consist of no less than (3) members and no more than (5) members, including the President and shall be appointed by the President/CEO/Chair. The Disciplinary Committee shall report any findings or recommendations to the Board of Directors; the Board of Directors shall maintain sole authority to render sanctions or decisions on players, coaches, or volunteers, and no other KCBA representative shall intervene or render decisions therein.

E) The Disciplinary Committee may include up to but not more than one parental appointee.

Article 11: Policies & Procedures (Miscellaneous)

11.1 General procedures and policies:

A) No KOREAN CANADIAN BASEBALL ASSOCIATION. Board of Directors officer shall affect policy or procedural changes, rule alterations, offer edicts or mandates or otherwise deviate from the general context of the management of the organization without it first being discussed at a regular board meeting unless said policy or procedure change is deemed an emergency.

B) Only pre-approved volunteers may be on the practice or game fields at any time for any reason; permitted, pre-approved ancillary personnel shall include but not be limited to EMTs, law enforcement officials, essential game day volunteers (excluding weigh-in representatives), KCBA representatives, Board of Directors members, credentialed members of the media, yardage and down marker volunteers, gate and concessions volunteers, official team mom or dad, team mascot, cheerleaders and coaches, umpires and scorekeeper.

C) No parents or unaffiliated personnel or persons may enter the playing field (including track perimeter) or practice field, regardless of prior involvement with the program, at any time, for any reason other than to attend to an injured player said parent or guardian is directly related to.

D) Any person who wishes to serve the Organization in any capacity who has not submitted a background check information sheet for the current season shall not be permitted on the playing or practice field, with the sole exception being a parent attending to an injured child; the coaching directors shall be responsible for assuring that no personnel enters the playing or practice fields or facilities who have not yet filled out and passed review of the background information sheet and Code of Conduct; any volunteer who fails to fill out, turn in and pass a review of his/her background information sheet may be subject immediate removal from the facilities or fields.

E) All affiliates, members, coaches, officers or volunteers of the Organization must be of good character and high moral standing; any violations of the Code of Conduct or Bylaws may result in immediate dismissal by the Board of Directors or its designees.

F) KOREAN CANADIAN BASEBALL ASSOCIATION. is a private, non-profit organization and reserves the right to reject or admit any application of any volunteer or player for any reason and may dismiss either, with cause, at its discretion; however, KCBA will never discriminate against any volunteer, officer, coach, player or affiliate based on gender, age, creed, race or sexual orientation.

Position Descriptions Addendum

General Manager

Description:

The general manager is critical in fostering communication and diligence through proper management and utilization of important records such as meeting minutes and the organization's bylaws.

Responsibilities

Active conduit for communication by giving proper notice of meetings and timely distribution of materials such as agendas and meeting minutes. Be knowledgeable of the organization's records and related materials, providing advice and resources to the board on topics such as governance issues, amendments to the state laws, and the like that will assist them in fulfilling their fiduciary duties. The custodian of the organization's records, the secretary, is responsible for maintaining accurate documentation and meeting any legal requirements, such as annual filing deadlines. The general manager is responsible for reviewing and updating documents as necessary and ensuring all documents are safely stored and readily accessible. Produces information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics. Organizes work by reading and routing correspondence, collecting information, and initiating telecommunications. Maintains organization's schedule by maintaining calendars, arranging meetings, conferences, and teleconferences. Completes requests by greeting customers via KCBA email. Secures information by completing database backups. Provides historical reference by utilizing filing and retrieval systems. Maintains technical knowledge by attending educational workshops and reading secretarial publications. Contributes to team effort by accomplishing related results as needed.

Executive Director

Description

The executive director ensures the organization is a good steward of organization fundraising and tax-exempt status, providing oversight of the organization's fiscal integrity and assisting the board in meeting its mandate to govern. The executive director must attend all scheduled meetings and maintain current knowledge of the organization, its programs, bylaws and articles of incorporation. The executive director is required to know nonprofit accounting practices, nonprofit tax laws and fiscal record keeping. Responsibilities Accounts and Expenditures Bylaws usually designate the treasurer as one of two officers authorized to sign checks or granted access to bank and credit accounts. The treasurer has full knowledge of all organization holdings and assets. executive director reviews monthly account records and monitors income and expenditures. The treasurer also reviews financial reports from program staff. The treasurer prepares monthly reports to the board detailing income, expenditures and asset values. The treasurer presents a financial report at each board meeting. The executive director prepares and presents the annual financial and audit report to the board. The executive director prepares special financial reports addressing proposed plans for large expenditures.

Responsibilities:

Drive revenue growth by identifying and qualifying sales opportunities for the organization. Report on new opportunities and prepare pipeline analysis for the organization. Performs other work that furthers individual outside sales efforts, including, for example, follow-up communication via telephone and written materials, planning and preparing and analyzing sales reports, and preparing proposals and other individual marketing and sales materials. Recommends new or different ventures to meet the needs of each program or other revenue streams to meet program needs. Knowledge Skills and abilities Forecast a budget for sales Build Sales Operations plan for the organization. Build a progressive and aggressive team with the drive to succeed. Be committed to customer engagement, exemplifying honesty and integrity.

Operation Managing Director's Responsibilities

- Develop and execute the organization's business strategies to attain the board's goals.
- Provide strategic advice to the board and President so that they will have an accurate view of the market and the program you manage.
- Prepare and implement comprehensive program plans to facilitate achievement by planning cost-effective operations and future activities.
- Ensure organizational bylaws and requirements are communicated from the top down in the organization and that they are always followed.
- Communicate and maintain trust relationships with the executive board, team members, vendors, and sponsors.
- Manage the event, schedules, and organizing. Performance allocated by the executive board.
- Delegate responsibilities and supervise the work of volunteers, providing guidance and motivation to drive maximum performance.
- Read all incident reports submitted by the team coaches and managers to reward performance, prevent issues, resolve problems, and report to the commissioner and president.
- Analyze problematic situations and occurrences.
- Proven experience in managerial positions.
- Demonstrable experience in developing strategic and organizational plans.
- Thorough knowledge of market research and forces that influence the organization.
- Strong understanding of organizational plans and measures of performance.
- Familiarity with organizational and management best practices.
- Excellent organizational and leadership skills.
- Excellent communication, interpersonal and presentation skills.
- Outstanding analytical and problem-solving abilities.

KCBA Organization Chart

