



## **CONSTITUTION AND BYLAWS**

### **LWF BASEBALL**

#### **1. Location and Logo**

##### **1. Clubhouse**

The clubhouse of the association shall be located in Lakeview, Waverley and Fall River, Province of Nova Scotia and as such place therein as the Directors may from time to time determine.

##### **2. Logo**

The logo, and name whereof is imprinted in the logo thereof shall be the logo of the Association.

#### **2. Name and Membership**

##### **1. Name and Colours**

The Association shall be known as LWF Baseball Association (hereinafter referred to as the Association) with black, red and white as the official colours.

##### **2. Affiliations**

The Association shall maintain membership in the Central District and/or any other Baseball Nova Scotia District or Association as conforms to Baseball Nova Scotia current policies regarding boundaries of the affiliate districts and Associations. Through such membership LWF Baseball Association shall maintain membership in Baseball Nova Scotia. The Association shall affiliate

with Bedford and Sackville Minor Baseball Associations for the purpose of the Tri-County Rangers Rep Program.

### **3. Membership**

All parents of players and players who are properly registered and in good standing with the Association, all coaches, the Association Board of Directors, other serving volunteers and honorary and/or honorary life members as are admitted by the Board are eligible for membership in the Association.

### **4. Honorary Member**

Honorary Membership status may be granted by the Association Board of Directors at any time for any individual who does not meet normal membership criteria but who are deemed by the Board of Directors to be worthy of membership.

### **5. Honorary Life Member**

Any individual who has maintained membership in good standing for 10 consecutive and continuous years or longer may be nominated for Honorary Life Membership. Life Members shall have all rights and privileges of Members.

### **6. Good Standing**

To maintain membership in good standing for purposes of voting at an Annual General Meeting, members must be paid in full for all dues, registration fees or other monies payable to the Association.

### **7. Expulsion from Membership or Expulsion from the Board of Directors**

Any member may be expelled from membership upon recommendation from the Board of Directors by majority vote at any meeting of the Board. Any Board of Director absent or inactive for a minimum of one full term may be expelled by the Board of Directors by majority vote for dereliction of duties.

### **8. Resignation**

Any member who resigns from his or her commitment to the Association, either as a player, a player's parent, or as a volunteer, shall be considered to have resigned their membership in the Association. (A 7-day grace period will be granted for review / reversal of resignation).

## **9. Members Agree to Abide**

All members shall agree to abide by the Constitution and Bylaws of the Association, as well as the Policies, Rules and Regulations of the Association.

## **10. Disputes and Appeals**

All dispute resolution requests must be in writing, or communicated electronically (email, text), and to be addressed to the President or the Executive Director. The written request must outline the issues and include background information. The Executive Director has the authority to try and resolve the dispute on behalf of the Board of Directors, however, if unsuccessful in mediating a resolution the President shall appoint a committee of three to review the facts and rule on said dispute. The final decision reached by the committee of three cannot be appealed.

## **3. Aims and Objectives**

### **1. The aims and objectives of the Association are;**

- a. To establish, maintain, foster and promote the game of baseball within the boundary assigned to the Association by Baseball Nova Scotia.
- b. To promote, emphasize and encourage sportsmanship, fair play, community spirit and teamwork.
- c. To provide baseball programs at competitive (Rep) and recreational (House League) levels wherever possible in order to satisfy the diverse needs of the players and to arrange matches and competitions and to offer, grant and contribute towards awards and distinctions.
- d. To construct, establish, acquire, operate, equip and maintain proper facilities for the game of baseball and incidental thereto to accept donations, bequests, gifts and sponsorships.

## **4. Directors**

### **1. Composition**

There shall be eight members of the Board of Directors unless a director holds more than one position. The Board of Directors is to be elected into the following positions at the Annual General Meeting;

- a. President
- b. Vice-President
- c. Executive Director
- d. Treasurer
- e. Secretary
- f. Supervisor of Coaches
- g. Registrar
- h. Umpire Assigner
- i. Divisional Coordinators
- j. Members At Large

## **2. Eligibility**

A Director may hold more than one of the board positions at any given time. In order to be nominated for a board position, the individual must have been a member of the Association for a minimum of two consecutive and continuous years.

## **3. Appointment**

If a position on the Board of Directors is vacant as the result of a resignation or lack of a nominated person at the Annual General Meeting, the remaining Directors may appoint a person to the Board. For purpose of appointment, the individual need not meet the requirement of two previous years of membership. A member who is appointed to the Board of Directors may be nominated for re-election or he or she may re-offer whether he or she has been a member for two years or not.

## **4. Resignation**

A Director may resign from his or her position on the Board at any time by submitting a letter of resignation, in writing or electronically, to any of the other Directors. Should the resigning member continue to qualify for membership by virtue of having a child properly registered or other volunteer activities, the resigning member's membership will remain in good standing. (A grace period of 7 days will be given to allow the Director to pull the resignation back.)

## **5. Term of Office**

Directors will hold their positions on the Board for a term of three years. Elections will be held at the Annual General Meeting whenever a Directors term is up and/or he or she resigns their position. Those elected shall serve on the Board until their successors are elected.

## **6. Election of Directors**

Directors will be elected at the Annual General Meeting at the same time their three-year term is completed and/or he or she resigns. All members in good standing in attendance at the Annual General Meeting are eligible to vote. If a Director wishes to re-offer his or her position and no other nomination is brought forward he or she may retain the position for another three-year term. In the case of two or more members wishing to fill a Director's position, a vote by ballot will be conducted immediately and the nominee who receives the highest number of votes, whether by majority or not, is declared the winner. In the event of a tie vote, the

remaining Directors will appoint one of the nominees the winner by majority vote.

## **7. Members at Large**

The elected Directors, as designated in the Constitution, may appoint up to five (5) Members at Large. Members at Large are general members and must be members in good standing with at least two years of continuous volunteer service. Term of office shall be two years. Members may be appointed to another term of service at the Annual General Meeting by majority vote of the elected Directors. In the event of a vacancy, the position shall remain vacant until the next election of Directors.

## **5. Meetings**

### **1. Annual General Meeting**

An Annual General Meeting of the Membership will be held once each year in the offseason between September and April. 'Roberts Rules of Order' will guide the proceedings. Notice of the Annual General Meeting shall be posted on the Association website, delivered electronically to all members via mass email and posted on all pertinent forms of social media. Notice must be communicated at least 30 days prior to the scheduled date of the meeting. The President will chair the meeting and the Agenda will be restricted to the following items in order. (A) President's Remarks, (B) Vice President's Report, (C) Executive Director Report, (D) Treasurer's Report, (E) Supervisor of Coach's Report, (F) Registrar's Report, (G) Novice/Rally Cap Coordinator's Report, (H) Rookie/Mosquito Coordinator's Report, (I) Umpire Assigner's Report, (J) Reports from Appointed Committee, (K) Consideration of Amendments to the Constitution and Bylaws, (L) Election of Directors, (M) Closing remarks from President, and, if applicable, the newly elected President, (N) Adjournment. All members present will have one vote.

### **2. Board Meetings Umpire Assigner's Report,**

Meetings of the Board of Directors are at the call of the President but must be held at least once every two months. Committee members or other 3<sup>rd</sup> parties may be invited to attend meetings of the Board of Directors, but only the Directors shall have a vote on any motion put forward to the Board. Roberts Rules of Order will guide the proceedings. Minutes of the meetings of the Board of Directors shall be a matter of public record and must be provided to any person requesting such in a

timely manner. Five (5) Board of Directors must be in attendance in order to be considered a quorum. Each Director including the President will have one vote for each motion presented. Members at Large will also be granted one vote each. In the event of a tie vote, the President will cast one more deciding vote.

### **3. Special General Meetings**

The President may at any time call a Special Meeting of the General Membership in order to solicit opinions of the membership or to provide information to the membership. Any resolution passed at such a meeting has no effect, but may be used by the Board of Directors to gauge the will of the Membership.

### **4. Special Board Meetings**

Any two Directors may call a Special Meeting of the Board of Directors if such a request is submitted to the President or Vice President. The President must call a meeting to be held within one week after receiving such notice. Such a special Meeting shall be considered to be a regular meeting of the Board and any motions presented and voted upon in such meeting will have full force

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

### **1. Proposed Amendments**

Any member may submit a Proposal for Amendment to the Constitution and Bylaws in writing or electronically to the secretary, President or Executive Director. In order to be considered, such proposal must be submitted to the Secretary, President or Executive Director at least 30 days in advance of the Annual General Meeting, and must be passed at the Annual General Meeting.

### **2. Requirement to Pass**

Any motion to amend the Constitution must be approved by at least 50% +1 majority vote at the Annual General Meeting in order to be passed. Motions to amend the Constitution will be only considered at the Annual General Meeting.

## 7. Coaches and Volunteers

All coaches and volunteers are required to submit to both a police Criminal Background Check (CRC), and a Vulnerable Sector Search (VSS, CAR) online at mybackcheck.com through the Supervisor of Coaches no later than July 1st. The Association will reimburse coaches and volunteers for any and all associated costs. In order to comply with local laws, sports requirements and in the best interests of our children playing within LWF Baseball Association, only coaches who have been cleared through this process will be permitted to coach or volunteer with the Association. This requirement has to be renewed once every three years unless directed by the Supervisor of Coaches or any other member of the Executive.

## BYLAWS

### 1. Duties of the Directors

#### A. The duties of the President are;

- a. To co-ordinate and/or supervise all Association activities.
- b. To act as the Representative of the Association with all Government, community, regulatory and public bodies.
- c. To call and chair all meetings of the Board and General Membership.
- d. To appoint the Chair and members of all committees of the Board as the Board may from time to time establish.
- e. To nominate any persons required to fill Director's positions which are vacant due to resignation or lack of nomination.
- f. To act as, or appoint another individual or individuals to act as voting members in any organization in which the Associations maintains membership status.
- g. To act as a signing authority for the Association's bank account or accounts.
- h. To act as a signing authority for any contractual arrangements made by the Association.
- i. To directly supervise the positions of Vice-President, Executive Director, Rookie/Mosquito Co-ordinator and Event Planner, as well as any Chairpersons on appointed committees.
- j. To act as a liaison to the Tri-County Rangers Rep Program.
- k. Voting member

#### B. The duties of the Vice-President are;

- a. To act as President in the absence of the President.
- b. To act as a signing authority for the Association's bank account or accounts.
- c. To co-ordinate and supervise baseball activities including park maintenance and tournaments.
- d. To be a representative of the Association regarding game protests or disciplinary hearings involving members of the Association.
- e. To Co-ordinate and supervise the Association Lob- Ball tournaments.
- f. Voting member

**C. The duties of the Executive Director are;**

- a. To maintain the day-to-day operations of the Association.
- b. To act as President in the absence of the President and Vice-President or so deemed to do so by the President.
- c. To organize the teams and their schedules for the Association.
- d. To ensure players are equipped with proper uniforms and equipment as needed.
- e. To act as a liaison to the Tri-County Rangers Rep Program.
- f. Voting member

**D. The Duties of the Treasurer are;**

- a. To act as a signing authority for the Association's bank account or accounts.
- b. To maintain accurate records of revenues and expenses of the Association.
- c. To ensure that all monies owed by the Association are paid in a timely manner
- d. To prepare financial statements for all Board Meetings and the Annual General Meeting.
- e. To recommend a budget for the upcoming season at the Annual General Meeting.
- f. Voting member

**E. The duties of the Secretary are;**

- a. To record the minutes of all meetings of the Board and the Annual General Meeting, and to distribute such minutes to the Directors within 1 week of the meeting.
- b. To provide copies of the minutes of meetings to the public in a timely manner upon request.
- c. To prepare the Agenda for all Board meetings.
- d. To prepare the Agenda including written proposals for Constitutional Amendments for the Annual General Meeting.
- e. To arrange for notice of the date of the Annual General Meeting to be posted on the Associations website, delivered electronically to all members via mass email, and posted on all pertinent forms of social media at least 30 days prior to the scheduled date of the meeting.
- f. Voting member

**F. The duties of the Supervisor of Coaches are;**

- a. To update coaches within the Association of any new coaches training and certification courses.
- b. To organize and run gym sessions for various divisions.
- c. To ensure all coaches within the Association are aware of all Association codes and policies as it pertains to players, parents, other coaches and officials.
- d. To record and ensure that all coaches within the association are compliant as per article 7 in the Constitution.
- e. Voting member



**G. The duties of the Registrar are;**

- a. To keep accurate record of the names, addresses and phone numbers of all players and volunteer members of the Association.
- b. To submit the required membership to the Registrar of Baseball Nova Scotia in a timely manner.
- c. To attend meetings of the Association and is a voting member.
- d. Voting member

**H. The duties of the Umpire Assigner are;**

- a. To organize and compile a record of all local registered officials.
- b. To assign all local registered officials by means of a weekly or bi-weekly schedule, as determined by the various League schedules, and on all Association fields where required.
- c. To ensure all Association supplied plate gear is available, safe and in proper working condition throughout the season.
- d. To ensure local officials are advised of related courses for certification.
- e. To maintain communication with local registered officials on an ongoing basis throughout the season.
- f. Organize and administer the Rookie League Umpire Development Program for 12 yr old umpires.
- g. Liaison with Baseball Nova Scotia Umpires Division (BNSUD) and the local area Baseball Nova Scotia Umpire in Charge (UIC).
- h. Voting member

**I. The duties of the Novice/Rookie/Mosquito Co-ordinators are;**

- a. To organize and run gym sessions in the spring.
- b. To assist the Executive Director in setting up the teams.
- c. To assign coaches/parents to groups if required.
- d. To co-ordinate drills and stages for player development at the field.
- e. To organize and work with the Event Planner for the end of the year BBQ/Fun Day if required.
- f. Voting member

**J. The duties of the Members at Large are;**

- a. Accept responsibilities as delegated by the President and Executive Director.
- b. To attend all regular Board of Director meetings.
- c. To act as a liaison with Association members.
- d. To serve on committees as appointed.
- e. Voting member

## 2. Committees

The President and Executive Director may appoint the Chair and members of the following committees;

- i. Disciplinary Committee
- ii. Registration Committee
- iii. Fundraising Committee
- iv. Such other committees as the Board may from time to time establish.