

Bay St. George Baseball Association
P.O. Box 551 Stephenville, NL A2N 1E0
bsgbaseball@gmail.com
www.leaguelineup.com\bsgbaseball



BAY ST. GEORGE BASEBALL CONSTITUTION



Table of Contents

Article 1 – Name	4
Article 2 – Mission Statement.....	4
Article 3 – Membership.....	4
Article 4 – Voting	4
4.01 Members	4
4.02 Elections	4
Article 5 – Meetings	5
5.01 Annual General Meeting (AGM)	5
5.02 General Meetings	5
Article 6 – Executive Committee	5
6.01 Positions	5
6.02 Voting (Executive Committee Members)	5
6.03 Election.....	6
Election Process	7
6.04 Responsibility	8
6.05 Executive Member Roles.....	9
President	9
Vice President	9
Past President	9
Treasurer	10
Secretary	10
Registrar	11

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Article 7 – Financial Matters	12
7.01 Financial Year	12
7.02 Payments	12
7.03 Contribution to Travel	12
Article 8 – Students	12
Article 9 – Constitutional Amendments	12
Article 10 – Dissolution Clause	12
Article 11 – Revisions	12

Article 1 – Name

The name of this organization shall be “Bay St. George Baseball Association Inc” (herein referred to as “BSG”), a not-for-profit organization.

Article 2 – Mission Statement

BSG is helping to keep the children in the Bay St. George area active while they have fun. Our focus is to encourage participation, promote teamwork, develop character, and instill pride and respect for ourselves and others. We will strive to provide quality instruction as players develop and grow their baseball skills, and strongly promote sportsmanship.

Look up, get up, but never give up!

Article 3 – Membership

All Parents and Legal Guardians of a registered player(s), in good standing, are eligible for membership and entitled to one vote. Those directly involved with BSG (coach, volunteer, executive member) are also a voting member of BSG. A registered player is someone who was officially registered, including fees paid in full, with BSG in the year of the AGM. If a person should fill more than one role (ie parent, coach and/or executive member), they are only eligible to cast one ballot in total.

Article 4 – Voting

4.01 Members

The vote of a voting member, described in Article 3, must be exercised in person at the AGM. No proxy votes are permitted.

4.02 Elections

Elections will be by secret ballot for positions in which more than one person is nominated. Positions for which only one person is nominated shall be filled by acclamation.

Article 5 – Meetings

5.01 Annual General Meeting (AGM)

Once a year, the date of the AGM will be set by the Executive Committee and will be advertised with a minimum of 14 days' notice on the association website and social media accounts. The minutes and proceedings of the AGM shall be part of public record. A quorum shall consist of the presence of 10 members, including a minimum of 50% of Executive members. Quorum requirements must be met for the transaction of business to proceed.

5.02 General Meetings

General meetings shall be called by the President, or upon special request to the President by a minimum of 2 Executive Committee Members. Each Executive Committee member will have a single vote. All decisions made by vote will be final. Minutes of all meetings shall be taken and kept on record for a period of 5 years.

Article 6 – Executive Committee

6.01 Positions

- President, Vice President, Past President, Secretary, Treasurer and Registrar.
- A person may hold no more than two positions on the Executive in any given year.
- An Executive Member who is also a founding member of the association, shall retain their position until they choose to resign.

6.02 Voting (Executive Committee Members)

- Each Executive Member holds one vote, with the exception of the President who holds two votes in the event of a tie, with a majority deciding each voting issue. Each Executive Member must submit their vote on each issue in person during a scheduled meeting.
- If an immediate vote is required on an issue the President can propose an emergency vote via Email to all Executive Members. Executive members then must respond within 24 hours for their vote to count.
- All Executive Members are required to vote on any issue that is brought forth, unless that member is in direct conflict of interest with the subject of the vote.



6.03 Election

- An Executive Member who is also a founding member of the association, shall retain their position until they choose to resign.
- Any position that is not held by a founding member, is elected for a two year term.
- Elections for Executive positions will occur at the AGM.
- Nominations for all Executive positions must be done by a member of the association, other than the person being nominated.
- A nomination must be accepted in person at the AGM. An acceptance will be taken by proxy only if the person nominated has a valid reason for not attending the meeting.
- Members of the Executive will be eligible for re-election.
- Positions will be filled in the following order:
 - o President
 - o Vice President
 - o Secretary
 - o Treasurer
 - o Registrar
- Should a vacancy occur for President, the vacancy will be filled by the Vice President until the next AGM.
- Should a vacancy occur for Vice-President, the vacancy shall be filled by the Executive until the next AGM.
- Should a vacancy occur in any position other than the President or Vice-President, the vacancy shall be filled by appointment by the Executive until the next AGM.
- There shall not be two or more Executive members that are immediate family. Immediate family includes spouses (including common-law), parent & child, or siblings.



Election Process

To be followed at the AGM

- The Executive shall appoint an individual to chair the Election of officers
- Introduce the positions that are available
- Make 3 calls to the floor for nominations for each position that is available
- If a nomination is made after any/all calls, ask the nominee if they accept the nomination. If they accept, they become a candidate. Move to next call.
- If only one nominee after 3 calls, ask the nominee if they are willing to accept the position. If yes, they are introduced into their newly elected role, if they decline, move on to the next available position.
- If after 3 calls you have more than one nominee that has accepted, you must go to a secret vote.
- Each member of the association has a right to attend and only those in attendance at the AGM have the right to vote.
- After each member of the association has voted, select someone independent of the executive to count the votes (impartial - unbiased) and reveal the number of votes each candidate received. The person with the most votes wins the election and is elected into the position. If after the vote, the winner declines, you can offer the position to the runner-up. If they decline, move on to the next position to fill.
- A tie in the voting shall be resolved by conducting a second vote and, if not resolved, by picking the name of the tied nominees from a hat.
- You can have a second set of calls for any unfilled position, but go through each available position once before seeking nominees for the same position a second time.
- If after 2 rounds of calls the position remains unfilled, the Executive can seek to appoint someone if they wish, or can have it filled by someone who assumes a dual role on the Executive (ie. secretary/treasurer)



6.04 Responsibility

- Any Executive Member that resigns their position during their current term will not be permitted to hold an Executive position in the future, unless they are resigning that position to fill a new position on the Executive in the same term.
- If the resignation is deemed by the remaining Executive members to be due to extenuating circumstances, the Executive will vote to permit the individual to be nominated again in future terms. There must be a 2/3 majority vote.
- The Executive Committee is empowered to dismiss or suspend from BSG any Executive Committee Member, Coach, Volunteer, Student Employee, Parent or Player who are deemed not to be fulfilling their duties and responsibilities, or inappropriate conduct that is deemed against the Coaches Code of conduct or Player Code of Conduct. A 2/3 vote of the Executive Committee must be fulfilled to suspend or dismiss any of the above. This action must take place at a General or Special Meeting called by the President. Notice of such meeting will be sent to the member by Email or Registered Mail 7 days prior to such meeting.
- No Executive Committee Member will directly or indirectly personally benefit from their position on the Executive. In the event that a member believes he/she may be in a position to benefit from a decision taken by the Executive it is the responsibility of the member to declare the possible conflict of interest and withdraw from the decision-making process. The reason must be valid and deemed so by the remainder of the Executive Committee unanimously.
- No Executive Committee member shall divulge specifics of confidential discussions and/or votes held during Executive meetings with person(s) outside of the Executive. If a vote and/or decision is made that directly affects members, players, coaches or staff, the voting outcome or decision shall be a matter of public record for the association.
- Except as otherwise expressly provided herein, the proceedings of any meeting or part of a meeting of Executive Committee conducted, including the minutes or any other records concerning any such meetings or part thereof, will be kept in confidence by every member and by any other person invited or permitted to attend any such meeting or part thereof.
- An Executive member's duty to maintain the confidentiality of records and information shall continue after the member ceases to be a member of the executive Committee.



6.05 Executive Member Roles

The primary duties of each Executive position are as follows, and may include other duties assigned by the Executive.

President

- The President shall preside over all Executive meetings and shall oversee all activities of the BSG. The President shall also act as liaison with the towns of the Bay St. George area.
- The President shall communicate with Baseball NL on any and all matters that require the attention of Baseball NL. The President shall attend all Baseball NL general meetings on behalf of BSG, or appoint someone else to go if they are unable to attend.
- The President shall be present for the opening and closing of all tournaments hosted by BSG, and if he or she cannot attend, will appoint an executive member to be present.
- The President will assist in the hiring of staff and provide guidance or support to staff when required.

Vice President

- The Vice President (VP) shall oversee and assist with the operation of the BSG and in the absence or disability of the President, shall perform all duties of the President.
- The VP acts as a BSG signing authority officer for both administration and financial transactions; documents and administers requests for proposals and/or quotes, works as liaison with vendors/suppliers for jerseys, caps, equipment and supplies.
- The VP will assist the President in the hiring of staff and provide guidance or support to staff when required.

Past President

- Is a continuous term immediately following the individual's term as President. The Past president will assist the incoming President to transition into the new role and provide previous knowledge to all current Executive Members.
- The role of Past president will cease once the current President is no longer in their position, at which time the Past President role will pass to the current outgoing President.



Treasurer

- The Treasurer shall maintain the financial records of BSG and is responsible for ensuring accounting practices conform to generally accepted accounting principles. The Treasurer shall present a Statement of Financial Position at Executive meetings, at the Annual General Meeting, and as otherwise directed by the Executive.
- The Treasurer shall also be responsible for developing an annual budget outlining the BSG's planned revenues and expenses for the coming fiscal year.
- The Treasurer will liaise with the Registrar on all matters regarding payment of player registration.
- The Treasurer will coordinate with Baseball Newfoundland (BNL) for all payments of affiliation and insurance fees, as well as payment for all Provincial tournaments.
- Manage and issue all requests for refunds, in coordination with the Registrar, and update lists accordingly.
- Day-to-day banking for BSG.

Secretary

- The Secretary circulate notices, record the minutes of Executive meetings and issue correspondence as directed by the Executive, make any bookings for meeting space or for special events held by the association.
- The Secretary maintains an archive of information pertaining to the operation of the BSG necessary to meet all obligations and responsibilities and to ensure the history of the BSG is preserved. The information archive maintained by the BSG shall include but shall not be limited to the following:
 1. A current copy of the Constitution and all prior amendments;
 2. The minutes of Annual General Meetings;
 3. A list of all student and other hires;
 4. The minutes of Executive meetings;
 5. A record of any disciplinary action taken by the BSG;
 6. Maintain documents both in electronic and hard copy formats.

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Registrar

The Registrar will maintain and/or perform the following:

- The Registrar shall coordinate and oversee the annual player registration process and compile and maintain a record of all registered members of the BSG.
- The Registrar shall maintain an electronic database of all registered player information and keep an updated email contact list of all registered players.
- The Registrar will collect all player registration forms and fees, verify payments and submit verifications to the Treasurer.
- The Registrar must confirm all players placed on a team are officially registered.
- The Registrar will coordinate field bookings and schedules for the season.
- The Registrar will post to the website/social media and email out any pertinent information to the association as deemed necessary.

All Executive members shall attend regular Executive meetings and be prepared to bring to the attention of, discuss, and make recommendations to the Executive on matters pertaining to their respective area of responsibility. In addition, all Executive members shall participate and assist in events of the BSG, including, but not limited to, registrations and tournaments.

To avoid any real or perceived conflict of interest, members of the Executive will excuse themselves during discussions and voting on subject matters they or any dependent may have an interest in.

Article 7 – Financial Matters

7.01 Financial Year

The operational year of BSG shall be from May 1st to April 30th.

7.02 Payments

All cheques and other order for the payment of money issues in the name of BSG, shall be authorized by a minimum of 2 Executive Members, one of which must be the Treasurer or President. There shall be a minimum of 3 members of the Executive that will have signing authority for payments, which must include the Treasurer and President.

7.03 Contribution to Travel

The executive will vote on all matters involving contributions of funds to BSG teams, or members, that require travel.

Article 8 – Students

- Students employed by BSG must re-apply each year
- Student interviews will be performed by a non-biased interview panel of at least two association members.

Article 9 – Constitutional Amendments

Any changes, additions or omissions to the Constitution can only be made at the annual meeting of the association after specific notice is given, in writing, 30 days in advance to the Secretary and requires a 2/3 majority vote of the association members in attendance.

Article 10 – Dissolution Clause

In the event BSG must dissolve or cease to operate, remaining assets held by BSG, after payment of its liabilities, will be donated to one or more recognized not-for-profit organizations operating in Newfoundland and Labrador, as chosen by the Executive. Preference will be given to not-for-profits that are involved with helping children be active in sports and physical activities.

Article 11 – Revisions

May 2021 - Original creation

June 2022 - Voted on and approved by association

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