

GRAND FALLS WINDSOR MINOR BASEBALL ASSOCIATION

Grand Falls-Windsor Minor Baseball Association Constitution

Revised November 2025

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DEFINITIONS

GFWMBA – Grand Falls-Windsor Minor Baseball Association.

Not for Profit /Incorporated – fiscally responsible for the inner workings of the organization and “no person” shall be paid a per-diem for services rendered.

Articles – the information relevant to the inner workings of GFWMBA

Ad Hoc Committees – these are additional, as needed, committees that are not voting members of the Association but provide a short-term service only when needed for a specific purpose.

Corporation Profile – the information with which the organization was adopted into.

By laws – The bylaws are the rules the organization adopts to carry out its daily business. They may be proposed, amended, or approved at any meeting of the Executive. If a bylaw is not working effectively, the Executive may address and vote on necessary changes without delay.

“Dire need” – an emergency situation that requires immediate attention of GFWMBA (i.e. legal issues) so as to change the Constitution, only as it relates to that one section. This is considered a temporary change to conduct board business and must be reviewed at the AGM.

AGM – a meeting held every year, prior to 30 November each year to determine changes within the organization and where new members are voted in.

Program – a traditional base running sport including, but not limited to baseball. This can include the use of an indoor facility, which can include indoor programs.

Quorum – a decision, approval, appointment, resolution, with a majority decision according to the Constitution guidelines. There must be at least 1/2 of the current Executive plus one present and all voting for any decisions to be made. Only in the event of a tie can the President vote by ballot. In the event that the President and Vice-President are NOT in attendance, that meeting will be postponed until a later date.

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Head Office – refers to the “incoming address” chosen by GFWMBA Executive in which paperwork and forms are sent throughout the year.

Voting Members – A maximum of two (2) members per household may vote at the AGM. A GFWMBA member that is considered to be in “Good Standing”.

Minutes of Meetings – these are the legal recorded accounting of business of the Association and must be kept by the Secretary, for purposes of retrieval if called upon by the Executive. Upon completion of term the minutes should be stored for future consideration. Each Secretary shall pass on the past records to the next voted in member.

Executive – These are considered Officers and they are the President, Vice-President, Secretary, Treasurer, Registrar, Director at Large, and Fundraising Chairperson. They meet when there are special circumstances for the governance portion of GFWMBA. They are nominated and elected at a regular AGM. If a position becomes vacant before the AGM, current Executive can nominate and vote on filling vacant position(s) with individual(s) in good standing with GFWMBA.

Directors – A director can be acclaimed at the AGM unless a vote is required for competing positions by the membership for a director position.

Conflict of Interest – is where an Executive Officer/Director or member has any interest, direct or indirect, in any contract or agreement, or proposed contract or agreement with GFWMBA, whether financial or otherwise, which may require a decision of GFWMBA, that person is required to disclose his/her interest. Anyone in conflict shall recuse themselves and not consider, discuss or vote on the matter.

Majority – defined for the purposes of our board as a majority of voting members at a meeting with quorum.

Good Standing

- a. The guardians named on a participants’ registration form in the current season who did not owe any fees to Grand Falls-Windsor Minor Baseball for any related program(s) for any children, and who has not done something to publicly defame Grand Falls-Windsor Minor Baseball, its Executive and/or its Members.
- b. Any person who had no children registered in the current season or was not a member of the Executive but has done nothing to publicly defame Grand Falls-

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Windsor Minor Baseball, its Executive and/or its Members are entitled to be nominated, but not allowed to nominate or vote.

NON-PROFIT ORGANIZATIONS

GFWMBA shall operate without the intent of financial or material gain for its members. It shall follow the relevant guidelines as outlined by Government standards or meet any legal requirements. Any profits, assets, or accruals of GFWMBA shall be used in promoting its objectives.

AIMS & OBJECTIVES

1. To provide all eligible persons with wholesome recreational and sport activity.
2. To organize and operate a supervised program of baseball and other related baseball programs for the Town of Grand Falls-Windsor.
3. To promote physical fitness.
4. To provide an opportunity for persons to play together in a team effort and learn respect for others.
5. To promote good fellowship, the ideals of good sportsmanship, honesty, loyalty, courage, and respect for authority.
6. To provide a community service in the Town of Grand Falls-Windsor, and foster inclusion for children with exceptional needs where and whenever possible.
7. To provide a house league, select and rep baseball team opportunities for those interested.
8. To provide the opportunity for development and supervision of coach's and umpires.
9. To achieve the above objectives, the Association will provide a supervised program of competitive/non-competitive baseball under the Rules and Regulations set up by the Association and relevant Baseball NL and Baseball Canada Rules and Regulations.

MEMBERSHIP & ROLES

1. Membership of the Association shall be granted to any persons who actively volunteer and are promoting the **Aims and Objectives** of the Association.
2. Members of the Association shall be the guardians named on the participant's registration form who have registered and paid the baseball registration fees for the season in which the Annual General Meeting is necessitated, and or players who have attained the age of eighteen (18).
3. All Directors are automatically enrolled as Members without cost.
4. A Membership Roll will be kept by the Executive for reference purposes.
5. The role of the Executive is to act honestly and in good faith to serve the best interests of the Association.
6. All Executive members are to attend regular board meetings where and whenever possible.
7. The GFWMBA Executive is a working board and as such, shall be entrusted with the day to day operations of the Association.
8. In performing the task, the Executive shall meet on a regular basis throughout the year.
9. In conducting the affairs of the Association, the Executive shall appoint Standing and Ad- Hoc committees as necessary to do the work required.
10. Individual Directors may also take on specific organizational tasks. These committees or individual Directors must provide detailed plans and progress reports to the Director at Large, who in turn will present at appropriate Executive Meeting for acceptance and approval.

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11. A Director/Officer may be removed by the Executive with a 1/2 majority plus one of quorum by failing to attend three consecutive meetings, unless there is a reason of health, work or emergency situation provided.
12. There shall be maximum of 2 voting member per household for the purposes of the AGM only.

DIRECTORS

1. The Directors of the Association shall be a maximum of eight (8) in number. These are NOT voting positions and shall not participate in Executive votes. Other positions, as determined by the Executive, may be added if deemed necessary and if approved under the “Amendments to the Articles of the Constitution” section of an AGM. Directors different from Officers need not be members, but must follow standard election procedures to become a member.
2. Any Member in good standing with the Association may submit a Nomination to the Executive.
3. Those members interested in Director's positions shall submit their intentions in writing before the AGM to the new Executive.
4. Where vacancies occur on the Executive after the AGM, members or persons in good standing may be nominated and seconded by a member of the Executive and if such a nomination is approved by 1/2 plus one of quorum, the nominee shall be duly elected. This procedure shall be followed where there is no quorum at the AGM.
5. The following positions to be filled by Directors annually to assist with conducting the business of GFWMBA.
 - a. **Minor League Directors** – reports to the Director at Large, who will then report to the GFWMBA Executive. Responsible for recruiting coaches, preparing team rosters and overseeing the operations of the divisions of 5U, 7U, 9U, 11U, 13U, 15U and 18U as well as for the coordination of administrative and other tasks as they occur within the house league system.
 - b. The Female League Director reports to the Director at Large and is responsible for recruiting coaches, preparing team rosters, and managing league operations. . Responsible for recruiting coaches, preparing team rosters and overseeing the

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operations of the divisions of and for the coordination of administrative and other tasks as they occur within the house league system. This person is the lead point of contact for our annual Hickman Honda Female Classic Tournament.

ELECTION OF EXECUTIVE OFFICERS & RESONSIBILITIES

1. The Executive Officers of Grand Falls-Windsor Minor Baseball Association shall consist of the following:
 - A. President
 - B. Vice-President
 - C. Treasurer
 - D. Secretary
 - E. Registrar
 - F. Director at Large
 - G. Fundraising Chairperson
2. These positions shall be voted on in alternating years for two- (2) year terms each time such a position is voted on. The positions of President, Treasurer, Registrar and Director at Large shall be voted on in one year; the positions of Vice-President, Secretary, and Fundraising Chairperson shall be voted the following year.
3. Every Executive Member must have police check and vulnerable screening check prior to the commencement of their term on the executive.
4. Any Executive Member or Director who misses three (3) consecutive meetings, including the AGM, without valid reason shall forfeit their voting privilege and position. [
5. The Officers for any year shall be elected from the membership by a majority vote at the AGM.
6. Ex-officio life members and the Past-President are not subject to the election/resignation process. They shall not have a vote on all discussions of the Executive
7. As Executive Officers terms expire, there shall be an election to the Executive at AGM, or to fill a vacancy prior to next AGM, half plus one vote by current Executive.

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The Responsibilities of the elected officers are as follows:

President:

- A two-year term. Executive voting member (for breaking a tie vote ONLY).
- The President shall be responsible for guiding the affairs of the Association and ensuring the execution of the policies established by the Board.
- They shall present a record of the year's operation at the AGM or at such times as requested by the Executive members.
- They shall preside and prepare agenda(s) at all Executive, Board, and AGM meetings.
- Is considered an ex-officio member of all committees.
- The President is to be a signing Officer along with the Treasurer and 1 (one) other Executive Member for cheques issued by the Association.
- Calls meetings of and is a member of the Disciplinary Committee.
- With the Treasurer and relevant committee chairpersons, negotiates and approves contracts for equipment, supplies and or services.
- Provides orientation to new Executive members and provides consultation to help them carry out their duties.

Vice President

- A two-year alternating term from President. Executive voting member.
- Vice-President may assume the duties of the President in the absence of the President and shall be the second signing authority.
- The Vice President shall oversee and/or assume any of these roles as needed or direct a Member At Large to assume the duties:
 - o The Registrar
 - o Any other off-season activity or event.

Treasurer:

- A two-year term. Executive voting member.
- The Treasurer shall be one of the signing Officers for all cheques issued by the Association.
- They shall do all necessary banking and issuing of cheques for the Association.
- They shall keep an up-to-date account of the Association's financial affairs and shall provide a financial report at the AGM and as required if called upon by the GFWMBA.
- They shall attend all regular meetings of the Board and shall provide an Annual Report at the AGM. The Treasurer ensures that the Board of Directors honor their fiduciary obligations to the membership and that the Board follows all levels of Government Not-for-Profit regulations for financial accounting.
- Financial Institution will be decided by current executive team.
- A bank account in the name of GFWMBA shall be maintained at a Canadian chartered financial institution at the beginning of the fiscal year.
- The Association signatories shall be three (3) members of the executive. All cheques or other order for the payment of money, notes or other evidence of indebtedness

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issued in the name of GFWMBA, shall be authorized by a minimum of 2 members of executive.

- With the incorporation of digital e-transfers and online banking, any debits that are in excess of \$200 must have written consent (either handwritten or electronic) from the other two signing officers.

Secretary:

- A two-year term. Executive voting member.
- Informs Executive of upcoming meetings.
- Takes minutes and attendance at all meetings. Prepares minutes and is responsible for submitting these minutes to the Executive.
- Assists the President with the preparation of agenda, if required.
- Provide agendas for Executive and AGM meetings. At special meetings, the Secretary may be asked to take the meeting minutes.

Registrar:

- A two-year term. Executive voting member.
- The Registrar shall be responsible for managing online and in-person registrations.
- Reports directly to the Vice President and should be available for the registration process as well as co-coordinating the dates and times of such.
- Attend the majority of GFWMBA board meetings throughout the year unless special circumstances approved by GFWMBA are present.

Director At Large

- A two-year term. Executive voting member.
- The Director at Large acts as liaison between divisional directors, coaches, parents, and GFWMBA Executive.
- Make recommendations to GFWMBA Executive to assist with the operations and functions of GFWMBA. Recommend and provide direction to volunteer directors, head coaches, and host tournament volunteers.

Sponsorship/Fundraising Chairperson

- A two-year term. Executive voting member.
- Fundraising Chair will be responsible for all aspects of fundraising as it relates to the Association. The Chair shall provide updates to the Executive, if there are any concerns and or decisions that affect the Association that need to be made.
- Fundraising Chair will devise a sub-committee of a minimum of 3 persons to aid and assist in the procurement of funds from sponsors, the community, etc.

ELECTION OF DIRECTORS & CHAIRS

1. The Directors/Chairs shall be elected at the Annual General Meeting in the following order:
 - a. Divisional League Directors:
 - i. 5U/7U: Players between the ages of 4-7
 - ii. 9U: Players up to the age of 9
 - iii. 11U: Players up to the age of 11
 - iv. 13U: Players up to the age of 13
 - v. 15U/18U: Players up to the age of 18
 - b. Female League Director
2. Every Director/Chair must have police check and vulnerable screening prior to the commencement of the season.
3. Any positions that are not filled will be subject to review and can be voted on by current executive.
4. GFWMBA Executive to appoint new members in the upcoming season to fill vacancies.
5. All directors will serve their positions for one (1) year.

TERMS OF OFFICE

1. The term of Executive shall be for two years on alternating terms between President and Vice-president, unless the seat remains vacant, in which case the former Executive may assume the role, and or if They resign. The only exception is if They are removed from the role for disciplinary reasons.

ROLES

1. All members will review and comply with the following according to the GFWMBA best practices for the season

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2. All members must read and sign “Code of Conduct” to participate in current season.

Roles of the Organization

- a. Provide safe environment
- b. Ensure rules and policies are in place
- c. Ensure policies and rules of GFWMBA are followed and enforced
- d. Ensure equal opportunities for all members according to the Human Rights provisions
- e. Be respectful of the membership and community
- f. Provide support to membership

Roles of the Players

- a. Be respectful
- b. Be positive
- c. Know the rules of the game
- d. Play by the rules of the game
- e. Be accountable to your team, coaches, officials
- f. Do not express negative comments to the officials
- g. Direct your concerns, comments, reason(s) why you're upset to your coach
- h. Communicate to your coach when you are unable to attend sessions/games
- i. Support the sports environment to be safe and healthy (tobacco free and drug free)

Roles of the Guardians

- a. Be supportive of your child and keep things positive
- b. Model integrity, honesty and good sportsmanship
- c. Encourage your child to take a leadership role
- d. Promote the “team” theme
- e. Respect all participants
- f. Support the sports environment to be safe and healthy (tobacco free and drug free)
- g. Respect the mandatory 24-hour cool down period before filing a complaint.

Roles of the Umpires

- a. Maintain levels of Baseball Canada and Baseball NL recognized levels of Certification
- b. Must avoid Conflict of Interest
- c. Fair judgment of sport competition and exercise impartiality
- d. Treat all participants with dignity and courtesy
- e. Seek self-improvement
- f. Be honest about experience and qualifications when asked

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- g. Protect the fans, administration, coaches, and players from inappropriate conduct
- h. Avoid any practices that would discredit your position or role
- i. Support the sports environment to be safe and healthy (alcohol free, tobacco free and drug free)

Role of the Coach

- a. Maintain levels of Baseball Canada and Baseball NL recognized levels of Certification
- b. Respect the members and players in the game and protect the dignity of all the participants
- c. Equal rights and access to roles and duties (no favoritism)
- d. Respect the confidentiality of your players
- e. Encourage mutual respect and support amongst players
- f. Do not involve yourself in the personal affairs of the athletes
- g. Provide a safe environment during practices
- h. Foster respect amongst players
- i. Continue to strive for excellence and encourage players to do the same.
- j. Support the sports environment to be safe and healthy (tobacco free and drug free)

Complaint Process

- a. Assess the complaint, and acknowledge receipt of complaint within one (1) business day via email or telephone following the 24-hour cooling off period.
- b. Forward the complaint to the appropriate parties (chairs or heads).
- c. The Board of Directors will decide what the next steps might be.
- d. Request a follow up by telephone or email by the executive to ensure that the matter is addressed properly.
- e. If a more formal process is necessary and of a serious nature, then the board may assign a director at large to investigate and where necessary write a written report to the board as to the actions that should be taken.
- f. If it is necessary, the board may then act on its own to do whatever to resolve the matter to its own satisfaction.
- g. All actions must be recorded and documented and included in the minutes.

LIABILITY OF THE NOT FOR PROFIT

1. All members of GFWMBA are responsible for conducting the regular business of the organization on behalf of its members.
2. All members of the GFWMBA Executive are to keep business confidential and not to involve non-members in its affairs.
3. A Director/Officer may be removed from their position before the expiration of their term by:
 - a. A majority vote (half plus one) of the Executive. Such a decision can only be made if the member has violated this Constitution. It is understood that no member can be held liable for an error that is accidental in nature.
4. Parents are responsible for disclosing all relevant information about their child to GFWMBA prior to the season in as much detail as they feel is necessary.

DOCUMENTS

1. All GFWMBA documents shall contain the logo and shall be signed by the President and/or Director/Officer.

DISSOLUTION

1. In the event that the GFWMBA Executive Board ceases to exist, any funds still in its possession must be handed over to the Town of Grand Falls-Windsor, until a new Executive Team is in place, and no person can profit from the remaining assets.

AMENDMENTS

Amendments of GFWMBA may be enacted, repealed, amended, altered, added to, or re-enacted by a two-thirds majority vote of voting members at the AGM or any special meeting of the membership as a whole.

BYLAWS

EXECUTIVE MEETINGS

1. The Executive shall meet at least eight (8) times per year with at least four (4) of those meetings being held during the regular baseball season. A quorum for a meeting of the Executive shall be one half (1/2) the number of Executive on your board plus one (1).
2. Voting members will be all Executive members in good standing. All of the members of the quorum must be able to vote (in our case half plus one of our Executive) with no abstentions for it to pass. That is the total number of votes not including our President that equals half plus one. The President votes solely break a tie vote. Since the President's opinion can influence other members, they are to remain impartial and have the members cast the vote by ballot. In the case of a tie the President's vote is announced with his or her ballot.
3. The AGM shall be held annually at a date and place chosen by the Executive, no later than November 30th. Notice of the AGM must be given a minimum of two (2) weeks in advance to the membership. Notice shall be given on the website and any other communication/technologies that will ensure notification to the greatest number of members. A quorum is required at the AGM. If all the criteria for an AGM is met, then the voting process may begin. A quorum at the AGM must be half of all voting members present plus one, or the majority to pass.
4. For election purposes only, those Members who have attained 18 years of age may vote.
5. All members in good standing of the Association have the right to vote, but only at the AGM. There will be no proxy vote.
6. Nonscheduled meetings may be called by any Executive member for exceptional reasons. Electronic notification with reasons for the meeting must be given to all Board members seven (7) days prior to the meeting date. A quorum as determined in (7.1) must agree to the meeting.
7. The President or Vice President may call a non-scheduled meeting if necessary.
8. Each meeting shall be opened and closed upon Motion of an Executive Member present and seconded by another present. Meetings shall be run using standard meeting rules of order and following a standard agenda.

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9. Each meeting shall be presided over by the President, or in the absence of President, the Vice- President. In the absence of both President and Vice-President, an Executive Member as agreed upon by the majority of those present, can conduct lead the meeting.

10. Meeting Protocol

- a. Quorum of one half (1/2) the number of Executive plus one (1) of quorum must be present before a meeting can be called to order. All Board meetings will follow standard meeting protocol.
- b. Meeting called to order and attendance must be taken
- c. Review previous meeting minutes (motion to accept or change)
- d. Old Business:
 - i. Review action items from last meeting for progress.
 - ii. Cover any unfinished business from last meeting
- e. New Business
 - i. Committee reports;
 - ii. Financial update
 - iii. New issues
 - iv. Business items
 - v. Presentations (if any)
- f. Ending Items Announcements (if any)
- g. Meeting summary, review of action items
- h. Adjournment

11. AGM or Special Meetings

- a. The order of business at the Annual General Meeting or Special Meeting shall be as follows:
 - i. Presentation of any Awards
 - ii. Approval of minutes of the previous AGM
 - iii. Secretary's Report
 - iv. Treasurer's Financial Report
 - v. The President's Address
 - vi. Reading of, and consideration of official correspondence
 - vii. Consideration of constitution, by-laws, amendments and alterations
- b. Any change in the constitution, by-laws or rules and elections to the various offices of the Association can only be made at the AGM, or a special meeting called for that purpose. Such changes and nominations can be proposed by any member of the Association in good standing with a minimum 10-day notice before AGM of Special Meeting.

12. General Business

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- a. Advance notice of items discussed under General Business must be received by the Secretary no later than ten (10) days prior to the Annual Meeting. They are:
 - i. Dissolution of Existing Board of Directors
 - ii. Election and Installation of the new Board
 - iii. Appointment of new Directors
 - iv. Adjournment

AD HOC COMMITTEES

1. Such committees may be formed on an as needed basis by a majority vote of the board for purposes of addressing specific issues. These may be community events planning, special business and/or any other areas that GFWMBA deems fit.
2. The size of the committee and the term of involvement are at the discretion of GFWMBA. These members do not have voting capacity and once the function of them is complete the committee is dissolved.
3. Current members of GFWMBA may Chair such a committee except if there is a conflict of interest.

FINANCIAL REPORTING

1. The Treasurer shall provide to the GFWMBA a report that outlines the activities of the organization for that period.
2. An annual report shall be drafted for the purposes of transparency at the AGM to its members and any and all records shall be kept with the treasurer until the Officer's term has ended, at which time They hand over the records to the incoming officer.
3. Records are to be made available upon request of the GFWMBA Executive.

COACHING SELECTION

1. The coaching staff for the following season must be screened and approved by the GFWMBA Executive. An interview process will take place shortly after applications are received. Once the interviews are completed then the GFWMBA Executive will convene to discuss the results and vote on the outcome

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2. Every coach must have a police check and vulnerable screening prior to the commencement of the season.

POLICIES

1. Travel

a. Coaches

- i. Maximum of 2 coaches per team from current GFWMBA summer program.
- ii. GFWMBA Regional/Invitational/Provincial Tournaments:
 1. Mileage allowance at 50% Baseball NL current rates
 2. Meal Allowance at Baseball NL current rates
 3. Accommodations
- iii. Pay Allowance
 1. Maximum of 2 paid coaches per team
 2. Three (3) paid hours per game, at regular rate of pay

b. Executive Travel

- i. Mileage allowance at 50% Baseball NL current rates
- ii. Meal Allowance at Baseball NL current rates
- iii. Accommodations

c. GFWMBA registered Team(s) representing Province at Atlantic or National Tournaments:

- i. Capped at \$1,000 per regular season, shared equally between GFWMBA teams (to be reviewed annually).

d. GFWMBA registered Players representing Province at Atlantic or National Tournaments:

- i. Honorarium capped at up to \$500 per season, shared equally between GFWMBA players.
- ii. Players must be registered with GFWMBA and in good standing.

2. Umpires

Annual certification capped at \$500 per season to offset Baseball NL training/certification fees.

3. Coaching Fees

A.1. Annual Certification for employees of the Association will not be capped.

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A.2. All field coaches for the regular season will be certified to 11UA standard to ensure quality of coaching provided throughout the summer season. Field coaches can express, in writing, their interest to coach higher level rep teams and actual educational expenses will be determined based on the level at which they will be coaching.

A.3. Reimbursement shall apply only for courses offered by an association within the local geographic area (ie. GFWMBA, Baseball Gander or online).

A.4. Notwithstanding clause A.3., in extenuating circumstances where the ability of the Association to offer a viable rep program is in question due to limited number of certified coaches (employees and/or volunteers), travel and/or accommodation support may be considered for clinics offered outside the local geographic area to ensure the continuity of the rep program for current season registrants.

B.1. A lifetime cumulative honorarium will be offered to offset costs incurred by volunteers to acquire and maintain coaching certification.

B.2. Starting in the 2024 season, this honorarium will be capped at the cost equivalent to the necessary certification for the level at which they are coaching. The honorarium amount will be reevaluated annually by the Executive for increase based on current certification requirements and posted schedule of fees per Baseball NL.

B.3. Reimbursements through the honorarium shall be made as follows:

i. GFWMBA will reimburse 100% of the cost of the Coach Initiation in Sport and My First Pitch clinics, upon proof of completion.

ii. Failure to provide proof of completion (including name and date) for any training may result in forfeiture of reimbursement for that training.

iii. The Executive and/or its delegate shall be responsible for tracking honorarium payments made to any given volunteer.

iv. If a volunteer does not fulfill their commitment for the provincial tournament, barring extenuating circumstances, the volunteer will be issued an invoice to be paid within 30 days of the date of the invoice. This volunteer will no longer be in GOOD STANDING, as per the constitution until fees are paid in full.

C.1. All Junior Coaches shall complete the NCCP - Coach Initiation in Sports online module.

C.2. The Association will pay for this module upfront for all Junior Coaches who require this module for any given season.

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4. GFWMBA Junior Coach

- a. Total number of Junior Coaches to be determined prior to start of regular season.
- b. Honorarium capped at \$500 per regular season, payable at end of the fourth week of the summer program and at the end of the regular season.
- c. Must be certified NCCP Community Sport - Initiation Phase of coach development