



ARTICLE 1 - NAME

1.1 This organization shall be known as the “Ottawa West Little League Baseball Association”, hereinafter referred to as the “League” or the “Association” or “Ottawa West Baseball”.

ARTICLE 2 - PURPOSE

2.1 Ottawa West Baseball is a program of volunteer service to youth. It is dedicated to establishing, maintaining, conducting, promoting and generally encouraging organized baseball for young people and thereby to foster goodwill and sportsmanship among the members of the community in which the activities of the Association are to be conducted.

2.2 Its purpose is to establish and conduct a baseball league or leagues, whether under charter or otherwise, including under charter by Little League Baseball Incorporated, Baseball Ontario, Baseball Canada, and/or other charter granting organizations.

ARTICLE 3 - OBJECTIVE

3.1 The primary objective of the Association is to provide appropriate skill and age-based baseball programs to the youth within the community.

3.2 The League shall operate exclusively as a non-profit educational organization providing a supervised program of recreational and competitive baseball. No part of the earnings shall inure to the benefit of any private shareholder or individual.

ARTICLE 4 - PHILOSOPHY

4.1 The League shall do all that is possible to meet the needs of participants regardless of skills, abilities, and experience.



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4.2 The League shall foster a general spirit of community involvement.

4.3 The League shall exercise general care, supervision, and direction over the playing interests of teams and players.

ARTICLE 5 – ADMINISTRATION

5.1 The League operates under charters granted annually by baseball programs such as Little League Baseball, Incorporated, Baseball Ontario and Baseball Canada.

5.2 The League is administered by an Executive Committee which shall be elected at the Annual General Meeting of the membership.

ARTICLE 6 – MEMBERSHIP

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

6.2 Members belong to one of the following classes:

a) Player Members – any youth who lives within the official boundaries of the Association; and whose application to participate has been approved by the Association. Player Members shall have no rights, duties or obligations in the management or in the property of the League.

b) Regular Members – any parent(s) or guardian(s) of a Player Member who so choose; or any individual who has expressed an interest in participating in the Association and the Association has approved their participation. All Officers, Executive Committee Members,

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Managers, Volunteers, Umpires and other elected or appointed officials must be active Regular Members in good standing.

6.3 The Executive Committee, by a two-thirds vote of those present at any duly constituted meeting, shall have the authority to discipline or suspend or terminate the membership of any member of any class when the conduct of such person is considered detrimental to the best interests of the League. See *Ottawa West Little League Baseball Association Code of Conduct (Annex A)*.

The Member involved shall be notified of such meeting, informed of the general nature of the charges and given an opportunity to appear at the meeting to answer such charges.

The Executive Committee shall, in the case of a Player Member, give notice to the manager of the team of which the player is a member. Said manager shall appear in the capacity of an advisor, with the player, before a duly appointed committee of the Executive Committee, which shall have full power to suspend or revoke such player's right to future participation.

ARTICLE 7 – EXECUTIVE COMMITTEE

7.1 The Executive Committee of the League shall be composed of the President, the Vice-President of Administration, the Vice-President of Baseball Operations, the Vice-President of Coaching and Player Development, the Registrar, the Treasurer, the Vice-President Communications, the Vice-President Programs, the Umpire-in-Chief and other Members so authorized through the Annual General Meeting. The Executive Committee shall be responsible for the management of the affairs of the League and for setting and administering all League policy and activity. (See Annex B for the League's Organizational Chart.)

7.2 The **President** is an elected voting member who shall be the Chief Executive Officer of the League and responsible for conducting the affairs of the League and executing its

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policies. The President shall be the Chairperson of the Executive Committee and shall represent the League at the District Level and to the baseball and local community.

The President shall be the final authority on all League decisions and is a signing officer for financial accounts.

7.3 The **Vice-President of Administration** is an elected voting member who shall be the Chairperson of the Administration Committee and shall generally be responsible for ensuring the administrative operations of the League are conducted effectively and in accordance with the League's policies, rules and general practices. The Vice-President of Administration is a signing officer for financial accounts, along with the President and Treasurer.

7.4 The **Vice-President of Baseball Operations** is an elected voting member who shall be the Chairperson of the Baseball Operations Committee and shall be generally responsible for the on-field activities of the League.

7.5 The **Vice-President of Coaching and Player Development** is an elected voting member who shall be responsible for selecting and recommending for approval to the President all coaching staff, in co-operation with the Director Spring (House) or the Director Summer (Competitive). The Vice-President of Coaching and Player Development shall organize sort-outs/evaluations and team assignments in co-operation with the Vice-President of Baseball Operations, Registrar, Division Convenors, and Director of Spring (House) or Director of Summer (Competitive). The Vice-President of Coaching and Player Development shall oversee the development of players within the League and shall coordinate the appropriate development clinics/programs for both players and coaches. S/he shall ensure that coaches have had training in First Aid procedures in the event of baseball injuries in co-operation with the Safety Officer. S/he shall be the liaison to the

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Executive regarding player or coaching issues. S/he shall develop and maintain resource co-operation with the Vice-President of Administration as needed, s/he shall gather formal and informal feedback from players/parents/coaches/umpires/League officials on a regular basis to ensure the effectiveness of the League's baseball programs.

7.6 The **Registrar** is an elected voting member who shall be responsible for the co-ordination of the registration process for all League programs, the maintenance of the registration accounts of the League, and for providing the necessary documentation to various League officials as needed to facilitate the workings of the League. The Registrar will be known as the Player Agent as per Little League International's description of this role.

7.7 The **Treasurer** is an elected voting member who shall be responsible for the maintenance of the financial accounts of the League and shall be a signing officer for these purposes, along with the President and Vice-President of Administration. (All disbursements by cheque must have dual signatures.)

7.8 The **Umpire-in-Chief** shall be an elected voting member who shall be responsible for the organization and training of the umpires within the League and shall be the final word on rule interpretation.

7.9 The **Vice-President Programs** shall be an elected voting member who is responsible for overseeing the direction of the winter, spring, summer and fall programs with support from VP Coach/Player, VP Admin and President.

7.10 The **Vice-President Communications** shall be an elected voting member who is responsible for the league-wide communications via email, social media and website.

7.11 Other Members elected to the Executive Committee shall perform roles and associated duties as determined through the Annual General Meeting at the time of election and as

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assigned by the Executive Committee. (See Annex C for role descriptions of all Executive Members.) Additional Members may be appointed by the Executive Committee to perform duties as determined by the Executive Committee.

ARTICLE 8 – EXECUTIVE COMMITTEE MEETINGS

8.1 The President shall convene a meeting of the Executive Committee at least once every calendar quarter.

8.2 Notice of each meeting of the Executive Committee members shall be distributed at least two (2) days in advance, including the place, date, time, and purpose of the meeting.

8.3 The quorum for a meeting of the Executive Committee shall be a majority of its voting members.

8.4 Only the following members of the Executive Committee shall be entitled to vote, and all questions shall be decided by a majority of those present and voting:

- President
- Vice-President of Administration
- Vice-President of Baseball Operations
- Vice-President of Coaching and Player Development
- Registrar
- Treasurer
- Umpire-in-Chief



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- Vice-President Programs
- Vice-President Communications

8.5 Robert's Rules of Order shall govern the proceedings of all meetings, except where same conflicts with the Constitution of the League.

8.6 The Executive Committee has the power to appoint such Standing Committees as it shall determine appropriate and to delegate such powers to them as the Executive Committee shall deem advisable and which it may properly delegate. Chairpersons of standing committees shall be elected voting Members of the Executive Committee.

8.7 Each Standing Committee shall perform the tasks as requested by the Executive Committee and/or as prescribed in Article 7. Each Standing Committee shall report its proceedings and findings to the Executive Committee.

8.8 Each Standing Committee, once duly constituted, may delegate its responsibilities to Sub-Committees as deemed necessary. These Sub-Committees may be given any of the powers of the Standing Committee, except the power to report to the Executive Committee. Each Sub-Committee shall perform the tasks as requested by the Executive Committee.

ARTICLE 9 – GENERAL MEETINGS

9.1 The Executive Committee shall convene an Annual General Meeting of the Members during the month of October for the purpose of reporting results of the previous year. Notice of the Annual General Meeting shall be advertised at least 14 days in advance of said Annual General Meeting, including the place, date, time, and agenda.

9.2 The Agenda prepared by the Executive Committee for the Annual General Meeting may include the following items of business:

- Approval of the agenda

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- Approval of the minutes of the previous Annual General Meeting and each intervening Special General Meeting
- Business arising from these minutes
- Amendments to the Constitution
- Report from the President
- Reports from any committees
- Presentation of the Financial Statements
- Election of the Members of the Executive Committee
- Other business

9.3 The Executive Committee may from time to time convene a Special General Meeting of the Members. In addition, upon the written request of Members (as per Industry Canada guidelines), the President shall convene a special meeting to consider a specific subject no later than four weeks after receipt of the request. Members will be notified in writing of the date, time, location and agenda of the Special General Meeting at least one week before the date of the meeting.

9.4 The agenda of a Special General Meeting shall be restricted to the purpose for which the meeting is called.

9.5 The President shall provide Members with the minutes of the previous Annual General Meeting and each intervening Special General Meeting together with the Notice of Meeting.

9.6 The quorum for an Annual General Meeting shall be a majority of Executive

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Committee members plus two other Regular Members.

9.7 Notwithstanding Article 9.6, if a quorum is not present at a duly called Annual General Meeting, the Executive Committee shall convene another meeting with at least one week notice, and the quorum for that meeting shall be constituted by those Members present.

ARTICLE 10 – ELECTION, TERMS OF OFFICE, AND VACANCIES

10.1 Members of the Executive Committee shall be elected or re-elected at the Annual General Meeting.

10.2 The election of the members of the Executive Committee shall be presided over by a Chairperson selected by an Executive or other Member for that purpose but who is not a candidate for election to the Executive Committee. The President can assume the role of Chairperson for positions to which s/he is not a candidate for election.

10.3 At least one week prior to the Annual General Meeting, Regular Members shall make known to the Chairperson their intention of seeking election and for which position. Any Member in good standing can bring forth a nomination and it does not need a second. The slate of candidates shall be communicated to the membership in advance of the Annual General Meeting. Each position shall be subject to a vote by those members in attendance at the Annual General Meeting. The candidate with the most votes shall assume the position. If there is only one nomination for a position, the candidate must receive the majority of votes to assume the position. If there are positions with no nominations, nominations from the floor may be accepted and voted on.

10.4 Should any position not be filled by election at the Annual General Meeting, the Executive Committee may appoint a Member of the League to serve until the next General Meeting.

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10.5 The Executive Committee Members shall upon election immediately enter into the performance of their duties and shall continue in office until their successors have been duly elected.

10.6 Each Executive Committee position (voting or non-voting) shall have a maximum term of two years, however there is no term limit.

10.7 A member of the Executive Committee or a Standing Committee who is absent from three (3) consecutive meetings of the Committee without just cause shall be considered to have resigned their position.

10.8 Should the position of President become vacant during the incumbent's term of office, the Executive Committee shall appoint one of the Vice-Presidents as President to serve the balance of the term.

10.9 Should any position other than that of President become vacant during the current term of office, the Executive Committee may appoint a Member of the League to serve until the next General Meeting.

ARTICLE 11 - BY-LAWS

11.1 The Executive Committee may make such by-laws, not inconsistent with this Constitution, as deemed necessary or convenient for conducting the business of the League. Any by-law made by the Executive Committee shall remain provisional until approved, repealed or amended by the next General Meeting.

ARTICLE 12 - FINANCIAL AND ACCOUNTING

12.1 The Executive Committee shall decide all matters pertaining to the finances of the League and shall not permit the distribution of League funds for other than the conduct of League activities.

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12.2 No Executive Committee Member or other Member of the League shall receive, directly or indirectly any salary compensation from the League for services rendered as President, Vice-President, Director, Officer or Member. As required, the League may pay for umpires and outside training.

12.3 The fiscal year of the League shall begin on the 1st day of October and shall end on the 30th day of September.

12.4 The League shall ensure that an adequate reserve of liquid assets is maintained to fund on-going operations. Furthermore, the Executive shall ensure that monies collected over and above are invested regularly to enhance the programs, equipment and capital infrastructure of the League, and/or to host special events (i.e. provincial or national tournaments). The Executive shall determine the amount of reserve required as part of its annual budget preparation process.

12.5 Upon dissolution of the League and after all outstanding debts and claims have been satisfied, the Members shall direct the remaining property of the League to another entity which maintains the same objectives as set forth herein.

12.6 Once yearly, a non voting member of the executive will do a random check in on finances to keep everything above board with respect to reporting, etc....

ARTICLE 13 - AMENDMENTS

13.1 This Constitution may be amended by a duly called General Meeting, provided that the Executive Committee is informed and provided with a copy of the proposed amendment in writing at least 45 days in advance of the General Meeting. A copy of the proposed amendments will be provided to Members together with the Notice of Meeting. Amendments shall be approved by 2/3 of the voting members of the Executive Committee (i.e. 5).

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ARTICLE 14 - COMING INTO FORCE

14.1 This Constitution and any amendment hereto shall be effective when it is adopted at a General Meeting.

The membership of the Ottawa West Little League Baseball Association approved this Constitution on the 22nd day of January, 2014.

The membership of the Ottawa West Little League Baseball Association approved the amendments to this Constitution on the 16th day of November, 2016.

The membership of the Ottawa West Little League Baseball Association approved the amendments to this Constitution on the 13th day of February, 2022.

The membership of the Ottawa West Little League Baseball Association approved the amendments to this Constitution on the 8th day of January, 2025.

ANNEX A: Ottawa West Little League Code of Conduct

ANNEX B: Ottawa West Little League Organizational Structure

ANNEX C: Ottawa West Little League Role Descriptions for Executive Members

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