



## **CONSTITUTION AND BY-LAWS**

### **FISHHAWK YOUTH BASEBALL LEAGUE**

#### **AN AFFILIATE OF FISHHAWK YOUTH SPORTS ASSOCIATION INC.**

#### **Article I - Name**

The name of this organization is the Fishhawk Youth Baseball League hereafter referred to as the "League." Adopted, by the Board of Directors, hereafter, referred to as the "Board", on September 26, 2007, with subsequent amendments.

#### **Article II - Objective**

The purpose for which the League is organized is to develop and operate a baseball program in affiliation with Babe Ruth League, Inc., a New Jersey corporation, in conformity with and pursuant to the principles, rules and regulations enunciated by said Babe Ruth League, Inc. In conjunction with such purposes, the objective of this League is that, through the medium of a supervised, competitive baseball program, guided and governed by said Babe Ruth League, Inc., this League will seek to develop and promote in children (usually of ages four to eighteen) : 1) good sportsmanship, 2) understanding and respect for rules, coaches, and umpires, 3) courage in defeat, 4) tolerance and modesty in victory, and 5) a spirit of cooperation and team play. In the attainment of this objective, the instilling of a desire to win, or the winning of games, is to be the secondary objective.

#### **Article III - Statement of Affiliation**

This League shall be affiliated with Babe Ruth League, Inc., a New Jersey corporation, and shall be governed by, and shall comply with the principles, rules and regulations enunciated and decreed by Babe Ruth League, Inc.

#### **Article IV - Territory**

Areas within the Newsome High Boundary and shared areas with Bloomindale

#### **Article V - Powers**

This League shall have the power, in addition to the powers expressly or implicitly conferred on it by law, to make and enforce rules and regulations to govern itself on a local basis, but consistent with and not contrary to any rules and regulations promulgated by Babe Ruth League, Inc., a New Jersey corporation, or by the Regional, or State echelons of said Babe Ruth League, Inc., to which this League is subject.

## **Article VI - Board of Directors**

### **Section 1 - Executive Board**

The League Board of Directors will consist of members of the Executive Board and members holding board positions listed in section 2 of this article. All citizens within the boundaries of the Fishhawk Youth Baseball League are eligible to be nominated and elected for any board position. Executive board positions (President, Vice President, Secretary, Treasurer, a position to be determined at a later date) will be filled by the current board for the next season. It is the responsibility of the outgoing Board to determine if the nominated person is qualified for the position. One year term is August 1- July 31.

President - Responsible for overseeing and facilitating all Executive Board meetings. Represents the League at all Babe Ruth District, State or National functions as appropriate. The President will not be eligible to serve as a manager for either a regular season or an All-Star team. The term will be two years, elected every even year. The President or his designate will publish a letter for each season with communication updates on the league website.

Vice President - Responsible for all matters related to obtaining, developing, monitoring, certifying and implementing discipline. Responsible for background checks and certification of all coaches. Acts on behalf of President in his/her absence. The term will be two years, elected every odd year.

Secretary - Responsible for recording and distributing all pertinent information and decisions made by the Executive Board and/or Board of Directors. Responsible for processing all forms, with the Treasurer, pertaining to preparing and sending any League financial obligations (i.e. Tax Returns, Letters of Incorporation). The Secretary shall be the By-Law Custodian: responsible for maintaining, updating, and distributing the By-Laws. The term will be one year.

Treasurer - Responsible for the fiscal accountability of the League. Signs checks, (should be one of the "two signatures" required), dispenses league funds as approved by league officers, reports on the status of league funds, keeps financial records, prepares budget and assumes the responsibility for all local league finances. With the Secretary, responsible for preparing and sending any League financial obligations (i.e. Tax Returns, Letters of Incorporation). The term will be one year.

Player Agent - Responsible for receiving and processing all registrations and creating tryout grids. Will provide the Board with the number of teams needed in all divisions. Will conduct the drafts in all divisions as required. Player Agent will perform evaluations in the event a player needs to be moved to another division. Responsible for voting and selection process of all post season tournament teams. The term will be one year.

## **Section 2 - Board Positions**

Equipment Manager- Responsible for equipment operating budget directly related to the playing and practicing of Babe Ruth/Cal Ripken Baseball. Responsible for the oversight of the equipment. Responsible for obtaining and maintaining all equipment including but not limited to: balls, uniforms, catcher's gear, etc. The term will be one year.

Groundskeeper - Responsible for the maintenance of all fields, and necessary equipment and supplies, to be used by the League for games and practices. Coordinates with the Parks Department and School District regarding maintenance of the facility. Responsible for operating budget for same.

Assistant to Equipment and Groundskeeper: Will assist the Goundskeeper and Equipment Manager with their responsibilities

League Information Officer: Will maintain website and handle all communication thru means like mass email, facebook, etc...Will back up Secretary as needed.

Umpire Coordinator - Responsible for assuring qualified umpires are present at all Babe Ruth, Major, and Minor Division League games. This may be done through agreement with an Umpire's Association or by coordinating local volunteers. Is a full time member of the Conduct and Rules Committee.

Insurance Coordinator/Safety Officer - Responsible for obtaining proper accident and liability insurance coverage for the protection of the League players and volunteers. Completes insurance applications, develops league safety plan, maintains records of injuries and incidents, and is also responsible for filing claims with the insurance companies.

Fundraising Chair - Responsible for all duties related to generating revenue for the League with the exception of registration fees and the Concession stand. Responsible for League sponsorship by both individual contributors and local businesses. With the Treasurer, assures the fiscal needs of the league are met.

Assistant Fundraising Chair – Will assist the Fundraising Chair with his/her responsibilities.

Concession Manager - Responsible for manning, operating, and maintaining the League's Concession Stand. Responsible for operating budget for same.

Assistant Player Agent – will assist the Player Agent with his/her responsibilities.

League Scheduler - Responsible for creating distributing, and maintaining all game and practice schedules. Will work with other leagues to set inter-lock schedule for divisions that do not have 4 or more teams.

Team Parent Coordinator – Responsible for communication with and coordination of the League's team mom's/dad's. Responsible for coordinating team photos, training and assignment of scorekeepers, and post season awards. Will assist Equipment Manager with distribution of team uniforms, including All Star Uniforms. Will assist Fund Raising Chair with team fundraising events.

Coaching Coordinator – Responsible for finding and assigning volunteer managers and coaches to teams. Responsible for the training, certification and evaluation of volunteer managers and coaches.

Division Managers – Responsible to be a communication and distribution medium from the League to the managers and coaches within their divisions. DMs are also responsible for organizing the coaching staffs for their divisions and submitting them to the Board for ratification. Through the Coaching Coordinator, the DM will complete a manager/coach evaluation form for all managers and coaches. All completed forms will be given to the Executive Board for the following season. Also responsible for reporting field maintenance and safety issues to the Groundskeeper and/or Safety Officer. The DM cannot be in charge of a division in which they are managing, coaching, or has a child playing in the division. DM's will be assigned as follows: T-Ball, Rookie, Minors, Majors, and Babe Ruth.

All board positions will be for a term of one year.

### **Section 3 - Vacancies and Absences**

Any vacancy on the Board shall be filled and approved by the majority of the Executive Board. This shall take place at the first available meeting following notification to the Board of the vacancy. Any member missing two (2) consecutive meetings without notification to the Executive Board or four (4) meetings during their term may be removed from their position at the Executive's Board discretion.

### **Section 4 - Nominations**

The August meeting of the Board will be held for the purpose of confirming all Board members. Each member shall serve one (1) year, unless voted out by a majority of the Board. The Executive Board will vacate their offices annually on July 31. New directors for the following year will be nominated and voted on at the end of the Spring Season. Any Board member may be elected to successive terms.

### **Article VII - Standing Committees**

Conduct and Rules Committee (CRC) – Responsible for conducting all disciplinary and rules hearings. They will insure all CRC hearings are conducted pursuant to the By-Laws, and will report the results of any CRC hearing or investigation to the Board of Directors. Ad hoc members of this committee will be chosen by the League President as necessary. (Chairman: Vice President, Members: Umpire Coordinator + 3)

Audit Committee – Members appointed each year by the President to audit the Leagues financial records to insure complete records are being maintained of all income and expenses. (Chairman: Vice President, Members: 2)

Budget and Finance Committee – Responsible for creating the annual League budget and submitting it to the Board at the October meeting for approval. (Chairman: Treasurer, Members: Equipment Manager, Groundskeeper, Concession Manager)

Fundraising Committee – Responsible for the planning and execution of the Leagues annual fund raising campaign. Will work with local businesses to solicit sponsorships and

insure that sponsors are provided advertising opportunities at League events. (Chairman: Fundraising Chair, Members: 3)

Registration Committee – Responsible for planning and executing all aspects of spring and fall registration to include Veteran Player Registration. (Chairman: Player Agent, Members: League Information Officer, Secretary + 2)

Uniform Committee -- Responsible for all aspects of uniforms both regular season and all stars. Responsibilities will include but not limited too, getting three bids per season for uniform type and distribution, plus every all star season. (Chairman: Equipment Mgr, Members: Team Manager, Fundraising, +2)

## **Article VIII - Meetings and Quorum**

### **Section 1 - Meetings**

All meetings shall be conducted under the Roberts Rules of Order and the following agenda;

- 1) Call to Order - by the presiding Officer
- 2) Roll Call - by the Secretary
- 3) Reading of the minutes of the previous meeting, by the Secretary (Followed by the necessary questions and a vote for acceptance of the minutes).
- 4) Treasurer's Report
- 5) Reports of Committees
- 6) Old Business
- 7) New Business
- 8) Adjournment
- 9) Closed Session (if required)

Regularly scheduled monthly meetings are to be held twice per month during the spring season, starting in January and ending with the first meeting in July. Thereafter, the full Board of Directors will meet once a month at a time and place to be designated by the President. The subsequent meeting date, time and location will be announced prior to the conclusion of each meeting. It is strongly suggested that standing committees meet at least once per month on a year round basis. An annual public meeting of the Board will be held each October on a date to be designated by the President. At least ten days notice will be provided through a local newspaper announcement. The residents of the League's participation boundaries will be given the opportunity to provide written questions, comments, or make oral presentations.

### **Section 2 -Quorum**

One half (1/2) plus one member of the current sitting Board members shall constitute a quorum.

### **Section 3 - Audit**

The President will appoint an audit committee at the July meeting to audit the "books" for a final financial report due at the August meeting. The Vice President will chair the audit committee.

#### **Section 4 - Fiscal Reporting Requirements**

All Board members responsible for handling money shall be required to make a written report at every Board meeting listing the amount of money received and spent.

#### **Article XI - Voting and Amendments**

##### **Section 1 - Voting**

Each member of the Board shall have one (1) vote, and must vote in person. Any Board member holding two (2) or more positions on the Board shall still have only one (1) vote. The President will vote only in the event of a tie vote.

##### **Section 2 - Amendments**

Any proposed amendments to these by-laws or rules shall be submitted in writing and read at a regularly scheduled Board meeting. A vote shall be taken at the next regularly scheduled meeting requiring a simple majority to pass.

##### **Section 3 - Emergency Amendments**

Any article or section of these by laws or rules may be amended or repealed, or any new article or section may be added thereto, by the Board on a two-thirds (2/3) affirmative vote of the members present. This can only be done in the presence of a quorum. Notice of any special Board meeting in which emergency legislation is to be voted on, requires personal notification by the league secretary twelve (12) hours prior to the meeting.