

# Hudson Youth Baseball League By-Laws

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# **HUDSON YOUTH BASEBALL BY-LAWS**

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**ARTICLE I. NAME**

The official NAME shall be "Hudson Youth Baseball".

**ARTICLE II. OBJECTIVE**

- A. The objective of this league is to provide a supervised competitive baseball program for the benefit of the youth in the community. This league is promoting the ideals of good sportsmanship, honesty, loyalty, courage, and reverence so that they may grow to be healthy and respected adults.

**ARTICLE III. POWERS**

This league shall have the following powers in addition to powers expressly or implicitly conferred on it by law.

- A. To make and enforce rules and regulations to govern itself.
- B. To solicit funds for the proper operation of the league.

**ARTICLE IV. MEMBERSHIP**

- A. Membership of this league shall be composed of the Officers of the Governing Board and Appointed Positions of the league. Only members are allowed a vote in league elections.
- B. All Officers of the Governing Board are elected positions.
- C. All individuals that have been elected, or appointed to a position in the league, must submit in writing their resignation when terminating service with the league.
- D. All board members, coaches, assistant coaches and other league volunteers that are in repetitive contact with minor athletes will need to be in compliance with the federal Safe Sport Act and related Babe Ruth League requirements that include the following:
  - 1) Successful completion of the Babe Ruth League Coaching Education and Certification Program. (Any coach who successfully passes the Babe Ruth League Coaching Education and Certification Program will receive a certification that is valid for their entire coaching career with Babe Ruth League, Inc.);

- 2) Complete background screening requirements through the designated providers of SportsEngine (NCIS). A background screening must be completed every two years;
- 3) Complete Abuse Awareness and Prevention Training offered via the designated providers of Sports Engine (or other provider). ; and
- 4) Understand the definition of mandatory reporting of child abuse .

## ARTICLE V. MEETINGS AND QUORUMS

### A. Annual Meeting:

The league shall conduct an Annual Meeting during the month of October for the purpose of electing a new Governing Board. All recommendations for amendment to the By-Laws and associated Articles must be submitted in writing to the Governing Board.

### B. Special Meetings:

In addition to the Annual Meeting, the Governing Board may call Special Meetings for Managers, Coaches, or parents, at times and places determined by the Governing Board.

### C. Quorum:

A quorum to conduct business at any general meeting of the league, Governing Board Meeting, and any Committee Meeting shall be 50% of the appropriate body.

## VI. ELECTION OF OFFICERS

- A. An election committee consisting of three (3) members, shall be appointed by the President of Baseball to receive nominations for league officers. Nomination and election rules and procedures:
  1. All Hudson residents over the age of 18 are eligible to be nominated and elected to a Board position by vote of all HYB members present at the meeting. Interested candidates may run for a maximum

of (3) positions at the same time. Upon winning more than one elected office, a candidate will then choose the desired position, and the candidates with the next largest number of votes will be selected for that position. A person can hold one office at a time.

2. Nomination and election of Board members will be in the order of the Governing Board list in Article VIII of this document.
  3. Nominations for each Board position:
    - a. The HYB Secretary will call for nominations.
    - b. A person must be nominated by either a current Governing Board member, an appointed member of the league, or by an appointed Election Committee.
    - c. A current Board member of HYB must second the nomination.
    - d. A person nominated and seconded must accept the nomination to be considered a candidate.
  4. Election for each Board position:
    - a. If there is one candidate, the HYB Secretary will call for a hand vote.
    - b. If there is more than one candidate, the HYB Secretary will call for a paper ballot. The HYB Secretary will tally the results with verification by the HYB President.
    - c. If there are no candidates, the HYB Secretary will declare the Board position open and to be filled by majority vote of the presently elected Board members.
- B. The League shall conduct an Annual Meeting during the month of October each year for the purpose of elections and all other business so that terms of the office shall become effective 24 hours after the selection.
1. All members of the league are entitled to vote.
  2. Winners in the election will be decided by the largest number of ballots cast for an individual running for a particular office.
- C. The Governing Board shall have the power to fill a vacancy in any office between scheduled election meetings. When an appointment is made to fill a vacancy, such appointment will be until the next scheduled election meeting. Said vacancy shall be filled within thirty (30) days from the time of vacancy.

#### ARTICLE VII. TERM OF OFFICE

- A. All members of the Governing Board shall be elected for 1-year terms.

**ARTICLE VIII. GOVERNING BOARD**

**A. The embodied members of the Governing Board shall consist of:**

- 1. President of Baseball**
- 2. Director of Major League**
- 3. Director of AAA League**
- 4. Director of AA League**
- 5. Director of Single A League (“Rookies”)**
- 6. Director of T-Ball League**
- 7. Treasurer**
- 8. Secretary**
- 9. Director of Operations**

**B. Decisions of the Board will require a majority vote of the quorum of members casting a vote. Decisions voted by the Board can be by meetings by E-Mail, Texting or other approved methods by the Board. Each member of the board will be allowed only one (1) vote on all matters brought before the board. Even if the person is holding more than one position on the board. The Board shall have full responsibility for:**

- 1. Approval and authorization of all expenses in excess of \$500.00.**
- 2. Approval of all fundraising events.**
- 3. Award night activities and selection of awards to be presented.**
- 4. Planning and carrying out all special activities of the league such as a Red Sox ball game, etc. .**
- 5. Approval of new team sponsors.**
- 6. Filling of vacancies in the Governing Board between scheduled election meetings.**
- 7. The administration function of the league includes all business decisions affecting its operation and welfare.**

8. Approval of league insurance.
9. Preparation of a budget (Receipts and Expenses).
10. Approval of team entries in Tournament Play.
11. Voting on Amendments to the By-Laws. Board Meeting minutes should include a section on decisions that would require a change in the By-Laws with suggested revision that would be committed to the By-Laws upon acceptance of the minutes by the Board.
12. Voting on dismissal of an Officer, Manager, or Coach.
13. Each year REVIEW and update the by-laws.
14. To see that the personnel adhere to the rules, regulations and policies of the league.
15. To supervise and assume responsibility for the proper conduct of the Managers, Coaches, and Players in the league.
16. To conduct the registrations and tryouts in cooperation with the league coaching staff.
17. To approve all newly appointed Major, AAA, AA Rookie and T-Ball league Managers and Coaches when vacancies occur.
18. To act as the Protest Committee.
19. The responsibility for any and all baseball rule changes in the league.
20. The responsibility for all decisions and activity to do with the organizations playing baseball.
21. Each year to review and update the local rules the league will operate with, prior to the start of the season.
22. Prepare lists of candidates for spring and fall tryouts from the registration forms and protected players.

## ARTICLE IX. OFFICERS

### A. President of Baseball.

The President of Baseball for the Hudson Youth Baseball is an elected office as well as a member of the Governing Board. The duties of the President are:

1. Schedule and preside over all league meetings and Governing Board Meetings.
2. Responsibility for all league activity.
3. Co-Signing checks in payment of goods and services rendered.
4. Selection and dismissal of personnel in appointed positions.
5. Complete authority to spend up to \$500.00 for normal league expenditures.
6. Supervise and expedite all functional policies of the Governing Board.
7. Approve all appointments of Committees and supervise the activities thereof.
8. See that the organization adheres to the rules, regulations and policies of the league.
9. Submit an annual report at the annual meeting.
10. Coordinate league Travel All Star Teams for Tournament play.
11. To vote on all matters brought before the Governing Board.
12. In case of a tie vote on board. The president's decision presides over all.
13. Appoint Chief Fundraising Director, Sponsorship Chairman, and any other appointed function deemed beneficial to the league's development and maintenance.
14. Appoint and supervise a Concessions Manager who is responsible for the concessions activities at all HYB Fields.
15. Interface with other league or town representatives to promote Hudson Youth Baseball and attend District/Regional meetings to secure support and information pertaining to:
  - Tournament Rules/Regulations
  - New Coaching Techniques
  - Training Seminars/School, etc.

**B. Directors of Majors, AAA, AA, Rookie & T-Ball Leagues.**

These five League Representatives of Hudson Youth Baseball, are elected offices as well as members of the Governing Board. The duties of these Directors shall be:

1. To vote and act as members of the Governing Board. To represent their respective Organizations in all discussions and meetings of the league and Governing Board. To communicate results of all meetings to their respective Team Managers.
2. To assist in exercising the President's duties.
3. Responsible for generating the Rules of Play for their respective Divisions under agreement with the Governing Board.
4. Responsible for Manager selection, training and team formation for their respective Divisions.
5. Responsible for coordinating game and practice schedules along with the League President and disseminate this information to their respective Managers and Coaches.
6. Responsible for arbitrating team or individual conflicts.
7. Responsible for Manager Selection Process:

The Directors of Major and AAA League have the responsibility for evaluating manager candidates and making final recommendations to the Governing Board. The Directors should make these evaluations based on the following minimum requirements.

1. Each candidate must complete the training and certification process required by the Babe Ruth/Cal Ripken guidelines. .
2. Agrees to adhere to the League "Code of Conduct" (see attached).
3. Candidate receives an official recommendation from the Director of the League prior to submission to the Governing Board for approval. Candidates must also submit to and pass the background check process through HYB.
4. When a Manager makes the decision to leave a Managerial position, they will make a recommendation to their League Director for their replacement. This recommendation will be evaluated by the Director and should be considered important to the evaluation process. Prior to the scheduled Spring Draft, the Directors will evaluate the Managerial Staff and implement the recruiting, selection, and approval process. This process must be completed prior to the start of the Spring Draft.

#### C. Director of Operations.

The Director of Operations is an elected office as well as a member of the Governing Board. The Director of Operations reports directly to the President of Baseball.

The duties of the Director of Operations are:

1. Maintenance and care of all playing fields used by Hudson Youth Baseball teams.
2. Maintenance, care, and ordering of all equipment used by Hudson Youth Baseball teams.
3. Responsible for appointing and managing an Equipment Manager.
4. Responsible for appointing and managing a Chief Grounds Keeper who has responsibility for the day-to-day maintenance of the fields.
5. To act as a member and attend meetings of the League and Governing Board.

E. Treasurer.

The Treasurer is an elected office as well as a member of the Governing Board. The Treasurer reports directly to the President of Baseball.

Duties of the Treasurer are:

1. To act as a member and attend meetings of the League and Governing Board.
2. The Treasurer must maintain a legible and accurate set of records covering all financial transactions of the league.
3. Expend amounts when properly approved and authorized by the Governing Board. (All checks greater than \$500.00 drawn from the Hudson Youth Baseball account will require two signatures, the Treasurer and the President of Baseball).
4. Receive and deposit all league funds as directed by the Governing Board.
5. Work with the Sponsorship Director on coordination and collection of sponsorship funds.
6. Responsible for:
  1. Selection of insurance policy and processing of insurance claims.
  2. League tax return
  3. Recommending financial instruments to optimize the return on league assets.
  4. Prepare an annual report on league finances.

E. Secretary.

The Secretary is an elected office as well as a member of the Governing Board. The Secretary will report directly to the President of Baseball.

The duties of the Secretary are as follows:

1. To act as a member and attend meetings of the League and Governing Board.
2. Responsible for providing copies as soon as possible of proposed changes in the by-Laws to all interested parties that will be voting on the questions.
3. Publish the dates for Drafts and receive from the Directors of each league their rosters.
4. Conduct and Supervise the league registrations.
5. Prepare lists of candidates for the spring or fall tryouts.
6. Distribute to the Managers and Coaches a list of candidates for tryouts.
7. Assist the Directors during the Spring and Fall Drafts.
8. Maintain permanent and complete records of all league rosters.
9. Receive from each Manager a player roster on/or before a date set by the Director prior to the start of the season.
10. Approve all roster changes during the season.
11. Prepare and submit all records required for Tournament play as approved by the Governing Board.
12. Responsible for ordering awards approved by the Governing Board for Award Night.
13. To vote on all matters brought before the Governing Board.
14. Establish and manage a League Roster and develop relations with local media representatives for the purpose of reporting league activities.

#### ARTICLE X. APPOINTED POSITIONS

##### A. Equipment Manager

Equipment Manager of the Hudson Youth Baseball Organization is an appointed position for one year. The Equipment Manager reports directly to the Director of Operations.

The Equipment Manager's duties include the following:

1. To request and receive equipment inventories from the managers.

2. Maintain complete records of all equipment.
3. Discretion to authorize repairing equipment rather than purchasing new equipment.
4. To determine equipment status of each organization with assistance from the Director's of each league.
5. Responsibility for contacting various sports outlets to determine the most favorable contract on equipment.
6. To make all purchases as directed by the Director of Operations and the Governing Board.
7. Distribute and maintain equipment to the leagues.
8. Stock and monitor the condition of the first aid kits throughout the season.
9. Turn over to the Treasurer, all receipts and records of purchases, as soon as possible.
10. To determine all other equipment status necessary for the conduct of playing baseball.

#### **B. Umpire-In-Chief**

The Umpire-In-Chief reports directly to the League President . The Chief Umpires duties include the following:

1. Responsible for recruiting league umpires.
2. Responsible for conducting training clinics for the umpires prior to the start of league games and thereafter as required.
3. Scheduling the necessary umpires for each regulation season game, make-up games, and post season games and to ensure that no parent umpires for his/her child's game unless necessary.
4. Responsible for the records of ball games worked by each umpire and submit the information to the Treasurer for payroll purposes. Coordinate with the Treasurer a payment schedule and process. All Umpires will be paid per game. The fee is to be determined by the Governing Board.
5. Should Hudson Youth Baseball be approached to supply umpires during a tournament game, it will be the responsibility of the Umpire-In-Chief to select the individual(s) to participate.
6. Conduct a Manager's Briefing prior to the start of the season, including a complete review of the local rules, especially pitching and stealing regulations appropriate to each league.

7. Act as a member of the Protest Committee.
8. Maintain the Umpires equipment and see to the availability at the fields prior to each game.

**C. Chief Grounds Keeper**

The person responsible for this job has the authority to develop a staff to help maintain the following and reports directly to the Director of Operations. Duties include general maintenance of each playing field in the Hudson Youth Baseball system to also include the following:

1. Grading of all diamonds.
2. Lawn Care.
3. Bleacher repair and maintenance.
4. Fence repair and maintenance.
5. General pitching mound and home plate maintenance.
6. Trash pick-up and general clean up of fields.
7. Overall playing field aesthetics.

**D. Communications Director**

The Communications Director is an appointed position for one year. This individual reports directly to the Secretary of the league and has the following duties:

1. Distribute all publicity of the league to newspapers and other media.
2. Publicize various league functions and fundraising events.
3. Report to newspapers and other media the weekly activities of the league.
4. Maintain league standings and interact with local newspapers to insure publication.
5. Maintenance of the league web site and scheduling video recording and local TV broadcasts.

**E. Concessions Manager**

The Refreshment Stand Manager is an appointed position for one year commencing in January. The individual reports directly to the President of the league and has the following duties:

1. Manages the food and drinks and assorted items sold at the refreshment stands at all HYB fields.
2. Responsible for scheduling of manpower needs, money management, and daily disbursement of funds to the league Treasurer.

F. Manager of Fundraising & Sponsorships.

The manager of fundraising will be appointed by and report directly to the President of Hudson Youth Baseball. The duties of the fundraising manager will be to establish a fundraising committee and be responsible for developing programs that can generate money for the league.

ARTICLE XI. MAJOR LEAGUE MANAGER

The Major League Managers in the Hudson Youth Baseball organization are appointed by the Director of Major Leagues and approved by the Governing Board. The duties of Major League Managers are:

1. To see that players in their organization adhere to the rules, regulations and policies of the league.
2. Supervise and assume responsibility for the proper personal conduct of the players in their organization.
3. To participate in the registrations and try-outs in cooperation with the Majors Director and Governing Board.
4. To participate in field cleanup day.
5. Responsible for field opening and closing procedures as directed by the Majors Director using HYB Board guidelines.
6. The responsibility for uniforms and equipment distributed to the organization.
7. To participate in League Fundraising Programs.
8. To conduct oneself in a manner to set a proper example for the players.
9. To select a coaching staff that will enforce the rules and regulations of the league.
10. To work with the players to instill good sportsmanship, competitive baseball, but with emphasis on "fun" and not just winning. The molding of future men and women is of prime importance.

11. To attend all general meetings called by the Hudson Youth Baseball League, or send a representative who is a member of the team.
12. To use proper conduct when dealing with officials during a game.
13. To establish a program to instruct and demonstrate the proper techniques of playing baseball.
14. To select the players on their Major League Team.
15. To contact, prior to the start of the season, all parents of players in the organization. The primary purposes are:
  - a. Solicit their help
  - b. Explain the Major League rules and regulations;
  - c. Review the parents' responsibilities to the league
  - d. Review the HYB Code of Conduct
16. To contact the Communications Director after each game with a report of the game and score.
17. To communicate with their Director on matters of importance at the Governing Board Meetings.

#### ARTICLE XII. AAA, AA, ROOKIE & T-BALL MANAGERS

The duties of the above-mentioned Managers are:

1. To see that the players in their respective organizations adhere to the rules, regulations, and policies of the League.
2. To supervise and assume responsibility for the proper personal conduct of the players in the organization.
3. To participate in the registrations and try-outs in cooperation with the Directors and the Governing Board.
4. To participate in Field cleanup day.
5. Responsible for field opening and closing procedures as directed by the League Director using HYB Board guidelines.
6. To participate in League Fundraising Programs.
7. To conduct oneself in a manner to set a proper example for the players.

8. To assist the Directors in carrying out programs and instruction.
9. To use the proper conduct when dealing with officials during a game.
10. To attend all General Meetings called by Hudson Youth Baseball.
11. To work with players to instill good sportsmanship, competitive baseball, but with special emphasis on “fun” and not just winning. The molding of future men and women is of prime importance.

ARTICLE XIII. REIMBURSEMENT OF EXPENSE

1. Persons performing duties approved by the Governing Board, and expenses incurred while performing Hudson Youth Baseball business shall be reimbursed according to HYB guidelines.