

**BYLAWS**  
**of the**  
**LONG VALLEY BASEBALL CLUB**  
**(Revised September 2023)**

**ARTICLE I- NAME:**

The legal name of the association shall be the "LONG VALLEY BASEBALL CLUB." Only the full legal name or "LVBC" shall be used in when representing the association.

**ARTICLE II-PURPOSE:**

**SECTION I – Mission:**

The purpose of the LVBC is to plan, implement, and administer athletic programs for the youth of Washington Township, Morris County, New Jersey. LVBC's main objective and priority is to provide Washington Township with a strong spring recreational baseball league ("rec"). LVBC also provides travel baseball programs and clinic baseball opportunities when possible. The LVBC typically sponsors baseball programs for age groups 5 through 16.

**SECTION II – Noted Rules and Standards**

- A) LVBC is a Cal Ripken / Babe Ruth Certified League and will abide by all the Cal Ripken / Babe Ruth rules and standards, except where overridden in these Bylaws (**ARTICLE VI and elsewhere**)
- B) LVBC will attempt to offer a spring and fall rec baseball league for interested eligible players.
- C) LVBC will generally offer spring, summer, and/or fall travel baseball in accordance with our travel program guidelines.

**ARTICLE III-MEETINGS:**

**SECTION I - Regular Meetings:**

The LVBC shall hold regularly scheduled meetings a minimum of once a month from September through June, or as otherwise scheduled by the Executive Committee. All meetings of the full Board shall be open to the general public.

**SECTION II- Organizational Meeting:**

The regular annual meeting held in September each year shall be the Organizational Meeting for the upcoming year. At this meeting, the Board shall plan the tentative schedule for the LVBC's baseball program, begin the process of nominating people for the Board, discuss the financial status of the LVBC, and conduct any other business deemed appropriate.

### **SECTION III - Special Meetings:**

The President or any two members of the Executive Committee can call special meetings of the LVBC. The Secretary shall make a reasonable attempt to give notice to all members of the Board.

### **SECTION IV - Quorum:**

A quorum for the transaction of business at any meeting of the LVBC shall consist of the lesser of a majority of the Board or eight (8) members.

## **ARTICLE IV - MEMBERSHIP:**

### **SECTION I – Voting Membership**

Membership in the LVBC shall consist of two classes: (1) Voting, and (2) Non-Voting:

- a) Voting membership shall consist of all persons serving on the Board. Members must attend a minimum of three meetings in a six month period to maintain their voting eligibility and have a formally assigned position within the organization.
- b) Non-voting membership shall be open to all members of the public who attend a meeting open to the public.

## **ARTICLE V - OFFICERS OF THE LVBC:**

### **SECTION I - Officers; Executive Committee:**

The officers of the LVBC shall consist of a President, Vice-President, Secretary, Treasurer, and, for one year after term expiration, the Past President (or another Past Officer selected by the Executive Committee if the Past President is unwilling or unable to serve). The officers of the LVBC shall constitute the Executive Committee.

### **SECTION II – Officer Terms, Tenure, & Term Limits**

Officers shall hold office for a period of two years. President and Treasurer terms are generally staggered from VP and Secretary. In the event where an emergency election or other circumstance causes a president or treasurer to be elected mid-term, that officer shall hold the position until the end of that term (shortened term).

### **SECTION III- Elections:**

Nominations for officers shall typically take place at the September regular annual meeting. Final nominations and elections shall be held at the following meeting, typically at the October regular meeting. If said nominations or elections do not take place at the aforesaid meetings, they shall occur as soon thereafter as possible at a regular or special meeting. Additional nominations for open or newly created positions can take place at other meetings, with the election taking place at the following meeting.

### **SECTION V—Duties of the Officers:**

#### **1.1 President**

The President shall:

- a) Preside at all meetings of the LVBC.
- b) Coordinate the administration of the baseball program.
- c) Assign special tasks to members of the Executive Committee or to other Board members.
- d) Represent the Board at public meetings.
- e) Act as a liaison between the LVBC and other sports related organizations and to the Township Committee and Recreation Committee.
- f) Have access to the Treasurer's report and the Secretary's files at all times.
- g) Be responsible for keeping the Bylaws and all policies of the LVBC up to date.
- h) Align with all Executive Board members on each area of responsibility

## 2.1 Vice-President

The Vice-President shall:

- Perform the duties of the President in his or her absence.
- Assist the President in coordinating the baseball programs of the LVBC.
- Manage special projects as assigned by the President or Executive Committee.
- Will be responsible for Baseball Operations including but not limited to:
  - Field/Shed Maintenance
  - Field Scheduling for all programs
  - Umpire Coordination/Jr Umpire Programs
  - Equipment Coordination
  - Concession Operations and Scheduling
  - Camps and Clinics

## 2.1 Secretary

The Secretary shall:

- Maintain minutes of the proceedings of the LVBC Board and Executive Committee.
- Write correspondence as required by the LVBC.
- Read and record all official communications forwarded to the LVBC.
- Keep on file all important letters received and submitted, as well as minutes of all meetings and reports of the Executive Committee or its subcommittees.
- Make the arrangements to reserve the meeting room for scheduled meetings of the LVBC.
- Notify the membership of the date, time and location of the next meeting.
- Be responsible for all communications and non-operations vendor relations internally and externally for LVBC including:
  - Uniforms
  - Trophies
  - Event Planning
  - Picture Coordination
  - Opening Day Coordination
  - Web Page Coordination
  - Fund Raising/Sponsorships

## 4.1 Treasurer

The Treasurer shall:

- a) Maintain the financial records of the LVBC.

- b) Present an itemized budget on projected income and expenditures to the Board no later than at the November meeting of the committee.
- c) Report on the financial position of the LVBC at the regular meetings of the Board and make recommendations, as necessary, for required corrective actions to any problems.
- d) Maintain all funds donated to and collected by the LVBC in interest bearing savings and checking accounts, or in other higher earning accounts, such as CDs, as deemed appropriate by full LVBC Executive Committee vote to meet the LVBC's anticipated cashflow needs.
- e) Review the bills for all expenses of the LVBC. Make payments from the appropriate accounts up to the approved levels in any given category. Request approval for increases in any category exceeding or likely to exceed the budget approval.
- f) Renew the LVBC insurance policy each year. Periodically, request competitive pricing.
- g) Maintain LVBC's 501.3C Tax exempt status.

The rest are rules, not a duty

- h) Payments can be made exceeding budgeted approval where such approval would be highly likely at a meeting of the Board. This is intended to cover such instances as for a modest overrun of the uniform or equipment budget due to higher enrollment, or for unexpected circumstances.
- i) Payments can be made exceeding budgeted approval where such approval would be highly likely at a meeting of the Board. This is intended to cover such instances as for a modest overrun of the uniform or equipment budget due to higher enrollment, or for unexpected circumstances, such as submitting a deposit for a tournament team to guarantee a spot or for sending flowers in memory of a deceased person. Notice of such expenses should be made to the Executive Committee and shall be voted on by the Board at the next scheduled meeting.
- j) All payments made by the Treasurer must be reported to the Executive Board on a bi-weekly basis via email. No invoice over \$1000.00 shall be paid without written consent of the executive board. The exception for this is combined league fees, uniform fees or any other regularly paid fee we incur in typical operational year.

## **ARTICLE VI - LVBC BOARD:**

### **SECTION I - Board:**

The LVBC Board shall consist of (a) the members of the Executive Committee, and (b) the members holding the following positions:

- a) League Coordinators
- b) Player Coordinator
- c) Jr. Umpire Coordinator
- d) Equipment Coordinator
- e) Uniform Coordinator
- f) Field Maintenance Coordinator
- g) Scheduling Coordinator
- h) Fund Raising Coordinator
- i) Webpage Coordinator
- l) Picture Coordinator
- m) Concession Coordinator
- n) Camps and Clinic Coordinator

### **SECTION II - Elections:**

Non-Executive Committee Board members shall be nominated by any member of the Board and elected by a majority vote of the Board.

### **SECTION III –New Non-Executive Committee Positions:**

The Board can create and approve additional Non-Executive Committee voting Board positions for any one year, including assistants to any other positions, by a majority vote of the Board at a single scheduled meeting. The new position or positions can be made permanent via approval of an amendment to these Bylaws.

### **SECTION IV –Tenure:**

Non-Executive Committee members of the Board shall serve for a one-year term of office which shall run from their election to a position in the Fall of one year until the election for that position in the Fall of the following year.

### **SECTION V –Duties of Non-Executive Committee Board Members:**

#### **1.1 League Coordinators**

The League Coordinators shall:

- a) Understand, implement, and disseminate the LVBC's "Rules and Regulations" and all other policies to the league coaches.
  - b) Select and nominate the recommended list of coaches to the Executive Committee.
  - c) Conduct a coaches meeting prior to the player draft for leagues having drafts, or prior to the beginning of practices for those leagues not having drafts. Review the Rules and regulations of the LVBC and any special rules or guidelines for the particular league.
  - d) Run the player draft for the assigned league.
  - e) Assist the Player Coordinator in assigning late sign-ups to teams.
  - f) Get volunteers for the Spring field clean-up day and encourage the coaches to get volunteers to drag the fields before each game.
  - g) Keep the coaches abreast of all important events, equipment and uniform pick-up or return, picture day, fundraising milestones, summer league tryouts, ratings date, etc.
  - l) Resolve all disputes and intercede in all disciplinary problems between coaches, parents and players. Actively involve the Board, as necessary.
  - m) Immediately report all injuries to a member of the Executive Committee.
  - n) Immediately report protests to the Executive Board and make sure the protesting coach and the game umpire provide written descriptions of the protest within two days after the occurrence
- o) Make sure the coaches of the winning teams post their scores on the website.

#### **2.1 Player Coordinator**

The Player Coordinator shall:

- a) Maintain the league registration and rating records.
- b) Plan and coordinate the annual registration days.
- c) Coordinate the rating of players not having ratings from the previous season.
- d) Recommend the number of teams at the league set-up meeting.
- e) Provide the lists of player ratings to the coordinators of leagues having drafts at least 10 days prior to the draft so that the coaches can have the lists at least seven days prior to the draft.
- f) Assist with the annual player draft.
- g) Coordinate late sign-ups with the league coordinators.
- h) Make sure that the coordinators for leagues having drafts conduct a ratings meeting prior to the end of the season.
- i) Serve as the Travel Coordinator (see the LVBC Travel Baseball Charter).
  1. Align with travel coaches on Travel layers that are able to play up and down based on

capability and eligibility,

2. Manage the process for Travel player “call-ups” ability as well as process to do that.

### 3.1 Jr. Umpire Coordinator

The Jr. Umpire Coordinator shall:

- a) Understand and implement the Rules and Regulations of LVBC.
- b) Coordinate training of Jr. Umpires
- c) Hold Jr. Umpires accountable for their schedules.
- d) Assign an Jr. umpire or Jr. umpires to each game.
- e) Coordinate Jr. umpire scheduling with the field scheduler.
- f) Provide the treasurer with a payment report.

### 4.1 Equipment Coordinator

- a) Inventory the equipment early enough prior to the season so that the required new equipment can be ordered.
- b) Present the budget for new equipment for the upcoming season to the Treasurer.
- c) Seek competitive pricing and order new equipment.
- d) Distribute the equipment to the coaches and coordinate the collection of returned equipment through the league coordinators.
- e) Provide replacement equipment, as necessary, to the league coordinators or coaches during the season.
- f) Assist the Field Maintenance Coordinator in the purchase of replacement parts for the fields, i.e., pitching rubbers and bases.

### 6.1 Field Maintenance Coordinator

The Field Maintenance Coordinator shall:

- a) Present the budget for field maintenance for the upcoming season to the Treasurer.
- b) Present the program for field maintenance for the upcoming season to the Executive Committee prior to the approval of the budget.
- c) Form and coordinate a team of field maintenance managers who will be assigned to identify the needs and coordinate the maintenance of particular field.
- d) Arrange and coordinate the annual field clean-up day.
- e) Inform President of any required field maintenance.
- f) Coordinate with coaches in maintaining equipment and organization of sheds.

### 7.1 Scheduling Coordinator

The Scheduling Coordinator shall:

- a) Develop a field schedule for all teams for pre-season practices.
- b) Develop the schedule for all regular season games.
- c) Assist the League Coordinators in the rescheduling of postponed games.
- d) Assign fields for practices during the regular season at the request of League Coordinators.
- e) Make coaches aware of other practice options re: (illegible)
- f) Schedule all Adult umpires and notify Jr. umpire coordinator of all slots that need to be filled.
- g) Maintain LVBC’s field priority status with the clubs best interest in mind. Report any scheduling conflicts to the executive board.

### 8.1 Fund Raising Coordinator

The Fund Raising Coordinator shall:

- a) Recommend the program for fund raising for the upcoming season to the Executive Committee prior to the approval of the budget.
- b) Coordinate the securing of team sponsors.
- c) Coordinate the season's fund raising activities.
- d) Recruit the required assistants for implementing the fund raising program.

#### 9.1 Webpage / Social Media Coordinator

The Webpage Coordinator shall:

- a) Coordinate the posting of information on the LVBC Webpage.
- b) Recommend expanded usages of the Webpage.
- c) Work closely with the volunteers capable of modifying the Webpage.
- d) Coordinate with the Public Relations Coordinator in advertising the existence of and the use of the Webpage.
- e) Coordinate facebook and twitter announcements

#### 10.1 Picture Coordinator

The Picture Coordinator shall:

- a) Schedule the picture taking session with the photographer.
- b) Make recommendations to changes in the agreement with the contracted photographer and present the annual contract to an Executive Committee member for signature.
- c) Secure the location for the picture taking.
- d) Secure the game schedule from the Scheduling Coordinator and prepare the schedule for "Picture Day."
- e) Acquire the list of those who volunteered to assist in picture taking from the Player Coordinator and get volunteers to assist in the program.
- f) Distribute the picture envelopes and schedule to the League Coordinators.
- g) Coordinate "Picture Day."
- h) Distribute the picture packages to the League Coordinators.

#### 11.1 Concessions Coordinator

The Concessions Coordinator shall:

- a) Recommend the program for concessions for the upcoming season to the executive Committee prior to the approval of the budget.
- b) Acquire the list of those who volunteered to assist in concessions from the Player Coordinator and get volunteers to assist in the program.
- c) Coordinate the procurement and distribution of refreshments and the receipt of proceeds.
- d) Maintain a food handlers license.
- e) Coordinate all Board of Health inspections and permits.

### **ARTICLE VI - RULES AND REGULATIONS:**

The Rules and Regulations of the LVBC shall be followed in all games and shall supersede all other official regulations and playing rules, including, but not limited to, the Rules and Regulations of Cal Ripken / Babe Ruth Baseball.

### **ARTICLE VIII - GENERAL TOPICS:**

## **SECTION I - Amendments:**

These Bylaws may be amended by a 75% vote of the voting eligible LVBC Board Membership. Any amendments must be presented for consideration at one or more LVBC Board meetings prior to any vote. Notice of any meeting at which an amendment will be initially proposed and of any meeting where an amendment shall be put to a vote shall be provided to all Board members at least two weeks prior to such a meeting. The proposed revised formal Bylaws and/or amendment language must be provided in full to all LVBC Board members at least one week prior to the voting meeting.

## **SECTION II—Creation of New Divisions:**

The creation of new playing divisions must be approved by a two-thirds voting eligible LVBC Board Membership. Notice of any meeting at which the creation of a new playing division will be put to a vote shall be provided to all Board members at least two weeks prior to the date of the voting meeting.

## **SECTION III—Game Ruling or League Protests:**

- a) The Protest Board of the LVBC shall consist of the Executive Committee plus the LVBC Umpire Coordinator.
- b) All legally entered protests regarding rules infractions shall be discussed within one week after their receipt and shall be voted on by the Protest Board. This period can be extended by the President if the President determines that a meeting cannot be scheduled within a one week period because of scheduling issues.
- c) The Protest Board can contact or invite to the meeting, at its sole discretion, the coach of the protesting team and/or the opposing coach, or other parties who witnessed the event. Only members of the Protest Board are eligible to vote..
- d) A majority of the Protest Board must be present for a protest to be heard and voted on.
- e) Any member of the Protest Board having a personal involvement in a given protest shall abstain from voting on that specific protest. Personal involvement shall be construed as having participated in the game in any capacity or having a child or relative involved in the game.
- f) The Protest Board shall provide a written explanation of its decision regarding a protest within one week of such decision.
- g) The results of the Protest Board are final and cannot be appealed.

## **SECTION IV- Baseball Rule Changes:**

Should the LVBC desire to add, remove, or modify any rules related to game play, it may do so with a proposal followed by approval by two-thirds of the voting eligible LVBC Board Membership. Rule changes may be deemed to over an open ended period or be implemented with an expiration date. Should a temporary rule change be implemented, upon its expiration, any overridden pre-existing rules shall again become effective.

## **SECTION V - Ties:**

In the event of a tie vote in a vote of the Board, the deadlock will be resolved by a majority vote of the Executive Committee in attendance at the meeting.

## **SECTION VI—Removal of Board Members and Coaches:**

Should a team coach, assistant coach, or a Board member fail to discharge his or her duties or fail to observe proper behavior with regard to players, parents, or spectators, or if good cause for removal otherwise exists,

the Board should, as soon as possible, meet to review and discuss the removal of the individual from his or her position. The Board shall make every reasonable effort to provide the Board member or coach at issue with the opportunity to be present at a meeting to discuss the allegations against him or her prior to a decision; however, the presence of the Board member or coach at issue is not required for the Board to render a decision. After discussion, the Board will determine whether such coach or Board member will remain in his or her position by a majority vote.

**SECTION VII - Notices:**

Any notice required or permitted to be given under or in connection with these Bylaws shall be in writing and may be delivered by email or via any other electronic means of delivery.

**SECTION VIII - DISSOLUTION OF CLUB:**

Upon the dissolution of this organization, its assets remaining after payment, or provision for payment, of all debt and liabilities of this organization shall be distributed for one or more exempt purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code or shall be distributed to the federal government, or to a state or local government, for a public purpose. Such distribution shall be made in accordance with all applicable provisions of the laws of this state.