

**CONSTITUTION**  
**of the**  
**Bloomington Junior League Baseball Association, Inc.**

## **Table of Contents**

ARTICLE I – NAME OF CORPORATION	pg. 4
ARTICLE II – PURPOSE OF CORPORATION	pg. 4
ARTICLE III – MEMBERSHIP IN THE CORPORATION	pg. 4
ARTICLE IV – MEETINGS	pg. 4
Section 1 – Annual Meetings	pg. 4
Section 2 – Regular Meetings	pg. 4
Section 3 – Special Meetings	pg. 4
ARTICLE V – QUORUM	pg. 5
ARTICLE VI – OFFICERS	pg. 5
Section 1 – Members	pg. 5
Section 2 – Term of Office	pg. 5
Section 3 – Elections	pg. 6
Section 4 – Vacancies	pg. 6
Section 5 – Committees	pg. 6
Nominations	pg. 6
Player	pg. 6
Section 6 – Duties of the Officers and Members	pg. 7
Commissioner	pg. 7
President	pg. 7
Vice President	pg. 7
Technologist	pg. 7
Secretary	pg. 7
Treasurer	pg. 8
Tournament Director	pg. 8
Concessionaire	pg. 8
League Representatives	pg. 9

## BLOOMINGTON JUNIOR LEAGUE BASEBALL ASSOCIATION

Members-at-Large	pg. 9
Bloomington Department of Parks and Recreation Rep.	pg. 9
Managers	pg. 9
Section 7 – Duties of the Coordinators	pg. 10
Sponsorship Chairman	pg. 10
Equipment Manager	pg. 10
Player Agent	pg. 10
Registrar	pg. 10
Scheduler	pg. 10
Buddy Ball Coordinator	pg. 10
Special Projects Coordinator	pg. 10
ARTICLE VII – AMENDEMENTS	pg. 11
ARTICLE VIII – DISSOLUTION	pg. 11

# CONSTITUTION

## ARTICLE I – NAME OF CORPORATION

Bloomington Junior League Baseball Association, Inc. (hereinafter referred to as BJLBA).

## ARTICLE II – PURPOSE OF CORPORATION

BJLBA is organized exclusively for charitable purposes under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code. The charitable purpose is to provide a means whereby youth can play the game of baseball in an organized manner, under the instruction and supervision of qualified coaches. Further, to aid these children to develop athletic skills, and a sense of citizenship, sportsmanship, and fair play. BJLBA is offered to any child ages 5-12. In some circumstances, BJLBA will grant a 13-year-old currently in 6<sup>th</sup> grade the ability to play in accordance with USSSA player eligibility guidelines and approval by the BJLBA Board of Officers.

## ARTICLE III – MEMBERSHIP IN THE CORPORATION

Participation in BJLBA is open to all geographically applicable residents interested in and supportive of the purposes of this organization.

## ARTICLE IV – MEETINGS

### **Section 1 – Annual Meetings**

The Annual Meeting shall be called by the BJLBA Commissioner and said meeting will be held sometime between September 1<sup>st</sup> and November 30<sup>th</sup> of each year at a location within Monroe County, Indiana. Notice of said meeting will be publicly announced with written notice sent to each voting member at least two weeks prior to the meeting date.

### **Section 2 – Regular Meetings**

The BJLBA Commissioner shall convene meetings of the Executive Committee on an “as needed” basis. The purpose of Executive Committee meetings will be to resolve an issue(s) involving Bloomington Parks & Recreation emergencies requiring a quick decision. The Executive Committee cannot amend By-Laws.

The President of the BJLBA shall convene regular meetings throughout the year. The purpose will be to conduct the affairs of the BJLBA and to receive committee reports. Public notice of said meetings shall be made at least one week in advance. Successive meetings will be scheduled at the current meeting with members not in attendance notified.

### **Section 3 – Special Meeting**

Special Meetings of the Executive Committee may be called by any member of the Executive Committee provided there is concurrence of at least two other Executive Committee

## BLOOMINGTON JUNIOR LEAGUE BASEBALL ASSOCIATION

members. Special meetings of the BJLBA may be called by any officer provided there is concurrence of at least three other officers. Notice of said meeting shall be made public. Written notice stating the purpose of said meeting will be sent to all Executive Committee of Officers at least one day prior to the meeting date. All meetings will be held in Monroe County, Indiana.

### **ARTICLE V – QUORUM**

For the Executive Committee, the presence of at least three members is necessary to constitute a quorum. For the officers, the presence of at least seven officers is necessary to constitute a quorum.

### **ARTICLE VI – OFFICERS**

#### **Section 1 – Members**

The Executive Committee shall consist of the following BJLBA officers:

Commissioner	Secretary
President	Treasurer
Vice President	Bloomington Parks and Recreation Representative

\*The Executive Committee shall be responsible for dealing with the Bloomington Department of Parks and Recreation and emergencies. All have full voting rights.

The BJLBA shall consist of the following officers:

Commissioner	Secretary	Umpire-in-Chief
President	Treasurer	League Representatives (8)
Vice President	Travel Baseball Director	Members-at-Large (1-6)
Technologist	Concessionaire	

The Officers shall be the governing body of BJLBA and as such are responsible for directing and managing the affairs of this organization; however, if a person occupies two or more positions, then that person only gets one vote. For the purpose of diversity, at any given time only one member of a household can be an officer.

#### **Section 2 – Term of Office**

The term of office for each elected member shall be two years, except for the League Representatives, who shall be elected annually and subject to approval by their respective league's managers and subsequently by the officers prior to the beginning of the spring season. The Representative of the Bloomington Department of Parks and Recreation is a permanent non-elected position.

# BLOOMINGTON JUNIOR LEAGUE BASEBALL ASSOCIATION

## **Section 3 – Elections**

Election of the officers will occur at the Annual Meeting. Those eligible to vote are:

1. All current officers
2. All head spring managers active and in good standing at the end of the most recently concluded BJLBA season
3. Bloomington Department of Parks and Recreation Representative

New officers will be elected by a simple majority of voting members in attendance at the Annual Meeting. Proxy votes will not be submitted. To ensure administrative continuity, elections will occur on a staggered even-year, odd-year basis. Those positions standing for election in even-years include:

1. President
2. Vice President
3. Umpire-in-Chief
4. Technologist
5. Travel Baseball Director
6. Member-at-Large #2, #4, and #6

The positions standing for election in odd-years include:

1. Commissioner
2. Concessionaire
3. Secretary
4. Treasurer
5. Member-at-Large #1, #3, and #5

## **Section 4 – Vacancies**

In the event an officer position becomes vacant, the officers shall have the authority to appoint a replacement to fill the unexpired term. In the case of a League Representative, the affected league shall select the replacement, and the officers shall approve the league's choice.

## **Section 5 – Committees**

The President shall appoint whatever committees deemed necessary to conduct the affairs of the BJLBA. There shall be two standing committees – (1) Nominations and (2) Player.

1. Nominations: The President shall appoint a Member-at-Large not standing for election to chair the Nominating Committee. Other members not standing for election or active managers may be appointed as the President chooses to the Nominating Committee. The slate of nominees shall be submitted to the President for inclusion in the Annual Meeting notice.
2. Player: The President shall appoint a member to chair the Player Committee. Other members may be appointed as the President chooses. The Player Committee chairperson shall be responsible for the following activities.

## BLOOMINGTON JUNIOR LEAGUE BASEBALL ASSOCIATION

- a. Implements the decision regarding the site, date, and time for registration. Additionally, assigns players to the various divisions or leagues according to age, and supervises registration activities.
- b. Implements the player advancement and selection provisions contained in the By-Laws.
- c. Maintains player records (e.g., name, date-of-birth, address, telephone number, ZIP, parent or guardian information, and team assignments).
- d. Brings to the attention of the officer's errors in biographical information or violations of eligibility.

### **Section 6 – Duties of the Officers and Members**

#### **Commissioner**

- Deals with Bloomington Department of Parks and Recreation on all matters.
- Is a resource and idea person for the BJLBA person.
- Serves as a liaison with the other young baseball programs.
- Leaves the day-to-day operation to the President.
- May manage or coach.

#### **President**

- Presides at all meetings and directs the affairs of the BJLBA.
- Appoints all committees not provided for within this document.
- Signs all legal instruments with attestation of Secretary/Registrar, as needed.
- May manage or coach.

#### **Vice President**

- Act in the absence of the President.
- Carry out all duties assigned by the President.
- Will enforce the certification requirement within the leagues.
- May manage or coach.

#### **Technologist**

- Covers all aspects of website management (hosting, operation, content, etc.)
- Covers all aspects of online registration (hosting, operation, content, etc.)
- Promotes and maintains content through social media outlets.
- General development of brand awareness and online reputation.
- May manage or coach.

#### **Secretary**

- Is the custodian of the Constitution and respective By-Laws.
- Prepares, maintains, and distributes minutes of all meetings.
- Maintains a current roster (with addresses and telephone numbers) of the current officers.

## BLOOMINGTON JUNIOR LEAGUE BASEBALL ASSOCIATION

- Communicates notice to the respective officers of meetings at least one week prior to the scheduled date.
- Is authorized to purchase and be reimbursed for supplies necessary to conduct the affairs of the office.
- Carry out other duties as may be assigned by the President.
- May manage or coach.

### **Treasurer**

- Is the custodian of the Articles of Incorporation and all other legal documents pertaining to the BJLBA.
- Sign authorization signature cards at the bank approved by the Executive Committee.
- Shall receive and deposit sponsor fees, donations, player fees, proceeds from fund-raising activities and concessions, and any other monies received for BJLBA use.
- Write checks to cover BJLBA approved expenditures.
- Shall maintain the financial management system for BJLBA.
- Shall be responsible for the following annual filings: Not-For-Profit Report to the Secretary of the State, State of Indiana Department of Revenue forms, Federal Tax Exemption Form
- Shall maintain the Indiana State sales tax exemption certificate and provide sales tax exempt verification to vendors upon request.
- Prepare monthly and annual financial statements.
- Order and pay for supplies needed to conduct the affairs of his office.
- May manage or coach.

### **Travel Baseball Director**

- Coordinates any and all tournaments, including concessions, umpires, scorekeepers, and other volunteer workers as needed.
- Advises Post-Season Tournament managers of other tournament opportunities.
- Shall be responsible for seeking sponsors for the tournament, if desired.
- Assists Post-Season Tournament managers in planning and scheduling their own independent tournaments.
- May have a co-director or co-directors, if desired, but only the Tournament Director shall be a member of the officers.
- May manage or coach.

### **Concessionaire**

- Organizes the operation of the concession stand, orders supply, and product as needed.
- May manage or coach.



## BLOOMINGTON JUNIOR LEAGUE BASEBALL ASSOCIATION

### **League Representatives**

- Must be an active manager, in good standing, in the league being represented.
- Shall represent the opinions of the managers in their respective league.
- Shall be responsible for maintaining communications and dissemination of information within their league.
- Shall be responsible for establishing practice schedules for the league prior to and during the regular season.
- Relays any concerns or complaints their league managers may voice to the officers.
- Will assist the officers to find managers to fill vacancies within the league.

### **Members-at-Large**

- Shall represent the interest of parents/guardians of players and the public in the affairs of BJLBA.
- Shall assist in fund-raising and/or publicity activities.
- Shall serve on committees as assigned by the President.
- May not manage.

### **Bloomington Department of Parks and Recreation Representative**

- Acts as facilities coordinator and communication liaison between the BJLBA and the Bloomington Department of Parks and Recreation.
- Provides for the maintenance and the security of the facilities.

### **Managers**

- New Managers must be approved before assuming official control of any team.
- Shall agree to allow a police background check.
- Must agree to be certified and participate in the training program conducted by either the National Youth Sports Coaches Association (NYSCA) or Babe Ruth Leagues, Inc. Failure to become certified prior to May 1<sup>st</sup> will be grounds for immediate termination.
- Shall select from among the active managers within their league a person to represent them as an officer. The name of the person selected shall be forwarded to the officers for final approval.
- Shall be guided for the current year Major League Baseball Rule Book, except where modified by local regulations and playing rules.
- Shall be responsible for BJLBA equipment and uniforms issued to the team of which he/she is in charge.
- Shall provide appropriate player feedback (i.e. player evaluations).
- Shall in a reasonable and competent manner participate in any BJLBA fund-raising program, including the distribution of salable goods or merchandise to his/her players, collection and return of the proceeds from the sale, and the return of all unsold items.

# BLOOMINGTON JUNIOR LEAGUE BASEBALL ASSOCIATION

## **Section 7 – Duties of the Coordinators**

### **Sponsorship Chairperson**

- Maintain a list of current sponsors, their addresses, telephone numbers, and the name of the organizational contacts.
- Shall be responsible for sponsor contact solicitation and follow-up. Sponsorship statements are to be sent in January with April 1<sup>st</sup> as the deadline for fee payment. In cases where a former sponsor declines to continue their sponsorship or does not honor their pledge, shall seek alternative sponsors.
- Is not solely responsible for procuring sponsorships (i.e., sponsorships are the responsibility of everyone involved in the BJLBA program).

### **Equipment Manager**

- Purchases appropriate equipment for the efficient operations of the BJLBA.
- Maintains an inventory of equipment.
- Ensures that managers return all equipment at the end of the season.

### **Player Agent**

- Organizes the draft, maintains a waiting list should be necessary, and signs players up when openings occur.

### **Registrar**

- Maintains the current list of players in the respective division.
- Disseminates draft date information in conjunction with the Player Agent.
- Upon request, shall provide the Executive Committee with a copy of the birth certificate (or any other acceptable document that can verify date-of-birth) for any player assigned to the Manager's team for the purpose of determining age and eligibility.

### **Scheduler**

- Schedules all practices, games, and make-up games as necessary.
- Coordinates with the Umpire-in-Chief to assure that umpires are assigned to each game.

### **Buddy Ball Coordinator**

- Advises officers on all matters pertaining to the policies and procedures pertaining to the BJLBA Buddy Ball program.

### **Special Projects Coordinator**

- In charge of any special or unusual projects assigned by the President.

# BLOOMINGTON JUNIOR LEAGUE BASEBALL ASSOCIATION

## **ARTICLE VII – AMENDMENTS, CHANGES**

Amendments and/or changes to the Constitution will be considered after the end of the BJLBA Recreational Season and may be voted on at any meeting during the months of September, October & November, provided said amendments or changes have been submitted to the Secretary in time to be included in the Notice of Annual Meeting. A quorum is required to approve any amendment or change.

## **ARTICLE VIII – DISSOLUTION**

In the event of dissolution of this organization, the assets, if any, shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose and directed by the BJLBA Executive Committee.

As Amended and Approved at the Annual Meeting

November 30, 2020