

## **Metuchen Baseball & Softball, Inc.**

### **By-Laws 2018**

#### **I. The League**

- a. The name of this league shall be Metuchen Little League, Inc. d/b/a Metuchen Baseball & Softball ("MBS").
- b. MBS shall be organized and maintained as a 501(c)(3) organization.

#### **II. Charter**

- a. MBS shall be affiliated with Babe Ruth League, Inc. ("BRL"), and shall be governed by, and shall comply with the principles, rules and regulations enunciated and decreed by BRL.

#### **III. Purpose**

- a. The objective of MBS shall be to implant in the children of our community, the ideals of good sportsmanship, honesty, loyalty, courage and respect, so that they may be well adjusted, stronger and happier children and will grow to be good, decent, healthy and trustworthy citizens. MBS is devoted to giving all of our children the opportunity to grow and learn in a positive and team-oriented environment. The MBS program, using regulation competitive baseball and softball rules, teaches skills, mental and physical development, a respect for the rules of the game, and basic ideals of sportsmanship and fair play. In all aspects, MBS is committed to providing our participants the very best educational sports experience possible. It is our fundamental belief that every child with a desire to play baseball or softball be afforded that opportunity. To achieve this objective, MBS will provide a supervised program under the Rules and Regulations of BRL. All volunteers shall bear in mind that the attainment of exceptional athletic skill or the winning of games is secondary, and the molding of future citizens is of prime importance.

#### **IV. Operations**

- a. The principal operations of MBS shall be in and about the Borough of Metuchen, NJ, but may extend into such areas as provided for by the State, Regional, and National BRL Headquarters rules and regulations provided that players must reside in Metuchen or attend school in Metuchen.
- b. MBS shall have the following powers in addition to the powers expressly or implicitly conferred on it by law:
  1. 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 BRL, to which MBS is subject;
  2. to solicit contributions;
  3. to enter into contracts; and
  4. to hold and own personal and real property.

#### **V. Meetings**

- a. League Meetings of the membership shall be held monthly. These meetings shall conduct the on-going business of MBS. Meetings are open to all MBS members and to the general public, however voting shall be limited to the Board Members. League Meetings will generally be held the first Wednesday of the Month. Separate board meetings are encouraged to be held prior to the league meetings.

**VI. Discrimination**

- a. MBS does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age (excepting the age limitations applicable to players as established by BRL), national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. This policy applies to, without limitation, selection of sponsors, volunteers, vendors and service providers. We are committed to providing an inclusive and welcoming environment for all members of our community.

**VII. Eligible Participants**

- a. Every minor who meets all eligibility requirements established by BRL (including age and residency requirements) and these By-Laws ("Player") shall be eligible to play on a team within MBS. Only a parent or legal guardian ("Parent") of a Player shall be eligible to serve as a volunteer Board member, Administrator, Manager, Assistant Coach, Team Parent or as any other Work Bond eligible position unless an exception is granted by the Board. The intent of limiting eligibility for certain volunteer positions to Parents is to ensure that those individuals who are subject to the Work Bond obligation have first priority to satisfy that obligation over other members of the community who are not similarly subject to the Work Bond obligation.
- b. To be eligible to participate in any MBS game, the Player's registration fee must be fully paid or the Board must have granted a waiver or deferment.

**VIII. Governance**

- a. MBS shall be governed by a Board of Directors (the "Board") which will be comprised of the following seven (7) positions: President, Vice President-Baseball, Vice President-Softball, Treasurer, Secretary, Player Agent and Safety Director.
- b. Election
- c. Only Parents of Players who will play on a MBS team the season following the election will be eligible to serve as a Board member.
- d. Only Parents of Players who will play on a MBS team the season following the election will be eligible to vote for a Board member.
- e. Nominations for each Board position will be taken during the public MBS meetings held in September and October. Nominations will be taken from any person in attendance at the MBS meetings or by e-mail to the Secretary before the start of the October MBS meeting. Each nomination must receive a second for the nomination to be effective. A second may be made in the same manner as nominations.
- f. The new Board members will be elected at the public MBS election meeting in September and will immediately assume their elected posts upon election.

- g. The Board positions will be elected in the same order as listed above. Any person nominated for a Board position but not elected may be nominated for another Board position by those in attendance at the public MBS election meeting.
- h. If there are two individuals nominated for a Board position, the individual receiving the most votes will be declared the winner. In the case of a tie, the outgoing Board will break the tie by majority vote.
- i. If there are three or more individuals nominated for a Board position, the two individuals receiving the most votes will be entered into a run-off election with all other nominated individuals eliminated. The individual receiving the most votes in the run-off election will be declared the winner. In the case of a tie, the outgoing Board will break the tie by majority vote.
- j. Votes will be allocated in such a manner that each Family will be allocated one vote. As used in these By-Laws, the term "Family" shall refer to the collection of individuals included as one entry in the MBS registration system.
- k. Only those in attendance at the public MBS election meeting may vote for a Board member.

**IX. Decision Making**

- a. Matters Requiring a Board Vote – The following matters will require approval by the Board in accordance with the voting procedures established below:
  - 1. Any amendment of these By-Laws
  - 2. Any issue requiring approval of the Board as set forth elsewhere in these By-Laws
  - 3. Any unbudgeted single expenditure exceeding \$500.
- b. Any decision not requiring a Board Vote as set forth above shall be at the discretion of the President.
- c. All decisions of the Board shall be voted upon at a scheduled Board meeting or a public MBS meeting. If all Board members agree, any Board vote may be taken by e-mail at any time.
- d. The Board may adopt such rules and regulations for the conduct of its meetings and the management of MBS as it may deem proper that are not in conflict with BRL Rules and Regulations.
- e. Board meetings shall be closed to the public.
- f. The Board shall announce the results of all votes taken by the Board during the private Board meeting or by e-mail at the next public MBS meeting.
- g. The Board shall make all decisions by simple majority vote.
- h. A public MBS meeting can be held without a quorum of board members.
- i. A quorum allowing a vote to be taken shall be five (5) members of the Board.
- j. A Board member who cannot attend a vote in person may vote in advance by sending an e-mail to the other Board members or by phone during the Board or public MBS meeting.
- k. A tied vote shall result in the matter coming up for vote again at the next Board or public MBS meeting.

I. Service on the Board will satisfy the Work Bond requirement.

**X. Board / Officer Positions**

- a. PRESIDENT - The MBS President shall perform the following duties:
  - 1. Preside at all MBS meetings;
  - 2. Assume full responsibility for the operation of the MBS league;
  - 3. Appoint all administrators, committees and supervise the activity thereof;
  - 4. Overall appointment / approval for all Managers and Coaches.
  - 5. See that MBS adheres to the rules, regulations and policies of BRL;
  - 6. Be sure the charter application or continuation form is submitted to BRL Headquarters;
  - 7. Be responsible for local league protests and disputes
  - 8. Review finances with Treasurer;
  - 9. Shall be ex-officio member of all committees; and
  - 10. Attend Cal Ripken/Babe Ruth Meetings
- b. VICE PRESIDENT BASEBALL – The MBS Vice President of Baseball shall perform the following duties:
  - 1. Presides in the absence of the President and carries out such duties and assignments as may be delegated by the President;
  - 2. Assume full responsibility for all baseball operations;
  - 3. Responsible for opening day celebration;
  - 4. Coordinate all league rules;
  - 5. Responsible for all field allocations and scheduling;
  - 6. Coordinate with Chief Umpire;
  - 7. Facilitate all field maintenance;
  - 8. Coordinate out of season play for baseball (Travel Teams, Summer League) including team formation, enforcement of rules, etc.;
  - 9. Propose and Coordinate MBS baseball clinics;
- c. VICE PRESIDENT SOFTBALL – The MBS Vice President of Softball shall perform the following duties:
  - 1. Carries out such duties and assignments as may be delegated by the President;
  - 2. Assume full responsibility for all softball operations;
  - 3. Coordinate all league rules;
  - 4. Responsible for all field allocations and scheduling;
  - 5. Coordinate with Chief Umpire;
  - 6. Facilitate all field maintenance;
  - 7. Coordinate out of season play for baseball (Travel Teams, Summer League) including team formation, enforcement of rules, etc.;
  - 8. Propose and Coordinate MBS baseball clinics
- d. SECRETARY - The MBS Secretary shall perform the following duties:
  - 1. Draft agenda for the meeting for approval of the President;
  - 2. Record the minutes of meetings;
  - 3. Maintain an official record of MBS activities;

4. Develop MBS calendar and provide notice for all meetings;
  5. Maintain lists of all registrants in good standing, Board members, administrators and volunteers;
  6. Carry out all orders, votes or resolutions not otherwise committed;
  7. Notifying all officers of election and the names of newly elected members of the Board;
  8. Conduct all correspondence not otherwise delegated; and
  9. Performing such other duties as this office may require.
- e. TREASURER - The MBS Treasurer shall perform the following duties:
1. Receives and Dispenses MBS funds as approved by MBS Board;
  2. Reports on the status of MBS funds on a monthly basis;
  3. Keeps financial records;
  4. Ensure Annual Federal Tax Returns are Prepared & Filed;
  5. Ensures compliance with financial filings and maintains 501(3)c status;
  6. Pay New Jersey Annual Report Fees;
  7. Manage Insurance Policy and Provide Proof When Required;
  8. Solicit and Collect from Annual Sponsors & fundraising;
  9. Manage Relationships for Equipment Donations;
  10. Prepares annual and special budgets; and
  11. Assumes the responsibility for all MBS finances.
- f. PLAYER AGENT- The MBS Player Agent shall perform the following duties:
1. Conducts annual league registration and try-outs;
  2. Presides at player selection meetings (Rec League Draft and Travel Team Sections);
  3. Represents the best interest of individual players;
  4. Keeps up-to-date records of team rosters;
  5. Checks players' eligibility;
  6. Aid in the development of managers and coaches;
  7. Develop and coordinate training curriculum and approach at all levels
- g. SAFETY DIRECTOR - The MBS Safety Director shall perform the following duties:
1. Schedule annual safety clinics and keep attendance records;
  2. Conducts background checks in accordance with BRL rules;
  3. Ensure all Managers and Coaches have completed the required safety course within the last 2 years; and
  4. Ensures all MBS fields have the required first aid kits available at all games.

**XI. Administrators**

- a. The Board may create and appoint any number of administrative positions ("Administrators") to act upon authority granted by the Board. These Administrators may include, without limitation, Field Manager, Uniform Manager, Concessions Coordinator, Assistant Concessions Coordinator, Head Umpire, Umpire Coordinator, Head Team Parent, Baseball Clinic Coordinator, Softball Clinic Coordinator, Equipment Coordinator, Picnic Coordinator, Picture Night Coordinator, Scheduling Manager,

Sponsor Manager, Fund Raising Coordinator, Opening Day Coordinator, Trophy Manager, Buddy Ball Coordinator, High School Night Coordinator, and Chief Technology Officer.

- b. Administrator positions will satisfy the Work Bond requirement.
- c. Administrator positions will be voted on by the Board.

**XII. Commissioners/Managers/Coaches/Team Parents**

- a. The operations of each Rec League Division will be governed by a Commissioner.
- b. Each Rec League team will have 1 Manager, 2 Coaches and 1 Team Parent.
- c. Each of the positions set forth will satisfy the Work Bond requirement.
- d. In non-draft Divisions (T-Ball, Farm), the Manager, Coach and Team Parent positions will be assigned by the Commissioner with the approval of the Board.
- e. In Draft Divisions, the Board will select the Managers prior to the first Showcase. The Managers will then select, with approval from the Board, the Coaches and Team Parents from the Parents of the Players selected by the Manager during the draft.

**XIII. Work Bond**

- a. Each Family will be required to perform 9 hours of service for the benefit of MBS per year. To ensure that each Family meets this obligation, each Family must pay \$150 upon registration (the "Work Bond"). The Work Bond will be forfeited to MBS if the Family does not complete its hours of service requirement prior to the next annual registration period.
- b. Upon completion of the hours of service requirement, MBS will roll the Work Bond forward for the Family's Work Bond for the following year. Alternatively, at the Family's request, MBS will return the Work Bond to the Family.
- c. The President will approve of activities that are eligible for Work Bond Credit. These activities may include, without limitation, working on field maintenance, working at the snack bar and working at the MBS picnic or other special events.

**XIV. Amendments / Revisions to By-laws**

- a. The by laws of MBS may be amended, revised, repealed, or altered in whole or part, by a majority vote of a quorum of the Board of Directors at any meeting provided such changes are given in writing at least ten days prior to such meeting.