

HUDSON YOUTH BASEBALL, INC. BY-LAWS

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HUDSON YOUTH BASEBALL, INC. BY-LAWS

ARTICLE 1: NAME

The name of the organization shall be Hudson Youth Baseball Inc. Reference may be made to Hudson Youth Baseball / Softball or HYBS.

ARTICLE 2: PURPOSE

To promote and develop sportsmanship and athletic potential of the children of Hudson (as defined below) in the sport of Baseball and Softball, by maximizing the participation of all youth involved. Every participant shall be given the opportunity to play no less than three full innings per game (weather and time permitting), unless noted otherwise by a HYBS approved specific document that states player participation guidelines.

The children of Hudson will be defined as; those children who are residents of Hudson, MA, those children who attend a public or private school domiciled in Hudson MA, and/or those children of other communities that would qualify based on the rules of the league HYBS charters under.

The corporation is organized exclusively for charitable, educational, or scientific purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code.

ARTICLE 3: MEMBERSHIP

Any person may run for a position on the Executive Board provided that they are a resident of Hudson and have a child enrolled to play within HYBS for the proposed term of the Executive Board.

Any person interested in the purpose of HYBS and a resident of Hudson maybe appointed by the Executive Board as a Director or a coach.

Exceptions will be handled on a case by case basis although if available, a qualified Hudson resident with a child enrolled within HYBS is preferred.

If an Officer, Director or Coach should move out of town during his/her term, they may serve out the balance of the term with the majority approval of the Executive Board.

ARTICLE 4: ELECTED OFFICERS (EXECUTIVE BOARD)

President, Vice President – Baseball, Vice President – Softball, Vice President – Equipment and Uniforms, Vice President – Marketing and Public Relations, Secretary, and Treasurer

No more than one member of the immediate family of any individual enrolled to play Baseball/Softball within HYBS shall be elected to the Executive Board at the same time. (Immediate family to mean husband, wife, parent, child, brother or sister)

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ARTICLE 5: EXECUTIVE BOARD ROLES/RESPONSIBILITIES

THE PRESIDENT SHALL-

Formulate agendas and preside at all meetings of the Executive Committee and the General Meeting.

Appoint all League Directors with the approval of the majority of the elected officers.

Make interim appointments as needed with the approval of the Executive Board. These appointments will have voting rights.

Serve as official member of all committees, except the nomination committee.

Be the official figure for addressing Code of Conduct issues, with the executive board unless a conflict of interest presents itself because of a family member.

Work and assist the Treasurer on all financials of the organization.

Be responsible with the Treasurer for the P.O. Box.

Be responsible with the Secretary on reviewing and updating the phone system, email and Website.

Assist and support any member of the board or executive committee.

Call special meetings when necessary.

Be the official spokesperson for HYBS and oversee the purpose of HYBS.

Set the season dates and work with the town departments for field and other resources as needed.

Be the swing vote when a vote is a tie and needs a 2/3 vote.

SECRETARY SHALL-

Take minutes of all Executive Committee meetings and general membership meetings. The Secretary shall distribute minutes of each meeting to all Executive Board members no later than one week prior to the next scheduled meeting.

Be the custodian of all league related documents paper and electronic for HYBS such as:

- Minutes, Newsletters, League rules, league standards, team selection criteria, Code of Conducts, Registration Lists and league schedules.

Be responsible for providing all documents of HYBS to be stored and maintained on the web (on-line registration and the HYBS Web page).

Be responsible for Picture Day scheduling and coordination.

Assist with fundraising activities.

Assist in distributing sponsorship plaques by the end of the season.

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VICE PRESIDENT BASEBALL SHALL-

Oversee the internal affairs / operations of Baseball. Some of the internal affairs would be to discuss and set league rules, league standards, criteria for picking regular season teams, criteria for picking tournament teams, and schedules with League Directors, and then present these to the Executive Committee at the February meeting. These will be voted on and accepted, or rejected at the March meeting of the Executive meeting.

Be responsible for collecting a list of needed equipment from all Directors, and presenting the list to the Executive Board at the December meeting.

Be responsible for coordinating external affairs as noted above; team formations, game/practice scheduling, umpire scheduling, uniform ordering.

Assist with fundraising activities.

Assist in running the concession stand but be responsible if no Concession Coordinator is appointed.

Assist in social events; Example: Dances, Pumpkin Fest, Bingo

Assist the President for handling correspondence of HYBS.

Obtain a listing of potential coaches from League Directors and make recommendation to the Executive Committee for approval.

Assist with the scheduling of umpires.

Assist in distributing sponsorship plaques by the end of the season.

Assist with, unless no Concession Coordinator is appointed which then you will be responsible for monies related to concession activities and reporting monthly to Executive Committee.

VICE PRESIDENT SOFTBALL SHALL-

Oversee the internal affairs / operations of Softball. Some of the internal affairs would be to discuss and set league rules, league standards, criteria for picking regular season teams, criteria for picking tournament teams, and schedules with League Directors, and then present these to the Executive Committee at the February meeting. These will be voted on and accepted, or rejected at the March meeting of the Executive meeting.

Be responsible for collecting a list of needed equipment from all Directors, and presenting the list to the Executive Board at the December meeting.

Be responsible for coordinating external affairs as noted above; team formations, game/practice scheduling, umpire scheduling, uniform ordering.

Assist with fundraising activities.

Assist in running the concession stand but be responsible if no Concession Coordinator is appointed.

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VICE PRESIDENT SOFTBALL – Continued

Assist in social events; Example: Dances, Pumpkin Fest, Bingo

Assist the President for handling correspondence of HYBS.

Obtain a listing of potential coaches from League Directors and make recommendation to the Executive Committee for approval.

Assist with the scheduling of umpires.

Assist in distributing sponsorship plaques by the end of the season.

Assist with, unless no Concession Coordinator is appointed which then you will be responsible for monies related to concession activities and reporting monthly to Executive Committee.

VICE PRESIDENT – EQUIPMENT / UNIFORMS

Will maintain and provide documents to the President and Treasurer of all purchases.

Be responsible for maintaining the quality of the equipment as well as inventory control.

Be responsible for collecting list of needed equipment from the Vice President of Baseball and the Vice President of Softball.

Be responsible for ordering equipment as needed.

Be responsible for distributing and collecting all equipment, maintain records of the distribution and returns.

Be responsible for producing an annual detailed inventory of all equipment for the September meeting.

Be responsible for the storage of all equipment and its maintenance.

Be responsible for collecting the number of players per team per division each season so it can be determined the number of uniforms needed and who has received uniforms.

Be responsible for ordering all uniforms and clothing.

Be responsible for distributing all clothing and uniforms.

Be responsible for storage of all clothing and uniforms.

Be responsible for formulating year-end budgets for anticipated expenditures in the upcoming season.

Assist in distributing sponsorship plaques by the end of the season.

Assist with fundraising activities.

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TREASURER SHALL-

Make an annual budget recommendation to the Executive Committee at the February meeting.

Have charge of and oversee all HYBS funds.

Make a written monthly financial report to the Executive Committee.

Maintain and provide spreadsheets for the President regarding HYBS business.

Be responsible for solicitation and billing of all sponsors.

Assist in distributing sponsorship plaques by the end of the season.

Present a list of all registered players who have not paid the registration fee by April 1st to the President and passed on to the respective league directors. No uniforms will be issued without the registration fee paid. A registration fee may be waived with the approval of the Executive Board.

Must be present at registration to collect all monies, if unable to attend, another officer may take his/her place.

It is his/her responsibility of collection of all monies.

Be responsible for distributing and collecting all tickets for related events.

Assist with fundraising activities.

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VICE PRESIDENT – MARKETING AND PUBLIC RELATIONS SHALL-

Be responsible for the publication and distribution of newsletters, spring/summer registration notification, and any HYBS events. The newsletter shall name all the officers and directors. In addition, it shall contain a list of all prospective fundraising events during the year.

Send League correspondence to the paper bi-weekly on different league divisions and status.

Be responsible for ordering all trophies and end of year recognition.

Be responsible for collecting Suggestions/Complaints and conveying concerns to the Executive Board.

Be responsible for all announcements by using all forms of media; paper, electronic, and multimedia and for coordinating distribution of registration flyers to schools.

Be responsible for advertising of annual election process.

Be responsible for advertising of annual registration.

Be responsible for advertising any other HYBS events that may occur throughout the year.

Act as chairperson for the annual scholarship selection process.

Assist Treasurer as needed in the solicitation of potential sponsors.

Assist in distributing sponsorship plaques by the end of the season.

Assist with fundraising activities.

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EXECUTIVE BOARD SHALL-

Give final approval for the disposition of all funds of HYBS.

Will participate with appropriate committee members regarding all Code of Conduct offenses.

EXECUTIVE COMMITTEE SHALL-

Consist of elected officers: President, Vice President – Baseball, Vice President – Softball, Vice President – Equipment, Vice President – Marketing, Secretary and Treasurer. It will also consist of appointed League Directors. If there is a Co-Director then each shall have a vote. In the event of a tie the President shall have the deciding vote.

Handle all regular business of HYBS.

Approve all divisional rules and schedules.

Make decisions on all protests (a coach, when a member of the Executive Committee may not vote when a protest involves his/her team)

Decide on registration dates, and registration fees'

Make decisions about sponsors in each division.

Adopt an Annual Code of Conduct applicable to all parents, coaches and participants in every league. Formulate procedures for the removal from position of players, coaches and Executive Committee members due to Code of Conduct or other violations. Establish associated appeals and follow up procedures.

REASONS FOR REMOVAL OF ANY HYBS PARTICIPANT (Coach, Player, Parent, Board member):
Not living up to the purpose of Hudson Youth Baseball / Softball, not following the direction of the HYBS Board and/or violating the approved Code of Conduct. A quorum of conducting business shall be a 1/3 of the Executive Board and 1/3 of the Executive Committee members.

For by-law changes, two thirds (2/3) of the Executive Board members have to be present.

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LEAGUE DIRECTORS SHALL-

Be Executive Officer of their division, and be in charge of internal affairs of said division.

Be responsible for making league schedules or where applicable, assisting in creating multi-town league schedules, and to present them to the appropriate Vice President of their league for approval.

Be responsible for distributing all equipment to coaches.

Be responsible for collecting all equipment from coaches, and assuring its return to the concession stand by the end of the season.

Be responsible for discussing/setting divisional rules of play with the appropriate Vice President of the league, before the February meeting. This will be voted on and accepted or rejected at the March meeting of the Executive Committee. It is understood that the League Directors do not have the authority to change any rules during the season without the approval of the Vice President of the League, and the Executive Committee.

Make a recommendation to the Vice President of the appropriate league they are in for Equipment before the December meeting.

Make a recommendation to the Executive Board at the December meeting for Awards and Uniforms.

Provide a list to the appropriate Vice President of potential coaches and assistant coaches.

Be responsible for running the winter clinics sponsored by the Hudson Recreation Department.

Coordination of player evaluations and the team selection process.

Be responsible for enforcing the approved Code of Conduct in their league.

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ARTICLE 6: MEETINGS

An open meeting shall be held prior to June 1st, for the purpose of evaluating Hudson Youth Baseball / Softball season.

The Executive Committee shall meet once a month for the purpose of conducting HYBS business.

Any member of the Executive Board may call special meetings of the Executive Committee. Said special meetings may transact only such business as is specified in the call.

The annual meeting of Hudson Youth Baseball, Inc. for the purpose of electing officers shall take place during the month of June. All attending said meeting must register upon entering said annual meeting giving name, address and date of birth, and be prepared to present identification upon request of the Chairperson.

Voting rights: Any member of the HYBS board (Executive Board & Executive Committee) will have the right to vote and give their opinion on an HYBS matter that is requiring a vote only at the time of that official meeting they attend. (1/3 of the Executive Board and 1/3 of the Executive Members is required for an official meeting). Any board member not in attendance at a meeting that requires a vote at the next meeting cannot vote unless they follow up with the President to go over the meeting notes so they are informed about the meeting they missed.

Exceptions to being able to vote are based on fiduciary and Code of Conduct/CORI matters. The Executive Board will be the only one to vote on fiduciary and Code of Conduct matters and the appropriate committee members in the matters of Code of Conduct.

ARTICLE 7: ELECTIONS

Nominations: A nominating Committee consisting of a chairperson and two (2) additional members shall be appointed by the President, and ratified by the Executive Committee at the May meeting. Their duty is to make every attempt to nominate a minimum of two (2) people for each office.

Any person wishing to run for an elected office in Hudson Youth Baseball / Softball must request nomination papers from the President of HYBS no earlier than May 1st. Nomination papers must be completed and filed with the Chair of the nomination committee on or before May 20th.

Fifteen (15) signatures are required to file nomination papers.

Reports of the Nominating Committee shall be made to the Executive Committee no later than June 1st. The election of officers shall occur after June 15th, and prior to July 1st. Only those nominees who have filed nomination papers shall appear on the printed ballot, and be allowed to speak to their candidacy on election night. No nominations shall be accepted from the floor.

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ARTICLE 7: ELECTIONS – Continued

Opening of the meeting shall be by the President, who will then turn it over to the Chairperson of the Nomination Committee.

Each candidate will speak for a maximum of two (2) minutes.

Elections shall take place, and be held open for one (1) hour after completion of the candidate forum.

Chairperson shall select two (2) people from the audience to count ballots.

Chairperson shall announce the results of the election returns.

In order to sign nomination papers or vote you must be a resident of Hudson and have a child play in the league the current year.

ARTICLE 8: AMENDMENTS

Amendments may be made between September 1st, and March 1st.

Copies of proposed amendment(s) shall be given in writing to All Executive Committee members fifteen (15) days prior to the vote.

Any amendment changes must have a 2/3 vote of Executive Board.

ARTICLE 9: INTERNAL REVENUE

The purpose of Hudson Youth Baseball, Inc. is for charitable purposes and to receive contributions consistent with the Internal Revenue Code Section 501 (3) as amended, and to be exempt from taxation under Section 501(A) of the Internal Revenue Code. The organization that is to be supported is Hudson Youth Baseball / Softball Inc., which provides opportunity to the youth of the Town of Hudson to participate in organized Baseball / Softball play.

Reference may be made to Hudson Youth Baseball / Softball or HYBS.

ARTICLE 10: DISSOLUTION

In the event of dissolution of Hudson Youth Baseball / Softball, Inc. all assets after expenses, shall go to a 501 (3) organization duly formed and entitled to operate under the Internal Revenue Code Section for similar purposes.

ARTICLE 11: PARLIAMENTARY PROCEEDINGS

Roberts Rules of Order shall be in effect regarding Parliamentary and Governing proceedings not covered in Article 1 – 8.

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ARTICLE 12: FISCAL TERMS

The fiscal year of the Corporation shall commence February 1st, and end January 31st. Terms of elected offices and Directors shall be September 1st through August 31st.