

CHELMSFORD Youth Baseball, INC.
P O Box 62
Chelmsford, Massachusetts 01824
CONSTITUTION - BY LAWS
Updated June 20, 2013

ARTICLE I NAME

This organization shall be known as the Chelmsford Youth Baseball Incorporated and is comprised of two separate leagues divided as follows: The Chelmsford Fitts Baseball League and the Chelmsford Lupien Baseball League.

ARTICLE II OBJECTIVE

The objective of Chelmsford Youth Baseball, Incorporated shall be to implant firmly in the youth of the community, the ideals of good sportsmanship, honesty, loyalty, courage and respect for authority, so that they may be well adjusted, stronger, happier and grow to be decent, healthy and trustworthy adults.

To achieve this objective, the Chelmsford Youth Baseball, Incorporated will provide a supervised program of competitive baseball games consistent with the Rules and Policies of Babe Ruth League, Incorporated. Directors and members shall bear in mind that stressing exceptional athletic skills or winning games is secondary, and that the type of leadership extended youngsters is of prime importance.

ARTICLE III MEMBERSHIP

Any person interested in active participation to effect the objectives of the Chelmsford Youth Baseball, Incorporated may apply to become a member.

Player Members shall include any youth meeting the requirements of Babe Ruth/Cal Ripken Baseball Regulations and who resides within the established boundaries of the local league. Player members shall be eligible for participation in league play but shall have no rights, duties or obligations in the management or in the property of the Chelmsford Youth Baseball, Incorporated.

Regular Members shall include any member of the Board of Directors and any team manager.

Associate Members shall include any parent, coach, umpire or volunteer.

ARTICLE IV DONATIONS

The Board of Directors may fix amounts for donations by player members. However, the Board of Directors may waive any such donation in the event of hardship.

ARTICLE V ANNUAL MEETING

The Annual Meeting of the members of the Chelmsford Youth Baseball, Incorporated shall be held in June of each year for the purpose of electing

Directors, receiving reports of funds and progress, and for the transaction of such other business as may come before the meeting. Voting for contested positions will be via a written ballot. Non contested positions will be via voice vote of the membership. The installation of these elected officers shall take place October 1 of each year.

Regular Members and Associate Members shall be entitled to vote at the Annual Meeting.

At the Annual Meeting, the President and/or one or more other directors delegated by the President, shall deliver a financial report of the League, conduct election of Board Members and conduct other business as deemed appropriate.

Anyone wishing to run for a position on the Board of Directors must have the request in writing to the Secretary by June 1 of the year that the position is up for re-election. Any position that is not filled at the Annual Meeting may be filled by a majority vote of the Board of Directors.

The Secretary shall provide notice of the Annual Meeting to the Members at least ten days in advance.

ARTICLE VI BOARD OF DIRECTORS

The management of the property and affairs of both leagues of the Chelmsford Youth Baseball, Incorporated shall be vested in a single Board of Directors. The Directors shall, upon election, enter upon the performance of their duties, on October 1 following the annual meeting and shall continue in office until their successors shall have been duly elected and qualified.

Members of the Board of Directors shall include at least the following officers: President, Treasurer and Secretary and such other Directors and Director/Officers as shall appear in Article XII, Directors and Director/Officers as amended from time-to-time.

Directors and Director/Officers shall be elected at the Annual Meeting for a two year period. The terms of these directors shall be staggered such that no more than one-half expire in any one year. Elections of Directors shall be by a majority vote of Regular and Associate Members present or represented by proxy at the meeting.

The Treasurer, Vice-President Patriot and Vice-President Information Technology are appointed positions by 2/3 vote of the Board of Directors. In addition, the Board of Directors could, by a 2/3 majority vote, remove the appointees at any time during their tenure for not effectively administering the duties of their position. Due to the sensitivity of the Treasurer's position the candidate must meet the following qualifications in order to be considered.

- Treasurer cannot be related to any other Board Member.
- College degree in either accounting or finance.
- Practicing in that profession for a minimum of five years.
- Familiar with the processing of cash receipts and disbursements, the preparation of financial reports and the filing of required tax returns.
- Chelmsford resident for a minimum of five years.

- Any of these qualifications can be temporarily modified to satisfy operating efficiencies if approved by a 2/3 vote of the Board of Directors. Any modification expires after two years. If an extension is

necessary, it again must be approved by a 2/3 vote of the Board of Directors.

If any vacancy occurs on the Board of Directors, by death, resignation or otherwise, it may be filled by a majority vote of the remaining Directors at a regular meeting or a special meeting called for the purpose.

Regular meetings of the Board of Directors shall be held on a monthly basis. The President or the Secretary may issue a call for a special meeting of the Board. Notice of such meeting shall be given by the Secretary to each Director.

The Board of Directors shall have the power to appoint such standing and special committees as it shall determine and to delegate such powers to them as the Board shall deem advisable and which it may properly delegate.

The Board may adopt such rules and regulations for the conduct of its meetings and the management of the Chelmsford Youth Baseball, Incorporated as it may deem proper.

The Board shall have the power by a two thirds vote of those present at any regular or special meeting to discipline, suspend or remove any Director or Committee Member of the Chelmsford Youth Baseball, Incorporated. Written notice of such action shall be provided to the affected individual within seven days of such meeting.

ARTICLE VII OTHER COMMITTEES (OPTIONAL)

The Board of Directors may appoint a nominating committee to submit at the Annual Meeting a slate of candidates for the Board of Directors.

The Board of Directors may also appoint and prescribe the duties and functions of other committees as may be in accordance with local necessity.

ARTICLE VIII MANAGERS, COACHES AND UMPIRES

Managers and Coaches shall be appointed annually by the League Vice President, with the approval of the Board of Directors, and shall be responsible for the conduct of their teams on the field.

Umpires shall be appointed by the Umpire In Chief, with the approval of the Board of Directors and shall be responsible for their assignments and for their conduct on the field.

ARTICLE IX CHARTER

The President shall annually apply for a charter(s) from Babe Ruth Baseball Incorporated for each League and shall take all necessary steps to obtain and maintain such charter(s).

ARTICLE X FINANCES AND ACCOUNTING

The Board of Directors shall decide all matters pertaining to the finances of the Chelmsford Youth Baseball, Incorporated.

All monies received shall be deposited in a bank approved by the Board of Directors and all disbursements made by check signed by the Treasurer and/or other Officer so designated by the Board.

The Board shall not permit the solicitation of funds in the name of Babe Ruth Baseball unless all funds so raised are placed in the Chelmsford Youth Baseball, Incorporated treasury.

The fiscal year of Chelmsford Youth Baseball, Incorporated shall begin on October 1 and end on September 30 of the following year, unless changed by a majority vote of the Board of Directors.

The Board of Directors shall conduct an audit of the finances of Chelmsford Youth Baseball, Incorporated at least once each fiscal year.

ARTICLE XI AMENDMENTS

The Constitution/By Laws of the Chelmsford Youth Baseball, Incorporated may be amended, repealed, or altered in whole or part by a majority vote at the Annual Meeting.

ARTICLE XII DIRECTORS AND DIRECTOR/OFFICERS

The Director/Officers of the Chelmsford Youth Baseball, Incorporated shall consist of President, Treasurer, Secretary, Vice-President of Youth Majors, Vice-President of Youth Farm, Vice-President of Senior League, Vice-President of Farm Extension, Vice-President of Youth Minors, Vice-President of Instructional, Vice-President of Patriot Division, Vice-President of Coach and Player Development, Vice-President of Summer Baseball, Umpire-In-Chief, General Manager, Equipment Director, Vice-President of Information Technology, and Refreshment Stand Manager/Fundraising Chairperson.

Except as provided in Article VI, the number of names of the Director/Officer positions may be amended from time-to-time by a majority vote of the Regular and Associate Members at the Annual Meeting.

In the event that a Director/Officer position is not filled at an Annual Meeting, the Board of Directors may appoint a qualified individual to fill such a position for the duration of the term.

At the first meeting of the Board of Directors in October of each year, the Board shall establish the responsibilities of all Director/Officers.

ARTICLE XIII ADDED RESPONSIBILITY

It is the responsibility of all officers to serve as active members of the Board of Directors. In addition to the duties outlined in each job description, it is each officer's responsibility to carry out such additional duties as may be delegated by the Board of Directors and/or President.

In the absence of the League President, the Youth League Majors and Senior League Vice Presidents shall assume responsibility for the overall league operation.

POSITION DESCRIPTIONS FOR BOARD MEMBERS

PRESIDENT

The President shall conduct the everyday business of Chelmsford Youth Baseball, Incorporated. He shall attend all required meetings with various organizations and Town Boards. He shall be responsible for organizing and running all signups, try-outs and regular Board meetings. The president shall revise and update the competitive schedules prior to the start of the season for Board approval, and, once approved, no in-season changes may be made.

VICE PRESIDENT - Senior League

They shall assist the president in conducting sign ups and try-outs. They shall be responsible for nominating SLM and SLF managers to the Board. All managers must be submitted to the Board 60 days prior to sign ups after which the Board shall interview and vote on each manager. The Vice-President of SL shall secure a player agent to assist in the drafting and disbursement of players. The Vice-President of Senior League shall be responsible for the SL Draft and shall conduct the normal business of SL Majors and SL Farm.

VICE PRESIDENTS - Youth Leagues

The Youth Majors Vice President shall assist the president in conducting sign ups and try-outs. He shall be responsible for nominating Youth Major managers to the Board. All managers must be submitted to the Board 60 days prior to sign ups after which the Board shall interview and vote on each manager. The Vice-President of Youth Majors shall secure a player agent to assist in the drafting and disbursement of players and shall be responsible for conducting the Youth Major draft and shall conduct the normal business of Youth Majors. The Vice Presidents of Youth Minors, Farm Extension, Instructional, Youth Farm and Patriot Division are responsible for the selection of managers, game and practice schedules, formation of team rosters and all other normal business of their respective leagues.

Vice President Coach & Player Development

Vice President Summer Baseball

The Vice President of Summer Baseball is responsible for administering all summer baseball programs including Pony League, Bay State League, MIB League, In -Town and other summer activities approved by the Board of Directors. The Vice President of Summer Baseball will attend all organization and scheduling meetings held by the leagues summer baseball joins. Tryouts, player selection and manager/coaches for all District/Bay State teams, ages 9 through 12, and Pony League teams, ages 13 through 15, shall be the responsibility of the respective Spring season Vice Presidents. Manager/coaches, player selection and schedules for all MIB and In-Town teams shall be the responsibility of the Vice President Summer Baseball. All manager/coaches appointments are subject to Board approval. This position does not cover Elite Baseball or Fall baseball should it be instituted.

SECRETARY

The Secretary shall record the minutes of all Board and Managers meetings. The Secretary shall be responsible for all official correspondence of the Board of Directors and shall be an authorized CORI officer of the League.

TREASURER

The Treasurer shall be responsible for the collection and disbursement of all funds. The Treasurer shall be responsible for the timely filing of all necessary tax returns.

EQUIPMENT MANAGER

The Equipment Manager shall be responsible for the collection and disbursement of all equipment, uniforms and umpire equipment. The Equipment Manager must submit to the Board once a year a physical inventory of all LL property. The Equipment Manager is responsible for the ordering and receiving of all equipment.

GENERAL MANAGER

The General Manager shall be responsible for the maintenance of all Chelmsford Youth Baseball, Incorporated fields, buildings and grandstands.

UMPIRE IN CHIEF

Shall be responsible for procuring, instructing, assigning and monitoring of all umpires in Chelmsford Youth Baseball, Incorporated.

REFRESHMENT STAND MANAGER/FUNDRAISING CHAIRPERSON

The Refreshment Stand Manager/Fundraising Chairperson shall be responsible for the operation of the refreshment stand at the 110 Ball Fields and all Chelmsford Youth Baseball fundraising events.

ATTENDANCE REQUIREMENT:

Any director who misses two consecutive meetings or four meetings in a fiscal year may upon majority vote of the remaining directors be removed from the Board.