

HOLLISTON



YOUTH BASEBALL / SOFTBALL

Holliston Youth Baseball/Softball, Inc. By-Laws

Catch the Excitement...



HOLLISTON
YOUTH BASEBALL / SOFTBALL

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1. ARTICLE I

1.1 Name

The name of this corporation is Holliston Youth Baseball/Softball, Inc (“HYBS”). The organization is also commonly known as Holliston Youth Baseball Softball Association (“HYBSA”). Both HYBS and HYBSA are acronyms commonly used in referring to Holliston Youth Baseball/Softball, Inc.

1.2 Organizational Structure

The membership of HYBS, herein referred to as the “League”, consists of the players, the players parents, coaches and all members of the Board of Directors. The League membership is invited and encouraged to attend all meetings. However, all decisions will be voted by the Board of Directors in accordance with Article V. Articles V and VI contain the approved organizational structure for HYBS/HYBSA.

2. ARTICLE II

2.1 Objectives

The objectives of HYBS/HYBSA shall be:

1. To provide the boys and girls within the league boundaries with the facilities, equipment, and supervision to enjoy and learn the game of baseball and softball.
2. To teach them, while they are learning and playing, the principles of fair play and good sportsmanship.
3. To teach them the proper attitude in both winning and losing.
4. To advance the spirit of teamwork and team play.
5. To guide young boys and girls through a period of maturation into honest, thoughtful, and useful adult citizens of our community.
6. To encourage a healthy yet balanced sense of competition.
7. To have fun!

3. ARTICLE III

3.1 Player Member

Any boy or girl meeting the requirements of HYBS/HYBSA League Rules, Section I.A. and who resides within the authorized boundaries, shall be eligible to participate, but shall have no rights in the management or the property of HYBS/HYBSA.

- A. A player who moves into the league boundaries after team assignments shall be added to a team roster with the approval of the Vice President and Diamond Director(s), unless the appropriate league has previously been declared to be closed for new registrants because it is full.
- B. All player members will be encouraged to participate in at least one fund-raiser each year.
- C. All players who wish to participate in the Majors Division are encouraged to attend an assessment for the Majors Division. Those players that are not selected or do not attend an assessment for the Majors Division will be placed on a Minors Division roster (4th graders) or the appropriate Majors Division team (5th-7th graders) by the appropriate Division Director. If an opening becomes available on a Majors Division team, a player from the Minors Division cannot be selected unless they participated in the assessments. If any player is selected for placement on a Majors Division team and elects not to play in the Majors Division, the player will be ineligible to play in the Majors Division for the balance of the current year.
- D. Assessments will be held on a fall weekend as determined by the Competition Director and Small Diamond Director. If a player is unable to attend the Majors Division assessments, then one make-up session will be held sometime the month prior to the start of the season. If the player is unable to attend either assessment date, then the player should contact the Small Diamond Director to determine the player's alternatives.

E. The division format for baseball is outlined below:

Division	Grade
Majors – Most Competitive	5th, 6th, and young 7th* graders
Majors - Competitive	4th, 5th, 6th, and young 7th* graders
Minors	3rd and 4th graders
Farm League	1st and 2nd graders
Tee Ball	Kindergarten

(*Born after 4/30)

- F. Player placement in the Majors Division (American League and National League) will be based on player assessments and Managers evaluations. Final team placement will take place via a draft process as outlined in the Baseball League Rules. All 5th, 6th and 7th grades will be placed in one of the Majors Divisions teams. Most 4th graders will be placed in the Minors Division teams, while some will be placed in the Majors Divisions teams. All 5th, 6th and 7th graders playing small diamond baseball will be required to attend one player assessment session. All 4th graders who want to tryout for the Majors Division will also need to attend a session
- G. All players will wear the complete uniform as provided by the League. This will include a hat and shirt. Headbands, barrettes and other jewelry should not be worn during practices or games as these items are considered to be unsafe.

3.2 Parent Member

A parent member is a parent or guardian of a player member. All parent members will be responsible for:

1. Seeing that the player member is at team functions.
2. Assisting the player member in participation in the League fundraiser.
3. Cooperating with team Managers and Assistant Coaches.
4. Never arguing with, yelling at or to, or otherwise intimidating or interfering with umpires.
5. Displaying and promoting good sportsmanship.

3.3 Volunteer Member

Any adult that is interested in furthering the objectives of HYBS/HYBSA.

3.4 Board Members

An adult acting in the capacity of one or more positions defined in Article V.

3.5 Member Requirements

All members are expected to limit their expressions of interest to positive comments and encouragement to all participants on the field – both children and adults. Umpire(s), Managers, and any Board member present have a shared responsibility to take timely steps to deal with any instances where inappropriate behavior is expressed by participants, parents or other bystanders. HYBS/HYBSA has issued a Code of Conduct letter, which will be provided to each member family prior to the start of the season and is also available on the League website (<http://www.hybsa.net>)

The use of tobacco or alcoholic beverages in any form is strictly prohibited from all areas of the park during practices or games.

Any substantive complaints concerning the behavior of a League Official, Manager, Assistant Coach, player or parent should be submitted in writing to the President or the Vice President. The Board shall review all written complaints and may provide a written response.

3.6 Finances

All players in the League shall be encouraged to participate in at least one HYBS/HYBSA fund raising event. The HYBS/HYBSA Board is the only official body that has the authority to make any financial commitments or decisions.

3.7 Inclement Weather

Games will be cancelled due to inclement weather prior to the start by the Diamond Directors and Umpire Director up to 1 hour before scheduled game time. The decision to cancel a game or practice due to inclement weather is to be made along the following hierarchy: Team Manager, Division Director, Diamond Director, Umpire Director and President. A cancellation by any of these people is final and must be observed by others within that person's domain. No person may force an activity to be held, if a decision to cancel has been made at a lower level (i.e., closer to the team). Also, the Holliston Parks and Recreation Department also has the authority to cancel any or all league activity on town fields. Such decisions must also be observed.

Player safety must always be the top consideration when making a decision to play or cancel. It's also important to balance the players' desire to play, and the families' desire to make other plans if a practice or game is clearly beyond salvaging. Each year, many games and practices are typically rained out – it's not unheard of for as much as half a season to be lost. Because of this, every effort should be made to hold an activity if possible. Sometimes activities are cancelled several hours (or more) before start time, only to find that the weather has improved enough that the activity could have been held if the decision were made a bit later. As a general guideline, decision makers should only cancel a practice or game when it becomes apparent that even if the weather were to improve, the field would not be ready to play on, or if the weather is extraordinarily unlikely to change for the better in time (keeping in mind that forecasts in New England are frequently wrong). Decisions should be made as timely as possible, within the bounds of these guidelines.

Whenever possible, decision makers should visit their fields in person before making a decision, as fields are not always in as bad (or good) shape as expected.

Once a decision is made, it must be communicated to all affected parties as quickly as possible. Each person in the chain (above) is responsible for propagating the decision down the chain. Although HYBS will try to list any cancellation on the HYBS/HYBSA website, this is considered as secondary and does not eliminate the responsibility to notify affected parties directly.

If lightning occurs, the Umpire and Managers will clear the field regardless of the circumstances of the game. Play will resume no sooner than 20 minutes after the last time lightning was seen.

The Diamond Directors along with the Field Scheduling Director will attempt to reschedule games that are cancelled to the extent fields are available, the schedule permits and umpires are available. In general, makeup games take priority over makeup practices. In some circumstances, makeup games may bump scheduled practices, or vice versa.

3.8 End of Year Reports

At the conclusion of the season, each Director will provide a report to the Board summarizing any problems that were encountered during the year, any recommended rule changes and any capital improvements that are required. The report can be as simple as a "No Problem or Change Report". The HYBS/HYBSA Board of Directors is the only official body that can make official rule changes and approve capital plans.

4. ARTICLE IV

4.1 Fees

Registration fees as set by the Board shall be assessed as a prerequisite for a player member to play in a given league for a given season. The Board reserves the right to waive registration fees on a case by case basis, as circumstances warrant. Additional fees may be assessed for late registrations. Fees are not refundable after the second practice or first game of a season.

5. ARTICLE V

5.1 Board and Officer Requirements

All Board and Officer Members shall be at least 21 years of age. All Board and Officer Members shall support all by-laws, rules and regulations of HYBS/HYBSA and should attend all Board meetings. The following chart sets forth the authorized voting positions in HYBS/HYBSA:

Board of Directors		Officers
Voting		Non-Voting
President, HYBS/HYBSA	Website Director	Managers
Presidents, Baseball & Softball	Media Relationship Director	Assistant Coaches
Vice President	Umpire Director	Photography Chairperson
Treasurer	Competition Director	Parade Chairperson
Clerk	Diamond Director(s)	Celebrate Holliston Chairperson
Equipment Director	Senior Division Director	Scholarship Chairperson
Sponsor Director	Major Division Director	
Fund Raising Director	Minor Division Director	
Registration Director	Farm Division Director	
Field Schedule Director	T-Ball Division Director	
Field Maintenance Director	Fall League Director	

5.2 General Information

The board of directors shall be elected by a simple majority vote of the voting members stated in Section 5.1 who are present at the elections meeting. The board of directors shall be elected by a simple majority vote of the voting members stated in Section 5.1. The annual meeting at which the Board of Directors is elected shall be held in November of each year. The monthly meeting in October shall in part consist of nominations for all positions being voted for in November elections meeting. All persons wishing to be nominated must do so in writing and be reviewed during the October meeting. Notice of these meetings shall be posted on the website of HYBS/HYBSA. There are no term limits for any position. A person may continue to serve for as long as they are willing to serve and are re-elected. No person shall be ineligible to hold a position based on having previously held that or any other position.

5.3 President

The Presidents (League, Baseball, and Softball) shall be elected for a period of two years. There are three Presidents, one for the League, one for Baseball and one for Softball.

Responsibilities

1. The President is the chief administrative officer of the League, Baseball, and Softball. He/She is responsible for conducting HYBS/HYBSA in conformity to the policies, principles, rules and regulations of this League as agreed to under the conditions of its charter.

2. Exercises general authority and supervision over all functions of the League; however, specific authority is delegated to specific Board members, other volunteers and hired agents.
3. The President of Baseball or Softball meets with each new board member as appropriate to review their responsibilities.
4. Calls each meeting and prepares the agenda. Presides over each Board meeting. In the event of his/her absence, the President of the League will notify the President of Baseball or Softball or the Vice President and provide the agenda so they can preside over the meeting. The President of the League will be responsible for adding to a meeting agenda any item that is deemed significant by any member of the Board of Directors.
5. Completes and returns with the Treasurer the Annual Report to the State of Massachusetts by November 1st to maintain the league's non-profit status.
6. Completes and returns all forms required by the State of Massachusetts to keep the Non-Profit Organization status up to date. Responsible to meet any dates set forth by the State of Massachusetts to complete and submit forms. Responsibility may be delegated to the Treasurer or Clerk.
7. He/She is the only officer authorized to speak for the League or sign letters written in the name of the League or on League stationery. The President may delegate this authority as appropriate.
8. Responsible for Opening Day ceremonies and working with the Opening Day/Parade Chairperson. Each respective league President (Baseball/Softball) will be responsible for coordinating Opening Day ceremonies for their respective league with the Opening Day/Parade Chairperson. The President of the League shall approve plans for these ceremonies.
9. Maintains and reviews all the CORI information for the League, Baseball and Softball.
10. Responsible for the general conduct of all Officers, Directors and Managers and ensures that they are performing their duties accordingly. Informs the Board if someone is not performing their duties as required or their conduct is inappropriate.
11. May authorize a new Chairperson to fulfill any new project that has been deemed outside the scope of current board members.
12. The President of League is a voting member of the Board of Directors but votes only to break a tie vote, unless the vote is required of all Board members.
13. The President maintains the complete list of contacts of the board as well as any member associated with the League play as well as Town officials, contractors, etc.
14. At the December meeting, submits, along with the Treasurer, the annual budget for approval of the Board.

5.4 Vice President

The Vice President is elected for a period of two years.

Responsibilities

1. In the absence of the President, presides over the League meetings.
2. Organize such Baseball Operations meetings as may be necessary to run the League and its programs. Present, discuss and fairly represent the results of meetings of the Board of Directors to any parent of the league on request.
3. Work with the Competition Director to organize player clinics at Minors through Senior Divisions.
4. Recommend annually, for approval by the Board of Directors, the number and level of teams to be supported by the HYBS/HYBSA.
5. Provide advice, as may be requested, to the Competition Director and Diamond Directors in their functions of reviewing and authorizing all allocations of players to leagues, transfers between divisions, and trades between divisional teams.
6. Ensure that Managers and Assistant Coaches are acting within the spirit, rules and regulations of the League. This may require attendance at games and practices to observe teams.
7. Participate in annual registration activities as requested by the Registration Director.
8. Work with the President to brief all incoming Board members on their roles and the requirements of their roles. This may require helping bringing the new members up to speed on their jobs.

9. Report to the President and the Board of Directors all information materially affecting the HYBS/HYBSA baseball operations throughout the course of the year and recommend courses of action in any areas requiring direction from the President or a decision by the Board of Directors.
10. Perform such other duties as the President may, from time to time, direct.

5.5 Treasurer

The Treasurer is elected for a period of two years.

Responsibilities

1. Presides over meetings in the absence of the President and Vice President and perform such duties as may be assigned by the President or by the Board of Directors, in addition to the following duties:
2. Deposits funds of the League in such bank, or banks, as the Board of Directors shall designate. Timely deposits shall be made as funds are collected. The Treasurer may delegate this function as necessary.
3. Endorses for deposit or collection all checks and notes payable to the League or its order.
4. Records all funds received or disbursed in a cash receipts journal.
5. Approves all purchases for the League.
6. Signs all checks on the account of the corporation within the approved budget.
7. Responsible for the organizations insurance protection policy.
8. If required, presents all League financial records to the independent auditor.
9. Reconciles bank statements monthly to assure that the cash balance in the corporate check register and records match the cash balance on the bank statement.
10. Prepares a financial report if called for at monthly meeting for next monthly meeting to be available to the Board of Directors.
11. Prepares an annual statement of changes in financial position (cash flow statement) and operating budget in cooperation with the President to be presented at the December meeting of the Board of Directors.
12. Files an Annual Report to the State of Massachusetts before November 1st of each year.
13. Pays any outstanding loans the League has open and maintains the payments until loan is closed.

5.6 Clerk

The Clerk is elected for a period of two years.

Responsibilities

1. Presides over meetings in the absence of the President, Vice-President, and Treasurer. The Clerk shall perform such duties as may be assigned by the President or by the Board of Directors, in addition to the following duties:
2. Keeps the minutes of all general membership meetings and of the Board of Directors meetings.
3. Sees that all notices of meetings are duly given in accordance with the provisions of these By-Laws or as required by law.
4. Serves as the custodian of the corporate records including the maintenance of the electronic HYBS/HYBSA document and records archive (the "Hard-Drive").
5. Works with the superintendent of schools to get approval for flyers and contacts schools for distribution.
6. Serves as the custodian of the By-Laws including certification of any new amendments adopted in accordance with Article XII.
7. Works with the President, Sponsor Director and Opening Day/Parade Chairperson to create the HYBS/HYBSA booklet handed out at the opening day parade.
8. Perform such other duties as the President may, from time to time, request.

5.7 Registration Director

The Registration Director is elected for a period of two years.

Responsibilities

1. The Registration Director shall perform such duties as may be assigned by the President or by the Board of Directors, in addition to the following duties:
2. Update the registration form as necessary or with the approval of the Board of Directors.
3. Ensures the completion of the HYBSA Registration Form or internet sign up application meets the latest approved information from the board.
4. Work with the Website Director to provide ample public notice of how to register and when and where the official registration sessions will be held.
5. Arrange and manage two registration sessions on or before April each year, one on-line registration period (primary) and a one day walk in registration (secondary).
6. Receive and record all registration notices and maintain an accurate computerized record.
7. Reviews and updates database for errors and follows up with parents
8. Receive and record all registration monies for subsequent transfer to the Treasurer.
9. Perform such other duties as the President may, from time to time, request.

5.8 Equipment Director

The Equipment Director is elected for a period of two years. This person must have a general knowledge of baseball/softball equipment and more specifically knowledge relating to safety requirements. Emphasis should be on the ability to select the best buy with the idea of quality vs. cost analysis in mind.

Responsibilities:

A. Equipment:

1. Inspects League equipment along with the President of Baseball/Softball and with assistance from the Diamond and Division Directors to determine condition. This will include the Senior, Major, Minor, Farm and T-Ball equipment. Using the authorized equipment lists in Article V.5.29, establishes the replacement equipment needed to ensure all authorized equipment will be available and in good condition for all players and teams.
2. Establishes a total list of requirements from 1 above. Request a list of providers to give the League some general pricing on this list as well as items we purchase most consistently – uniforms, selected equipment, and baseballs\softballs. Recommends the provider for all the equipment based on price, quality, and relationship.
3. Replaces damaged or faulty team equipment throughout the season. An inspection of such equipment must be made prior to replacement.
4. Orders all new uniforms for delivery prior to April 1st for the spring season and June 1st for the Summer/Fall season.
5. Using the information from the inspection, the scheduled games, equipment bids, etc. prepares a detailed budget for the year, indicating quantities, prices, etc. This will be coordinated with the Treasurer and President and ready for presentation to the Board at the December Board Meeting.
6. After approval of the budget, equipment will be purchased so as to complete the authorized equipment for each team. This equipment will be in the equipment bags in time for the first game.
7. Maintains an adequate supply of game baseballs at all times. Supplies game baseballs to the either the Diamond Directors at the beginning of the season or umpires prior to all games.
8. At the beginning and conclusion of each season, sets up and runs the pick up and drop off of equipment.
9. Purchases the shirts and other equipment as needed for the Fall Ball.
10. Purchases any trophies approved by the Board.

B. Uniforms:

1. Determines yearly uniform requirements in time to take advantage of pre-season savings.
2. Establishes the kind and price limits of uniforms to be purchased with Board approval.
3. Establishes the kind and price limits of caps to be purchased with Board approval.
4. Purchases All Star team caps.
5. Purchases Summer/Fall league shirts and caps

C. Storage

1. Locates and maintains a location for all sport equipment with Board approval.
2. Coordinates with the Field Maintenance Director any sport equipment that is required to be stored in the field sheds.

5.9 Sponsors Director

The Sponsors Director is elected for a period of two years.

Responsibilities

The major responsibilities of the Sponsors Director are to pursue new sponsors as required and to act as the League's contact with all present sponsors. Specifically he/she will:

1. Assure that all teams have a sponsor by April. This will require personal contact with previous sponsors to ensure their support, in addition to contact with potential sponsors until sufficient sponsors are available for all leagues.
2. Establishes and maintains the sponsors list that will be applied to the various teams.
3. Maintains sponsor list and contact information that may be placed on the League website as well as published in the opening day booklet.
4. Provides Equipment Director with a list of Sponsors by early March so uniforms may be ordered.
5. Orders sponsor plaques and/or works with Photography Chairperson to have team plaques made for sponsors.
6. Works with the Vice President to obtain sponsors for the signs at Flagg and Summer Fields.
7. Maintains the sponsor signs at the fields and purchases/fixes signs at the fields including taking down and hanging of sponsor signs.
8. Sponsor fees will be set and approved by the Board annually. All sponsor fees are to be paid prior to the lettering of uniforms, before April.
9. Works with Website Director to insure the information is posted correctly on the League website.
10. Seeks and approves other volunteers to help with any of the activities of this group.

5.10 Fund Raising Director

The Fund Raising Director is elected for a period of two years.

This person is responsible for coordinating HYBS/HYBSA's fund raising projects. This includes the following duties:

1. Selection of a project(s) to be decided by a committee formed by the Vice President and the Fund Raising Director. The committee decision shall be presented to the Board for approval.
2. Presents approved fund raising project through the communication process handled by the Clerk and the Website Director.
3. Coordinates collection of fund raising money with respective teams.
4. Purchases and presents gifts to individuals that meet or exceed the goals as specified by the committee.
5. Works and coordinates with any outside company required to meet the fund raising project goal. This will require personal contact with potential sponsors until sufficient sponsors are available to meet goals of fund raising project.
6. Creates schedule and delivery plan for the fund raising project.
7. Seeks and approves other volunteers to help with any of the activities of this group.

5.11 Website Director

The Website Director is elected for a period of two years. The Website Director shall perform such duties as may be assigned by the President or the Board of Directors.

Responsibilities

1. Responsible for the overall look of the League website. Will update website on approval from the President.
2. Responsible for maintaining and updating electronic e-mail addresses of League members for the purpose of sending out electronic e-mails required by the League to all members of the League.
3. Responsible for setting and maintaining the electronic registration and collection of registration fees. Will work closely with the Registration Director and the Treasurer.
4. Works with the President and Media Relationship Director to keep the League community informed of all actions such as: Sign-ups, Assessments, Tournaments, Fundraisers, Summer Leagues, Fall Leagues, etc.
5. Responsible for compiling and maintaining schedules on the website for Senior, Major and Minor League Division teams during the spring season. Generally schedules for Farm and T-Ball leagues are maintained by the Diamond Directors and respective Managers.
6. Only responsible for the look of the information on the website. All information to be posted on the website needs to be in writing and sent to the Media Relationship Director, Website Director and Clerk.
7. Seeks and approves other volunteers to help with any website related activities, as needed.

5.12 Media Relationship Director

The Media Relationship Director is elected for a period of two years. The Media Relationship Director shall perform such duties as may be assigned by the President or the Board of Directors.

Responsibilities

1. Responsible for the content of the League website. Responsible for maintaining and updating.
2. Generally responsible for the advertising functions of the League put on the website
3. Performs all duties that a Media Relationship Director would ordinarily perform including preparing League correspondence, rosters, flyers, etc.
4. Responsibilities vary, but may include:
 - a. Responding to media inquiries
 - b. Providing writing support for public and media relations including promotions and events
 - c. Serving in a support role in answering media calls
5. Writes and edits ongoing communications with outside groups, schools, and media.

5.13 Field Scheduling Director

The Field Scheduling Director is elected for a period of two years. The Field Scheduling Director shall perform such duties as may be assigned by the President or the Board of Directors.

Responsibilities

1. Responsible for the coordinating the field (Baseball/Softball) requirements of the league with the Town of Holliston Parks Department ("Parks").
2. Responsible for all schedules/reschedules of League practices and games.
3. Will maintain a master schedule to coordinate any additional field usage for opening day parade, summer, fall, assessments, etc.
4. Will allocate the fields to the divisions then schedule the games within those allocations. He/She will then provide a list of the open field time within each division to the Director of the division and the Directors divide up the open field space to the teams for practice. The Directors are responsible to handle the rescheduling of the rainouts with the slots they have and only come back to Field Scheduling Director if they need additional space. Once it gets to the summer season I then take back over because we are back done to a manageable number of teams to allocate space.

5. Will allocate field usage equally across all League teams.
6. Will work closely with the Field Maintenance Director to keep schedules in line with field availability.
7. Seeks and approves other volunteers to help with any of the activities of this group, as needed.

5.14 Field Maintenance Director

The Field Maintenance Director is elected for a period of two years. He/She should have a basic understanding of general maintenance and the principles of safety and be able to apply them in a practical manner.

Responsibilities

1. Supervises the maintenance of all League fields and associated facilities (batting cages, sheds, bullpens). Coordinates all maintenance work to be performed on League fields, including obtaining personnel, materials and coordinating with appropriate Parks Officials.
2. Fields include:
 - a. Small Diamond – Flagg, Mission Springs, Stoddard II, Goodwill, Patoma (2)
 - b. Large Diamond – Adams and High School
 - c. Softball Diamond – Stoddard I, Damigella and High School
3. Responsible for keeping the sheds in a clean, orderly manner and ensuring that the shed is properly stocked w/tools, equipment, field conditioner, etc. Will work with Equipment Director to purchase any required material or tools.
4. Prepares the fields for play. This task may be delegated as appropriate.
5. Ensures a First Aid kit as well as sufficient ice packs are available at all the playing fields.
6. Verifies that responsible teams have cleaned dugouts as required by League Policy. Reports violations to the President.
7. If there is an issue with maintenance (mowing, holes in OF, etc.) report to the appropriate Parks Official(s).
8. If there is an issue with safety hazards (poor field conditions, fence/dugout in disrepair, etc.) this should be reported to the Board for discussion on how to best remedy the situation.
9. Submit an annual/semi-annual list of suggested field/facility upgrades for each field.
 - a. These could include:
 - i. Bullpens at fields other than HS and Flagg, dugouts, fences, scoreboards, etc.
 - ii. Major Field upgrades (i.e. Flagg and Goodwill several years ago).
10. Responsible for getting the necessary quotes for any work and/or identifying contractors able to perform this work for the League.
11. At the beginning and conclusion of the season, sets up and runs the cleaning up of fields and sheds which will include the taking down of batting cage nets, review of fields for following year projects, fixing or updating areas before the winter, etc.
12. Seeks and approves other volunteers to help with any of the activities of this group.

5.15 Umpire Director

The Umpire Director is elected for a period of two years.

Responsibilities

1. Recommends to the Board the Umpire fees for each budget year.
2. Supervises, all Umpires on the staff, as required.
3. Hires and schedules Umpires for all Senior, Major, and Minor Division games including: Rainouts, Playoffs, Tournaments, etc.
4. Meets with all Umpires prior to the start of the season to review League Rules to ensure standardization of enforcement.
5. Umpires for the Major Division and Minor Division baseball shall be adults, or teenagers who are at a minimum in 7th grade and are not playing small diamond baseball. All eligible umpires will be approved by the Umpire Director.
6. Umpires shall:

- a. Enforce all League Rules and Regulations. Umpires will make note of the following points of emphasis:
 - i. Conduct of Players, Managers, Assistant Coaches and Spectators.
 - ii. While the Managers maintain responsibility for adhering to all substitution rules, the Umpires shall mediate any dispute as necessary
 - iii. While the Managers maintain responsibility for adhering to all pitching eligibility rules, the Umpires shall mediate any dispute as necessary
 - iv. Field Decorum (as outlined in Section 5.28).
 - b. Arrive at the game site at least 15 minutes prior to the scheduled start time.
7. All umpires must wear uniforms.
 8. The Umpire Director and/or the President may dismiss an umpire who fails to perform their duties as assigned.

5.16 Competition Director

The Competition Director is elected for a period two years.

Responsibilities

1. Performs such duties as may be assigned by the President or by the Board of Directors in addition to the following duties:
2. Coordinates and runs both the fall and summer Assessment programs.
3. Creates and maintains all procedures and forms required to do player assessments.
4. Collects all the data from these assessments as well as data supplied by the Managers on all the players.
5. Produces the ranking information based on the system called out in Baseball League Rules and works closely with the Small Diamond Director to set up the teams for the spring season.
6. Produces the ranking information based on the system called out in Baseball League Rules and works closely with the Small Diamond Director to set up the teams for the summer season.
7. Creates Managers and Coaches development program which may included practice, player rotation, game management, etc, templates and maintain a library in the Hard-Drive for future reference and education.
8. Recommends any updates or changes to the Small Diamond Curriculum or League Rules for Board approval.
9. Recruits other volunteers to sit on the committee.

5.17 Diamond Director(s)

The Diamond Director(s) is elected for a period two years but may succeed himself/herself if re-elected. There are two Diamond Directors one for the Small Diamond and one for the Senior Diamond.

Responsibilities

1. Performs such duties as may be assigned by the President or by the Board of Directors in addition to the following duties:
2. Assists the President in establishing and maintaining the eligibility of players.
3. Supervises League sign-ups and player selection draft. Prior to the Major League Draft, announces to Managers any special requirements of various players.
4. Helps the individual Division Directors set up and run their divisions.
5. Helps the individual Division Directors distribute uniforms and equipment to their Managers.
6. Prepares one or more of the following the Senior, Major, Minor, Farm and T-Ball league playing schedules and pre-season and regular season practice schedules. Reschedules games as necessary. The Diamond Director will work closely with the Directors of the Senior, Major, Minor, Farm and T-Ball leagues in completing the practice and game schedules.
7. Coordinates all the spring clinics including working with the appropriate Town of Holliston personnel to get allocated field or field house time. Works with Field Scheduling Director in placing any allotted time on the master field schedule.

8. Coordinates all the Coaches clinics including working with the appropriate Town of Holliston personnel to get allocated field or field house time. Works with Field Scheduling Director in placing any allotted time on the master field schedule.
9. Maintains records of Players not selected in the draft from which player replacements may be selected.
10. Assists the Major and Minor Division Directors with running of the league's All-Star teams and/or Championship games.
11. Works closely with the Competition Director on the fall and summer assessments
12. Liaison between HYBSA and all summer programs in which HYBSA participates (currently Tondorf, Sizzler, Sparkler, and Upper Charles)
13. Seeks and approves other volunteers to help with any of the activities of this group.
14. Reviews all rules and makes recommendations for the following year.

5.18 Senior Division Director

The Senior Division Director is elected for a period of two years. The individual should have adequate knowledge of the game of baseball/softball. The baseball Senior Division Director should be thoroughly familiar with the purposes of the Senior Division Program called out in the Holliston Youth Baseball League Rules.

Responsibilities

1. Shall attend all Board meetings or appoint a representative.
2. Selects suitable Managers for the teams after reviewing their qualifications.
3. Meets with the Senior Diamond Director to coordinate the draft day for the Senior Division.
4. With the Senior Diamond Director, fairly assigns a system that allows for each Manager to have an equal opportunity to select the best available player to be placed on that coaches' roster based on the player's skills assessment scores. Once the teams are established, team rosters will be provided to the approved Managers.
5. Coordinates with the Senior Diamond Director, Field Scheduling Director and Umpire Director the practice and game schedule.
6. Responsible to handle the rescheduling of the rainouts with the slots they have been allocated by the Field Scheduling Director and only come back to Field Scheduling Director if they need additional space.
7. Coordinates with the Senior Diamond Director and Umpire Director all rained out rescheduled games and communicates the new schedules to the Managers.
8. Organizes and runs the Championship playoffs with the Senior Diamond Director which includes:
 - a. Creating and or modifying the playoff process.
 - b. Establishes with the Field Scheduling Director the date and time of the Championship playoffs.
 - c. Organizes and runs the final playoff game (Champion) which includes:
 - i. Working with the Equipment Director on purchasing trophies/awards
 - ii. Setting up the field and having announcers at the game
 - iii. Handing out the awards and giving a speech.

5.19 Majors Division Director(s)

The Majors Division Director(s) are elected for a period of two years. The individual should have adequate knowledge of the game of baseball/softball. The baseball Majors Division Director should be thoroughly familiar with the purposes of the Majors Division Program called out in the Holliston Youth Baseball League Rules and the HYBSA Small Diamond Curriculum.

Responsibilities

1. Shall attend all Board meetings or appoint a representative.
2. Assists the Competition Director and Small Diamond Director on the Fall Assessments.
3. Selects suitable coaches for the teams after reviewing their qualifications.

4. Meets with the Competition Director and Small Diamond Director to coordinate the draft day for the Majors Division.
5. With the Small Diamond Director, coordinates the draft day meeting as called out on Article XII. Once the teams are established, team rosters will be provided to the approved Managers.
6. Coordinates with the Diamond Director the practice and game schedule.
7. Coordinates the transfer of players, as necessary, from the Minor Division Teams to the Majors Division Teams or from one Majors Division to the other Majors Division to help fill in for teams requiring players for a game.
8. Maintains all team and player records of player releases and replacements.
9. Submits rosters of each team showing name, address, and birth date of each player.
10. Responsible to handle the rescheduling of the rainouts with the slots they have been allocated by the Field Scheduling Director and only come back to Field Scheduling Director if they need additional space.
11. Coordinates with the Small Diamond Director and Umpire Director all rained out rescheduled games and communicates the new schedules to the Managers.
12. Ensures that each Manager submits player assessments for each player on their team shortly after the end of each season.
13. Organizes and runs the All-Star game(s) with the Small Diamond Director which includes:
 - a. Creating the two teams from the selected players from each team.
 - b. Selecting the coaches for both teams and informing the coaches
 - c. Supplying the uniforms and equipment with the support from the Equipment Director.
 - d. Establishes with the Field Scheduling Director the date and time of the All-Star game
14. Organizes and runs the Championship playoffs with the Small Diamond Director which includes:
 - a. Creating and or modifying the playoff process.
 - b. Establishes with the Field Scheduling Director the date and time of the Championship playoffs.
 - c. Organizes and runs the final playoff game (Champion) which includes:
 - i. Working with the Equipment Director on purchasing trophies/awards
 - ii. Setting up the field and having announcers at the game
 - iii. Handing out the awards and giving a speech.

5.20 Minors Division Director

The Minors Division Director is elected for a period of two years. The individual should have adequate knowledge of the game of baseball/softball. The baseball Minors Division Director should be thoroughly familiar with the purposes of the Minors Division Program called out in the Holliston Youth Baseball League Rules and the HYBSA Small Diamond Curriculum.

Responsibilities

1. Shall attend all Board meetings or appoint a representative.
2. Selects suitable coaches for the teams after reviewing their qualifications.
3. Meets with the Small Diamond Director after Majors Division selections have been made to determine the number of eligible players available to establish teams for the Minor League.
4. With the Small Diamond Director, fairly assigns players to each team based on the player's skills assessment scores. Once the teams are established, team rosters will be provided to the approved Managers.
5. Coordinates with the Small Diamond Director the practice and game schedule.
6. Coordinates the transfer of players, as necessary, from the Minor League Teams to the Major League Teams to help fill in for teams requiring players for a game.
7. Maintains all team and player records of player releases and replacements.
8. Submits rosters of each team showing name, address, and birth date of each player.
9. Responsible to handle the rescheduling of the rainouts with the slots they have been allocated by the Field Scheduling Director and only come back to Field Scheduling Director if they need additional space.

10. Coordinates with the Small Diamond Director and Umpire Director all rained out rescheduled games and communicates the new schedules to the Managers.
11. Ensures that each Manager submits player assessments for each player on their team shortly after the end of each season.
12. Organizes and runs the All-Star game with the Small Diamond Director which includes:
 - a. Creating the two teams from the selected players from each team.
 - b. Selecting the coaches for both teams and informing the coaches
 - c. Supplying the uniforms and equipment with the support from the Equipment Director.
 - d. Establishes with the Field Scheduling Director the date and time of the All-Star game

5.21 Farm Division Director

The Farm Division Director is elected for a period of two years. The individual should have adequate knowledge of the game of baseball/softball. The baseball Farm Division Director should be thoroughly familiar with the purposes of the Farm League Program called out in the Holliston Youth Baseball League Rules and the HYBSA Small Diamond Curriculum.

Responsibilities

1. Shall attend all Board meetings or appoint a representative.
2. Selects suitable Managers for the teams after reviewing their qualifications.
3. Sets expectations and reviews ground rules with Managers before the start of the season.
4. With the Small Diamond Director, fairly assigns players to each team. Once the teams are established, team rosters will be provided to the approved Managers.
5. Coordinates with the Small Diamond Director and Field Scheduling Director the practice and game schedule.
6. Responsible to handle the rescheduling of the rainouts with the slots they have been allocated by the Field Scheduling Director and only come back to Field Scheduling Director if they need additional space.
7. Coordinates with the Small Diamond Director all rained out rescheduled games and communicates the new schedules to the coaches.
8. Ensures Managers pick up and return all necessary equipment during the designated times.
9. Distribute trophies to Managers as appropriate.
10. In case of inclement weather, decides whether or not to cancel games and practices, and for which fields.
11. Communicates cancellation and other news to Managers on a timely basis.
12. Acts as liaison between Managers and HYBSA.
13. Manages the resolution of any issues escalated by Managers.
14. Ensures that each Manager submits player assessments for each player on their team shortly after the end of each season.

5.22 T-Ball Division Director

The T-Ball Division Director is elected for a period of two years. The individual should have adequate knowledge of the game of baseball/softball. The baseball T-Ball Division Director should be thoroughly familiar with the purposes of the T-Ball League Program called out in the Holliston Youth Baseball League Rules and the HYBSA Small Diamond Curriculum.

Responsibilities

1. Shall attend all Board meetings or appoint a representative.
2. Selects suitable Managers for the teams after reviewing their qualifications.
3. With the Small Diamond Director, fairly assigns players to each team. Once the teams are established, team rosters will be provided to the approved Managers.
4. Coordinates with the Small Diamond Director and Field Scheduling Director the practice and game schedule.

5. Responsible to handle the rescheduling of the rainouts with the slots they have been allocated by the Field Scheduling Director and only come back to Field Scheduling Director if they need additional space.
6. Coordinates with the Small Diamond Director all rained out rescheduled games and communicates the new schedules to the coaches.

5.23 Fall League Director

The Fall League Director is elected for a period of two years. The individual should have adequate knowledge of the game of baseball/softball. The baseball Fall League Director should be thoroughly familiar with rules called out in the Holliston Youth Baseball League Rules and the HYBSA Small Diamond Curriculum.

Responsibilities

1. Shall attend all Board meetings or appoint a representative.
2. Selects suitable Managers for the teams after reviewing their qualifications.
3. Coordinates with the Field Scheduling Director the practice and game schedule for Fall Ball.
4. Fairly assigns players to each team. Once the teams are established, team rosters will be provided to the approved Managers.

5.24 Managers and Assistant Coaches

Managers may be any person 18 years or older (Softball allows for Student Managers, 16 years or older). Anyone wishing to become a Manager must submit in writing either through the registration process, e-mail or letter expressing an interest to the Board. Applicants should have the ability to teach and motivate young children and have a working knowledge of baseball.

Assistant Coaches may be any person 16 years or older. Anyone wishing to become an Assistant Coach must have a player on the team he is coaching or no longer has a player in the league he is coaching.

All Managers and Assistant Coaches must complete a HYBSA CORI Form. Applicants who fail to pass the CORI check are not eligible to manage or coach a team.

Responsibilities

The main responsibility of the Managers and/or Assistant Coaches is to organize and conduct his team in manners, objectives and principles as outlined by these By-Laws and the Small Diamond Curriculum. In addition, he shall do the following:

1. Attend all Coaches clinics and Player clinics run by the Competition Director.
2. Pick up team equipment and uniforms, and return equipment in clean condition, at the times designated by the equipment director.
3. Managers are responsible for selecting assistant coaches.
4. Plan and run all practices and games, including lineups.
5. Utilize all materials available through the Competition Director, Diamond Director, or Senior, Major, Minor, Farm, or T-Ball Division Director.
6. Familiarize himself/herself with all rules applicable to their division. This includes both general rules and local league rules.
7. Familiarize himself/herself with his/her players' background. He/She should know his/her players and their families as much as possible.
8. Use sound judgment in all areas with the players' safety, health and welfare being of utmost concern.
9. Call a special meeting of the parents of his/her players and inform them of League objectives and goals or through some other form of communication (letter, handout, e-mail). He/She should also generally explain his/her philosophies and methods at this meeting.
10. Prior to the end of the season, he/she must complete a player assessment form supplied by the Diamond Director and sent back to the Competition Director.

5.25 Photography Chairperson

The Photography Chairperson is elected for a period of one year.

This person is responsible for coordinating HYBS/HYBSA's photography of players and teams. This includes the following duties:

1. Obtains bids from a minimum of two photographers to take team and individual pictures on "picture day". Submits recommendation to the Board for final approval.
2. Establishes dates for respective league team pictures and coordinates the scheduling Website Director and Diamond Director(s).
3. Obtains location for the pictures to take place as well as a rain date if required.
4. The League may receive income from the photographer but will not be involved in handling payments to the photographer.
5. Director with the Sponsor Director any additional plaques required for sponsors.
6. Seeks and approves other volunteers to help with any of the activities of this group.

5.26 Opening Day/Parade Chairperson

The Opening Day/Parade Chairperson is elected for a period of one year.

This person is responsible for coordinating HYBS/HYBSA's Opening Day and Parade ceremonies. This includes and not limited to the following duties:

1. Creates a plan for the Opening Day and Parade and assigns various Board members to help with the plan.
2. Obtains all permits, Town of Holliston Police and Fire support for the parade through the Town of Holliston. Submits a copy of the permits to the Board.
3. Establishes dates for the parade and coordinates the scheduling Registration Director and Website Director.
4. Obtains all necessary approvals and permits for any back up locations and plan in case of rain, if required.
5. Seeks and approves other volunteers to help with any of the activities of this group.

5.27 Celebrate Holliston Chairperson

The Celebrate Holliston Chairperson is elected for a period of one year.

This person is responsible for coordinating HYBS/HYBSA's booth at Celebrate Holliston. This includes the following duties:

1. Coordinating with the Celebrate Holliston Committee on establishing a location on the field that allows us:
 - a. A pitching competition which may be done with a radar gun or some form of accuracy target without interfering with other booths or the crowd
 - b. A tent and two tables for registration sign up, applications to fill in open positions, or sell HYBS/HYBSA products.
2. Responsible for setting up and tearing down the day of the ceremony.
3. Coordinates the date and any requirements with the President, Registration Director and Website Director.
4. Sets up a schedule and trains any volunteers who are manning the booth during the course of the ceremony.
5. Seeks and approves other volunteers to help with any of the activities of this group.

5.28 Scholarship Chairperson

The Scholarship Chairperson is elected for a period of one year.

This person is responsible for coordinating HYBS/HYBSA's scholarship program for the year. This includes the following duties:

1. Works with the Town of Holliston High School Superintendent or designated person to fill out all appropriate forms to have graduating seniors apply for the scholarship.
2. Develops or updates any existing criteria set forth by the Board for the criteria required to meet the HYBS/HYBSA scholarship.
3. Scholarships will be awarded only to a Town of Holliston resident.
4. Two scholarships will be awarded, one for Baseball and one for Softball, in an amount as approved in the annual budget held in December.
5. Works with the Secretary/Registration Director and Website Director to place appropriate information out to the community.
6. Selection of the winner of the scholarship will be by the President, Vice President, Treasurer, Registration Director and Scholarship Chairperson.
7. The Scholarship Chairperson or President of the League will hand the award out to the winners at either the school event or some other time at the close of the senior school year.

5.29 Standards of Field Decorum

The actions of Players, Managers, Coaches, Umpires and League Officials must be above reproach.

1. Uniformed Players and Bat Boys/Girls, News Photographers, Managers, Assistant Coaches and Umpires are the only individuals who shall be permitted within the confines of the playing field just prior to and during games.
2. Except for the Batter, Base Runners, the Player on Deck and Coaches at first and third bases, all players shall be in their dugouts or in the bullpen when a team is at bat.
3. When a team is on defense, all Players shall be in their dugouts or in the bullpen.
4. A Manager shall not leave the bench or dugout except to confer with a Player or an Umpire.

5.30 Authorized Team Equipment List

Equipment	Senior	Major	Minor	Farm	T-Ball
Catcher's Mitt	In Shed	1 each	1 each	1 each	
Chest Protector	In Shed	1 each	1 each	1 each	
Bats	In Shed	3 each	3 each	3 each	3 each
Shin Guards	In Shed	1 each	1 each	1 each	
Helmets	In Shed	In Shed	In Shed	In Shed	In Shed
Helmets w/Cage	In Shed	In Shed	In Shed	In Shed	In Shed
Catcher's Mask	In Shed	1 each	1 each	1 each	
Equipment Bag	In Shed	1 each	1 each	1 each	1 each
First Aid Kit	In Shed	1 each	1 each	1 each	1 each
Ice Pack	In Shed	3 each	3 each	3 each	10 each
Batting Tee				1 each	1 each

6. ARTICLE VI

6.1 General Powers

The Board of Directors shall manage the business and affairs of the League. In the management of the business and affairs, the Board of Directors is hereby vested with all the powers possessed by the League itself, so far as this delegation of authority is not inconsistent with the laws of the Commonwealth of Massachusetts and the Articles of Incorporation or with these By-Laws. The Board of Directors has the power to authorize the League's President to execute all legal instruments of every kind and nature on behalf of the League, including notes, leases, conveyances, contracts and all other legal instruments. The Board of Directors has the power to adopt all local rules governing the operation of the League and any other activities involving the League, which are not inconsistent with its rules and regulations. All official playing rules and regulations published by the League shall be binding on the League unless amended by the Board of Directors.

6.2 Elections

The Board of Directors shall be nominated in accordance with Section 8.1 and shall be elected by the sitting Board of Directors. In the event that there is more than 1 candidate for a Non Managerial Voting Board of Directors position, each candidate that submits an application to the nominating committee shall have the opportunity to present a brief (no more than 5 minutes) presentation at the Board Meeting where the election takes place, expressing his/her reasons for seeking the position. Unopposed candidates may be approved by voice vote. Otherwise, votes will be secret but all vote counts will be read aloud. A sitting board member may not vote in the election for a position for which he/she is a candidate. The candidate receiving the most votes shall be declared the winner. In the event of a tie, the sitting President of the League shall vote to break the tie. If the contested election is for President of the League, the sitting Vice President shall refrain from voting. However, in the event of a tie, the sitting Vice President shall vote to break the tie.

6.3 Membership

The Board of Directors shall consist of all duly elected officials as outlined in Section 5.1. Each member of the Board of Directors shall hold office for the term for which he/she is elected or until his/her successor shall have been appointed or elected, unless there has been a qualified reason for leaving the position sooner than the full term.

6.4 Manner of Acting

The act of the majority of the members of the Board of Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors unless otherwise designated in these By-Laws.

6.5 Method of Voting

All voting will be conducted by voice or show of hands except, if requested, seconded and approved by the Board, voting on a specific issue may be completed by secret ballot.

1. The Board shall only accept absentee voting if made in writing to the President prior to the selected time of the meeting.
2. Section 7.5 and Section 7.6 addresses the definitions of different methods of voting.

6.6 Vacancies

Any vacancies occurring in the Board of Directors may be filled by appointment by the Board of Directors for the unexpired term of the vacancy.

7. ARTICLE VII

7.1 Regular Meetings

The Board of Directors shall generally meet on a monthly basis at such places as may be designated in a notice posted on the League website (<http://www.hybsa.net>).

7.2 Special Meetings

Special meetings of the Board of Directors may be called by or at the request of the President (League, Baseball, or Softball) or any three (3) Board members. All board members must be directly notified of such meeting at least one week prior to the meeting. Posting to the web site does not constitute notification. Special meetings shall be held at such places as may be designated in a notice posted on the league website. The notice of a special meeting must designate the matters to be considered at such special meeting. Nothing in this section shall be construed to prevent new matters to be considered at a special meeting if the members of the Board approve by voice vote the new matters so considered. Special meetings are the only way a vote of the entire board can take place.

7.3 Notice of Meetings

The Clerk should provide notice of Board meetings either in writing or verbally at least three (3) days in advance of said meeting.

7.4 Quorum

A majority of the occupied positions of the Board of Directors shall constitute a quorum for the transaction of business at any meeting of the Board of Directors unless otherwise stipulated in these By-Laws.

7.5 Majority Vote

A majority vote whenever called for means a majority of the quorum present. In the event of a split vote, the President of the League will vote as stated in Section 5.3.13 or his designated representative as stated in Section 5.3.4.

7.6 Vote of the Entire Board

Notwithstanding any other provision of these By-Laws to the contrary, when these By-Laws require a vote of "the entire board" or "entire Board of Directors" at least seventy-five (75%) of the occupied positions of the Board of Directors must vote on the issue at a meeting at which a quorum is present. To be countered toward this number an absent Board Member must vote through their Representative as dictated by the By-Laws or an absentee ballot, but the absent Board Member shall not count toward a quorum.

8. ARTICLE VIII

8.1 Nominating Committee

A nominating committee will be organized for the purpose of soliciting and presenting candidates each year for the Board positions. Recommendations for all qualified applicants will then be presented to the Board of Directors for approval. The Board will then decide whether to vote to fill the vacancies or to hold another session of interviews, to be held in front of the entire Board. If a second session of interviews is to be held, the process shall be chaired by the President who shall act as moderator and run the interview process. After all applicants have been interviewed the voting process can begin; a 3/4 majority is required to approve a nomination. This will be a standing committee that is formed automatically and shall consist of the following Board members:

1. President
2. Vice President
3. Treasurer

All current members shall be contacted to determine status for the following year. All new candidates shall submit an e-mail stating the position they would like to be nominated to any member of the nominating committee. This committee will compile a list of the candidates and present them to the board for consideration near the conclusion of the league regular season.

9. ARTICLE VIII

9.1 Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with these By-laws. The President shall be responsible for the above at all Board meetings.

10. ARTICLE X

10.1 League Year and Season

The League year and season shall begin on January 1st each year and end on December 31st of the same year.

11. ARTICLE XI

11.1 Financial Policy Responsibility

The Board of Directors shall have final authority in all matters pertaining to the finances of the Corporation.

11.2 Common Treasury

The Board of Directors shall place all income in a common treasury, directing the expenditure of it in such manner as will permit no individual or team to have an advantage over other individuals or teams in any matter. The Board will decide the appropriate allocations each year to both Baseball and Softball. Except as set forth in Section 11.3, nothing herein shall be construed to prevent the acceptance of funds donated for a designated purpose and the expenditure of those funds shall be restricted to the designated purpose.

11.3 Contributions

With the exception of financial contributions to fund scholarships, financial contributions solely for the benefit of divisions, teams or individuals shall be discouraged. All contributions will be placed in the common treasury and dispersed per Section 11.2.

11.4 Financial Review

No later than December 31st of each year, the President and the Treasurer shall arrange for, and present to the Board of Directors, a review of the League's financial activities and condition for the immediately preceding fiscal year.

12. ARTICLE XII

12.1 By-Law Amendments

12.1.1 Votes

By-Laws may be amended at any Board meeting of the organization by two-thirds (2/3) vote of the entire Board, provided written notice of the proposed revision has been given to each member at least ten (10) days in advance of any meeting. Written notice by mail post marked fourteen (14) days in advance of any meeting is sufficient to satisfy the notice requirement.

12.1.2 Proper Form of Amendments

These By-Laws may not be amended orally. All amendments must be in writing and properly noticed as required in Section 12.1.1. The Board may orally amend written amendments before a final vote.

12.1.3 Passage of an Amendment

Once the Board properly passes an amendment, the Clerk shall attest to its original authenticity by recording the vote count and the date it occurred on the original and fixing his/her signature. The Clerk shall keep the original with the minutes. The Clerk shall distribute to all Board members a copy of any new amendments and to any other persons who may request a copy.

12.1.4 Updating By-Laws

The Clerk shall update these By-Laws with all amendments newly enacted by the Board every January and distribute the updated set of By-Laws to all Board members and any other person requesting a copy in accordance with Article XIII. The Clerk shall sign and date the certification statement at the end of the By-Laws each time an update of these By-Laws is made.

13. ARTICLE XIII

13.1 Persons Requesting Copies

A copy of these By-Laws shall be made available to any person requesting such a copy and are also available of the League website. The Clerk shall see that persons making a proper request receive a copy of these By-Laws.

13.2 Copies to Board Members

All Board members shall receive a copy of these By-Laws.