

Elmer Little League By-Laws

These by-laws were approved by Elmer Little League's Membership on March 19, 2009 (date).

William R. Higgins William R. Higgins 3/19/09
 President's Name (Print) President's Signature Date

These by-laws are not intended to replace the rules, regulations or policies of Little League Baseball and Softball. It is, however, a supplement to the Elmer LL constitution and a guide to aid in the smooth operation of the league.

Reorganization Meeting:

The league's annual calendar starts September 1 and ends August 31. The year must begin with a reorganization meeting during the third week of the month, at which time the Board of Directors is voted upon. A notice of the meeting must appear in the Elmer Times, emailed to the previous year's parents, and recognized members, and posted to the league's website at least seven days prior to the meeting. The secretary of the Board will preside over the meeting until a president is elected. A quorum of the previous year's Board, at least 50%, must be present in order for the reorganization meeting to proceed.

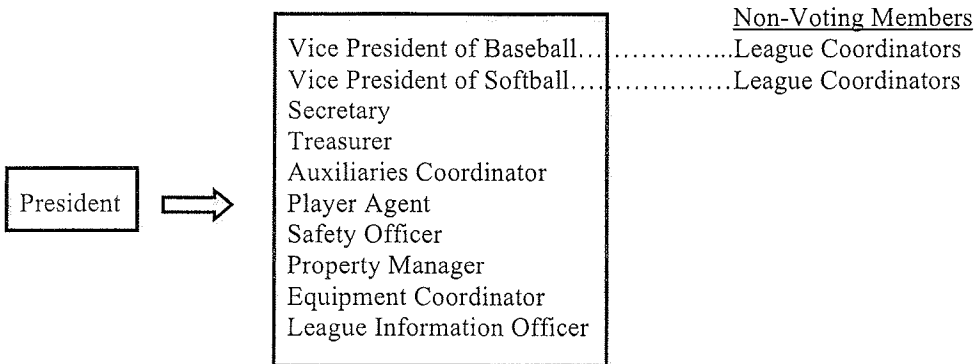
Electing members of the Board:

Any "member" of the league in good standing may be nominated and elected to a board position, following Robert's Rule of Order. If there is more than one person nominated for a position, a ballot vote will be taken.

Members of the Board:

The Board of Directors should be comprised of a minimum of six individuals, but no more than 18. Voting members of the board could include: president, vice-president of baseball, vice president of softball, treasurer, secretary, player agent, safety officer, property (fields) manager, (playing) equipment coordinator, and the league information officer, and auxiliaries coordinator (fundraising, concessions, sponsors).

Board of Directors (see appendix for current year changes and names of members)



Non-Voting Members: Individual league coordinators (i.e., T-Ball, minors, majors, etc) are non-voting (ex-officio) members of the board. They are expected to attend all board meetings during the season and help guide their respective umbrella leagues (i.e., baseball, softball) throughout the year.

Only Board members (with voting rights) can make motions at meetings, however, all general members can vote at general membership meetings. Motions should be restricted to items listed on the agenda.

The Board shall hold regular Board meetings as needed. It is suggested that the Board meet twice a month during the season. The Board should seek competitive bids on any expenditure above \$5,000.

If the president of the league is not available, the vice president with the longest tenure as vice president is referred to as the league's "senior vice president" and will assume the responsibilities of the president when necessary.

See the Elmer LL constitution for board member responsibilities.

Membership:

Regular members of Elmer LL are people who have children in the league or hold a recognized volunteer position (i.e., manager, coach, Board member). Members are to vote at all general membership meetings.

General Membership Meetings:

General membership meetings will be held the third week of every month in the Elmer Borough Hall, unless another meeting date is selected by the Board at the reorganization meeting.

Minutes of all Board and general meetings must be approved and then posted and archived on the league's website. The secretary must also keep a paper copy of all minutes and reports for each year.

Notices of general membership meetings must be made in the Elmer Times, emailed to players' parents and the membership, and posted to the league website.

Suspension or Termination of a Member (Volunteer/Manager/Coach):

Membership may be terminated by resignation or action of the Board of Directors as follows. The Board of Directors, by a two-thirds vote of the full board at any duly constituted Board meeting, shall have the authority to discipline or suspend or terminate the membership of any member, including managers and coaches, when the conduct of such person is considered detrimental to the best interests of the league. The member involved shall be notified of such meeting, informed of the general nature of the charges and given an opportunity to appear at the meeting (during a closed session) to answer such charges. The affected member can appeal the decision of the Board, at which time a Little League representative (not from Elmer LL) will preside over a second hearing. However, the decision of the board shall stand until the second hearing can be held (usually within two weeks).

Filing a Complaint against an Individual:

It should be noted that all the members of the Elmer Little League are volunteers. Any player or parent who wants to file a complaint against a member of the league (i.e., coach, other parent, board member) must first try to resolve the situation with the person of concern. If the situation remains unresolved, the complainant can go to the league coordinator who will try to mediate a resolution between the parties. Any complaint must be brought to the league coordinator within 30 days of the incident. If an acceptable resolution is not achieved, the complainant may file a grievance, in writing, with the vice president of his or her respective league within the next 15 days. The league

VP will review the grievance, contacting all parties involved, and try to resolve the grievance. If no resolution is forthcoming within 10 days, the league VP will then present the grievance to the Elmer Little League Board at the next scheduled meeting. Both parties in the grievance will be notified as to the date and time of this meeting. All interested parties may elect to attend this meeting and may be allowed to address the Board at its discretion. The Board will meet in Executive Session and deliver its decision, in writing, within 5 days. The Board will have the option of presenting its decision verbally upon leaving the Executive Session.

Selection of Coaches:

The league president will recommend a slate of managers and coaches to the Board for its final approval at the February general membership meeting; vacancies will be filled at the March and/or April meeting. If the president does not intend on recommending that a coach retain his or her team/position, the president must notify that coach at least seven days prior to the meeting. That coach may request a private meeting with the Board to appeal the president's recommendation.

Each team (major boys & girls; senior boys & girls) can only have one manager and one coach prior to the draft. Additional coaches can be added after the draft.

Managers/Coaches' Responsibilities:

All managers and coaches must submit to a league background check every year. Managers are also required to attend:

- The annual managers meeting in February
- All general-membership meetings
- Safety training

Participation at meetings by dedicated and informed members is critical to the health of the league. Managers and board members can have only two unexcused absences from general membership meetings a year. The manager can send a designee (i.e., a coach), but the manager is responsible if the representative has an unexcused absence. An excused absence is granted if the manager or board member notifies the president or secretary of his or her planned absence before the meeting. More than two unexcused absences can lead to forfeiture of the person's position.

Selection of All-Star Team Managers

The manager of the team with the best regular season record shall have first choice of coaching an All-Star team. The coaches (assistants) shall be selected from the ranks of the regular season coaches. Head coaching positions for additional All-Star teams must be offered to coaches in the order of their regular season finish.

General Guidelines for Play:

- The home team coaches prepare the field; visitors rake the field after the game and put away the bases.
- All play should be in accordance with Little League rules and regulations.
- Player pools can be created by the individual leagues (i.e., majors, seniors), however, the decision must be made prior to the season. See the Little League manual for player pool rules.
- General guidelines of play may differ from league to league within Elmer LL – see appendix.
- Major league baseball and softball should discuss the following issues prior to each season: 10-run rule and continuous batting order.

Player Draft

The vice presidents of softball and baseball or their designees are responsible for coordinating and running their respective tryouts and drafts.

Guidelines for Play

The league follows the official Little League rules for play. However, there are usually slight adjustments made at different levels of play to improve the level of play. These guidelines will be voted upon within the individual leagues before opening day.

Recommended League Calendar

September

Reorganization meeting (third week)
Board voted in
Annual financial audit presented treasurer
Annual state of the league presented by president

October

Equipment and uniform expenditures authorized
Off-season field and complex repairs made
Reserve fields in Upper Pittsgrove and Pittsgrove for games and practices for next season.

November

Spring calendar created
Submit charter to LL for up-coming year
By-laws and constitution reviewed
Fundraiser(s) approved
Registration fees set

December

Coach training discussed

January

Sponsorship solicitation letters mailed
Determination of Interleague play decided (league identified)

Reserve fields at locations other than the Elmer LL Complex
Newsletter published and distributed
Online registration begins

February

Safety training held
Mandatory managers/coaches meeting held
Managers/coaches approved
Registration – In person

March

Try-outs
Draft
Two clean-up days held
Game schedules finalized and posted

April

Opening day, season begins
Photo day
Fundraiser money due

June

All-star teams selected

July

Off-season maintenance schedule approved
All equipment inventoried

Financial Audit

The treasurer and president shall present an annual financial audit at the reorganization meeting. Below are categories to be included in the report.

Treasurer: (name and signature)

President: (name and signature)

Fiscal year audit:

Name of league bank:

Number of players registered by league:

Registration Fees:

Candy Fee:

Buy-out Fee:

Team Sponsors:

Sign Sponsors:

Revenues

Registration:

Candy \$:

Buy-out \$:

Sign sponsorship:

Team sponsorship:

Baseball concession stands:

Softball concession stands:

Donations:

Other:

Expenses

Playing equipment:

Regular season uniforms:

All-star team uniforms:

Complex maintenance:

Bathroom maintenance:

Food for concession stands:

Waste disposal:

Trophies:

Promotional materials:

Umpires:

Insurance:

League registration:

Registration waivers:

In-kind waivers:

Outstanding debt to be collected:

Outstanding debt to be paid:

Appendix

Description of Duties:

Field maintenance manager:

1. Mow grass on fields
2. Fertilize grass
3. Apply weed killer
4. Kill grass/weeds along fences
5. Paint as needed
6. Remove/install signs of sponsors on fences
7. Clean out and organize equipment sheds
8. Turn water on in spring/off in fall
9. Put trash cans out in spring/put them away in fall
10. Take down/install batting nets
11. Maintain mower and groomer
12. Put trashcans in central location every Tue. night for trash pick up
13. Maintain buildings
14. Organize clean up day before start of season

Baseball Instructional-League Coordinator

It is the responsibility of the Coordinator to see that the following is accomplished:

1. After signups decide how many teams the Level should have and inform Sponsor Coordinator.
2. Secure head coach and at least one manager for each team and report names to Player Agent.
3. Make up team rosters for each team attempting to make them as even as possible considering parent requests, player ties, ages, and locales.
4. Hold coaches meetings and keep all coaches informed of LL info.
5. Make up a schedule of games.
6. Make a schedule of practice times for each team at the Inst. field.
7. Be responsible for all roster changes.
8. Encourage coaches and teams to turn in fund raiser money on schedule.
9. Encourage coaches and parents to attend any baseball clinics offered by LL.
10. Review and update playing guidelines before the start of each season with coaches.

Safety Coordinator

1. Review and update the league's safety policy each year.
2. Work with coaches to collect all background check form before opening day.
3. Schedule and organize annual safety training for coaches