**BRANFORD LITTLE LEAGUE**

**P.O. BOX 611**

**BRANFORD, CT 06405**

**BRANFORD LITTLE LEAGUE**

**BY-LAWS / CONSTITUTION**

**2014**

**Nancy Kendrick**

**President, Branford Little League**

**November 19, 2013**

**ARTICLE I**

**NAME**

This organization shall be known as Branford Little League Baseball, Inc., herein after referred to as "the League".

**ARTICLE II**

**OBJECTIVE**

**Section 1**

The objective of the Branford Little League Inc. shall be to implant firmly in the children of the community the ideals of good sportsmanship, honesty, loyalty, courage and respect for authority, so that they may be well adjusted, stronger and happier children and will grow to be good, decent and trustworthy citizens.

**Section 2**

To achieve this objective, the League will provide a supervised program under the Rules and Regulations of Little League Baseball, Inc. All Officers and Members shall bear in mind that the attainment of exceptional athletic skills or the winning of games is secondary and the molding of future citizens is the prime importance. In accordance with section 501-©-(3) of the *Federal Internal Revenue Code,* the League shall operate exclusively as a non-profit organization providing a supervised program of competitive baseball games. No part of the earnings shall inure to the benefit of any private shareholder or individual; no substantial part of the activities of which is carrying on propaganda, or otherwise attempting to influence legislation and which does not participate in or intervene in any political campaign on behalf of any candidate for public office.

**ARTICLE III**

**MEMBERSHIP**

**Section 1**

*Eligibility.* Any person sincerely interested in active participation to affect the objective of the League may apply to become a Member.

**Section 2**

*Classes.* There shall be the following classes of Members:

**(a.) Player Members.** Any player candidate meeting the requirements of *Little League Regulation IV* and who resides within the authorized boundaries as set forth in the *League Charter* shall be eligible to compete for participation but shall have no rights, duties or obligations in the management or in the property of the League.

**(b.) Regular Members.** Any person actively interested in furthering the objectives of the League may become a Regular Member upon election. Only Regular Members in good standing are eligible to vote at Membership meetings. All Officers, Board Members, Division Commissioners, Head Coaches, Assistant Coaches, Player Agents, Umpire Coordinator, Field Maintenance and other elected or appointed officials must be active Regular Members in good standing. The Executive Board, by a majority vote, may deny Membership for just cause.

**(c.)** **Honorary Members.** Any person may be elected as Honorary Member by the unanimous vote of all Officers and Members present at any duly held meeting of the Executive Board but shall have no rights, duties or obligations in the management or in the property of the League.

As used hereinafter, the word "Member" shall mean a Regular Member unless otherwise stated.

**Section 3**

*Other Affiliations.* Members, whether Regular or Player, shall not be required to be affiliated with another organization or group to qualify as Members of the League. Regular Members should not be actively engaged in the promotion and/or operation of any other baseball program.

**Section 4**

*Suspension or Termination.* Membership may be terminated by resignation or action of the Executive Board as of follows:

**(a.) Discipline.** The Executive Board, by majority vote of those present at any duly constituted Board meeting, shall have the authority to discipline or suspend or terminate the membership of any Member of any class, including managers and coaches, when the conduct of such person is considered detrimental to the best interests of the Local League and/or Little League Baseball. The Member involved shall be notified of such a meeting, informed of the general nature of the charges and given an opportunity to appear at the meeting to answer such charges.

**(b.)** The Executive Board shall, in case of a Player Member, give notice to the manager of the team for which the player is a Player Member. Said manager shall appear, in the capacity of an adviser, with the player before the Executive Board or a duly appointed committee of the Board of Directors. The player’s parent(s) or legal guardian(s) may also be present. The Executive Board shall have full power to suspend or revoke such player’s right to future participation by a majority vote of those present at any duly constituted meeting.

Note: No Member of any class shall be permitted an attorney at such hearings.

**ARTICLE IV**

**DUES**

**Section 1**

Dues for Regular Members may be fixed at such amounts as the Executive Board shall determine prior to the beginning of any membership period.

**Section 2**

Members who fail to pay their fixed dues within thirty (30) days from the time the same becomes due shall be dropped from the rolls and shall forfeit all rights and privileges of Membership.

**Section 3**

Dues shall be waived for all Executive Board Members, Committee Members, Head Coaches, Assistant Coaches (maximum of two (2) per team) and other appointed positions.

**Section 4**

A reasonable participation fee will be assessed as a parents' obligation to assure the operational continuity of the League and are separate from membership dues.

**ARTICLE V**

**GENERAL MEMBERSHIP MEETINGS**

**Definition.** A General Membership Meeting is any meeting of the membership of the league. A minimum of one per year is required.

**Section 1**

*Annual Meeting.* The Annual Meeting of the Members of the League shall be held each year between November 15 and November 30 for the purpose of electing Officers of the Executive Board.

**Section 2**

*Notice of Meeting.* Notice of the Membership Meeting shall be delivered personally, electronically or by mail to each Member at the last recorded address at least ten (10) days in advance thereof setting forth the place and time of the Meeting.

**Section 3**

*Special Meetings.* Upon written request of 25% of the Members, the Executive Board shall call a special meeting to consider a special subject. No business other than that specified in the notice of the meeting shall be transacted at any special meeting of the Members.

**Section 4**

*Regular Meetings.* Regular Meetings shall be held monthly pursuant to a schedule developed by the Executive Board no later than January **1** following elections. Regular meetings maybe cancelled by a majority vote of the Members at the previously scheduled meeting with Executive Board approval.

**Section 5**

*Voting.* Only Regular Members shall be entitled to vote at any meeting of the League.

**Section 6**

*Absentee Ballot.* For the expressed purpose of accommodating a Member in good standing who cannot be in attendance at the Annual Meeting, an absentee ballot may be requested and obtained from the Secretary of the League. The absentee ballot shall be properly completed, signed and returned in a sealed envelope to a member of the Elections Committee prior to the date of the Annual Meeting and the election of members to the Executive Board.

**Section 7**

*Rules of Order. Roberts Rules of Order* shall govern the proceedings of all meetings, except where same conflicts with the Constitution or By-Laws of the League.

**ARTICLE VI**

**EXECUTIVE BOARD**

**Section 1**

*Board and Number.* The management of the property and affairs of the League shall be vested in the Executive Board. The Executive Board shall consist of the elected positions of the President, Vice President, Secretary, Treasurer, Safety Officer and Umpire Coordinator. The Executive Board shall, upon election, immediately enter upon the performance of their duties and shall continue in office until their successors shall have been duly elected and qualified.

**Section 2**

*Increase in number.* The number of Executive Board members so fixed at the Annual Meeting may be increased at any General Membership Meeting or Special meeting of the Members. If the number is increased, the additional Directors may be elected at the meeting at which the increase is voted, or at any subsequent General Membership Meeting. All Elections of the additional Directors shall be by majority vote of all Regular Members present or represented by a properly executed and signed absentee ballot filed with the Secretary prior to the election meeting.

**Section 3**

*Vacancies.* If any vacancy occurs in the Executive Board, it may be filled by a majority vote of the remaining members of the Executive Board at any regular meeting or at any special meeting called for that purpose.

**Section 4**

*Meetings, Notice and Quorum.* Meetings of the Executive Board shall be held following the Annual Election and on such days thereafter as shall be determined by the Board. The President or the Secretary may, whenever they deem it advisable, ***or, the*** Secretary shall, at the request in writing of the majority of Executive Board Members, issue a call for a special meeting of the Board. Notice of each meeting shall be given by the Secretary to each Executive Board Member either personally, electronically or by mail at least three (3) days before the time appointed for the meeting to the last recorded address of each Executive Board Member.. In the case of Special Meetings, such notice shall include the purpose of the meeting and no matters not so stated may be acted upon at the meeting.

A majority of the Executive Board shall constitute a quorum for the transaction of business.

**Section 4**

*Duties and Powers.* The Executive Board shall have the power to appoint such standing committees as it shall determine appropriate 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 meeting and the management of the League as it may deem proper.

The Board shall have the power by a two-thirds (2/3) vote of full Executive Board, at any Regular or Special Meeting, to discipline, suspend or remove any Member of the Executive Board or Committee Member of the League in accordance with procedure set forth in *Article IIL Section 4.*

The Membership shall receive at the November meeting of the Members of the League a report verified by the President and the Treasurer, or by a majority of the Executive Board, showing the whole amount of real and personal property owned by the League, where located, and where and how invested, the amount and nature of the property acquired during the year immediately preceding, the date of the report and the manner of the acquisition; the amount applied, appropriated or expended during the year immediately preceding such date, and the purposes, objects or persons to or for which such applications, appropriations or expenditures have been made; and the names and places of residence of the persons who have been admitted to membership in the League during such year, which report shall be filed with the records of the League and an abstract thereof entered in the minutes of the proceedings of the Annual Meeting.

A copy of such report shall be forwarded to Little League Headquarters.

**ARTICLE VIII**

**OFFICERS, DUTIES AND POWERS**

**Section 1**

*Officers.* The Officers of the League shall consist of a President, Vice President, Secretary, Treasurer, Player Agent(s), Safety Commissioner, Division Commissioners, Field Maintenance Commissioner and Umpire Coordinator all of whom shall hold offices for the ensuing year or until their successors are duly elected.

The Executive Board shall, by majority vote, fill any vacancy which may occur within thirty (30) days.

**Section 2**

*President.* The President shall:

(a) Conduct the affairs of the League and execute the policies established by the

Executive Board.

(b) Present a report of the condition of the League at the Annual Meeting.

(c) Communicate to the Executive Board such matters as deemed appropriate and make such suggestions as may tend to promote the welfare of the League.

(d) Be responsible for the conduct of the League in strict conformity to the

policies, principles, Rules and Regulations of the Little League Baseball, Inc. as agreed to under the conditions of the charter issued by the League of that organization.

(e) Investigate complaints, irregularities and conditions detrimental to the League

and report them to the Executive Board or a committee as circumstances warrant.

(f) Prepare and submit an annual budget to the Executive Board and be responsible for the proper execution thereof.

(g) With the assistance of the Player Agent(s), examine the application and supporting proof documents of every player candidate and certify to residence and age eligibility before the player may be accepted for try-outs and selection of District (All-Star) Teams.

**Section 3**

*Vice President.* The Vice President shall:

(a) Serve at the discretion of the President.

(b) In the absence of the President, perform the duties of the President and when so acting shall have all the powers of that office.

**Section 4**

*Secretary.* The Secretary shall:

(a) Be responsible for recording the activities of the League and maintain appropriate files, mailing lists and necessary records.

(b) Perform such duties as are herein specifically set forth in addition to such other duties as are customarily incident to the office of Secretary or as may be assigned by the Executive Board.

(c) Maintain a current list of all Regular and Honorary Members, Executive

Board Members and Committee Members.

(d) Give notice of all meetings of the League, the Executive Board and Committees.

(e) Keep the minutes of the meetings of the Regular Members and the Executive Board and cause them to be recorded in a book kept for that purpose. Minutes shall be available upon written request.

(f) Shall conduct all correspondence not specifically delegated in connection with said meetings and shall be responsible for carrying out all orders, votes and resolutions not otherwise committed

**Section 5**

*Treasurer.* The Treasurer shall:

(a) Perform such duties as are herein specifically set forth and such other duties as are customarily incident to the Office of the Treasurer or may be assigned by the Executive Board.

(b) Receive all monies and securities and deposit same in a depository approved

by the Executive Board.

(c) Keep records for the receipt and disbursement of all monies and securities of the League, approve all payments from allotted funds and draw checks therefore in agreement with policies established in advance of such actions by the Executive Board.

(d) Prepare an annual budget, under the direction of the President for submission

to the Executive Board at the November meeting.

(e) Prepare an annual financial report under the direction of the President for submission to the Membership and Executive Board at the November meeting.

**Section 6**

*Player Agent(s).* The Player Agent(s) shall:

1. Record all player transactions and maintain an accurate and up to date record thereof.
2. Receive and review applications for player candidates and assist the President in verifying residence and age eligibility.
3. Conduct the tryouts, the player draft and all other player transactions or selection meetings.
4. Prepare the Player Agent’s List.
5. Prepare for the President’s signature and submission to Little League Headquarters, team rosters, including players’ claimed, and the tournament team eligibility affidavit.
6. Notify Little League Headquarters of any subsequent player replacements or trades.

**Section 7**

*Safety Officer.*The Safety Officer shall:

(a) Be responsible to create awareness, through education and information, of the opportunities to provide a safer environment for youngsters and all participants of Little League Baseball.

(b) Develop and implement a plan for increasing safety of activities, equipment and facilities through education, compliance and reporting.

NOTE: In order to implement a safety plan using education, compliance and reporting, the following suggestions may be utilized by the Safety Officer:

(1) Education - Should facilitate meetings and distribute information among participants including players, managers, coaches, umpires, league officials, parents, guardians and other volunteers.

(2) Compliance - Should promote safety compliance leadership by increasing awareness of the safety opportunities that arise from these responsibilities.

(3) Reporting - Define a process to assure that incidents are recorded, information is sent to league/district and national offices, and follow-up information on medical and other data is forwarded as available.

**Section 8**

*Commissioners.* A Commissioner from each division will be elected by a majority vote of the Membership. The Commissioners shall:

(a) Be an Officer of the Board, attend meetings and have full voting

rights.

(b) Be responsible for rules, scheduling, player movement between divisions, screenings/try-outs and holding periodic meetings, if necessary, to discuss topics pertinent to their division.

(c) Perform other duties assigned by the Executive Board.

**Section 9**

*Field Maintenance Commissioner.* The commissioner will be elected by a majority vote of the membership. The Commissioner shall:

1. Maintain and supervise fields and grounds keeping equipment
2. Purchase grounds keeping and equipment related supplies
3. Be liaison with the Town of Branford on maintenance and concerns with complex (including but not limited to fields, buildings, parking lots etc.

**Section 10**

*Umpire Coordinator.* The Commissioner will be elected by a majority vote of the membership. The Commissioner shall:

1. Supervise and train umpires
2. Handle all scheduling of umpires during regular season and post-season if applicable.

**ARTICLE VII OTHER COMMITTEES**

The Board may form committees as necessary from Regular Members of the League. Each such committee shall be directed by a chairperson appointed by the Board and shall call meetings to conduct the business of the committee. Reports from various chairpersons will be submitted as agenda items to the Secretary to be reviewed at regular meetings.

**Section 1**

*Nominating and Elections Committee.* At the September meeting the Executive Board may appoint a Nominating and Elections Committee consisting of one (1) representative of each division.

The committee shall investigate and consider eligible candidates and submit a slate of candidates at the November meeting.

Nominations will only be accepted from the floor at the November meeting and by mail until the date of the November meeting.

**Section 2**

*Tournament committee.* The Executive Board shall appoint a Tournament Committee consisting of the League Vice President as chairperson and two (2) other members.

The committee shall assist the District Administrator in inter-league district functions.

The committee shall oversee the selection of all tournament sites and teams.

**Section 3**

*Grievance Committee.* The Grievance Committee shall be appointed by a majority vote of the Executive Board. The Grievance Committee shall consist of three (3) individuals not presiding on the Executive Board. The sole function of the Grievance Committee shall be to adjudicate appeals of Executive Board decisions regarding personnel matters.

(a) Upon receipt of the appeal, the Grievance Committee shall hold a meeting within seven (7) days. The member shall be notified of this meeting by certified mail. The member shall have the right to appear and be defended by any other member at this meeting. The Executive Board may send a representative of the Executive Board to defend their position.

(b) The Grievance Committee shall render a written decision within three (3) days of the meeting date. All decisions of the Grievance Committee shall be final and binding.

(c) No member shall be permitted an attorney at such hearings.

**ARTICLE IX**

**COACHES AND UMPIRES**

**Section 1**

The Executive Board shall select coaches. The Board reviews and approves the President's selections. Head Coaches shall be responsible for the selection of their teams and their actions on the field. (See Code of Ethics).

**Section 3**

Umpires shall be appointed by the President and approved annually by a majority vote of the Executive Board.