

## **WESTERN DULUTH LITTLE LEAGUE, INCORPORATED BY-LAWS**

### **ARTICLE I-NAME**

#### SECTION 1

The name of this association shall be the WESTERN DULUTH LITTLE LEAGUE, INCORPORATED.

### **ARTICLE II-PURPOSE**

#### SECTION 1

The purpose of the association shall be to encourage and enable youth of Western Duluth Minnesota as described by the boundaries designated by Minnesota District #3 of Little League International to participate in baseball and softball, and to promote goodwill and sportsmanship among its members.

#### SECTION 2

WESTERN DULUTH LITTLE LEAGUE, INCORPORATED is a non-profit organization established entirely for the benefit of youth baseball and softball. The association will not carry on any activities not permitted to be carried on by an organization exempt from Federal Income Tax under Section 501 (c) (3) of the Internal Revenue Code of 1986.

#### SECTION 3

In case of dissolution of the WESTERN DULUTH LITTLE LEAGUE, INCORPORATED, all moneys, equipment and other assets shall be donated to any group wishing to organize another youth baseball or softball organization in Duluth, Minnesota, or shall be donated to another non-profit organization in Duluth, Minnesota.

### **ARTICLE III-MEMBERSHIP**

#### SECTION 1

Membership of this organization shall consist of the Board of Directors. All volunteers to Western Duluth Little League Incorporated, in any capacity, must submit to a Criminal Offender Record Information, or "CORI" test, as administered by the City of Duluth Police Department.

### **ARTICLE IV-BOARD OF DIRECTORS**

#### SECTION 1 – BOARD ROLE, SIZE AND COMPENSATION

The board is responsible for overall policy and direction of the association. The board shall have up to 15, but not fewer than 10 members. The board receives no compensation other than reasonable expenses.

## SECTION 2 – TERMS

All board members shall serve three-year terms, but are eligible for re-election for up to two consecutive terms. If, after the expiration of the second consecutive three-year term, an individual may be considered for election to the board only after departing from the board for one year after the expiration of his or her second consecutive term. For purposes of this section, the board's fiscal year begins on December 1<sup>st</sup>.

## SECTION 3 – MEETINGS AND NOTICE

The board shall meet at least six (6) times per year, at an agreed upon time and place. An official board meeting requires that each board member have written notice at least two weeks in advance.

## SECTION 4 – BOARD ELECTIONS

The election of vacancies on the board of directors will take place at the regularly scheduled meeting in the month of November to replace those whose terms will expire at the end of the board's fiscal year, which ends in November. Nominations for vacancies on the board will be accepted at the regularly scheduled meeting in the month of October.

## SECTION 5 – ELECTION PROCEDURE

New directors shall be elected by a three-fourths (75%) of directors present at such a meeting, provided there is a quorum present. Directors so elected shall serve a term beginning on the first day of the board's fiscal year, which begins on December 1<sup>st</sup>.

## SECTION 6 – QUORUM

A quorum must be attended by at least fifty percent (50%) of board members for business transactions and motions to pass.

## SECTION 7 – OFFICERS AND DUTIES

There shall be four (4) officers of the board, consisting of a president, vice-president, secretary and treasurer. The duties are as follows.

### **PRESIDENT**

- Oversees the running of the League
- Maintains records and documents of all divisions of the WESTERN DULUTH LITTLE LEAGUE, INCORPORATED
- Presides at all scheduled meetings
- Oversees all offices of the Board of Directors
- Insures all duties are being done in an efficient and expedient manner
- Delegates changes in duties and responsibilities

#### VICE-PRESIDENT

- Assists the President in all matters pertaining to the League
- Chairs all the Committees run in the League
- Assumes all duties of the President in cases of illness or absence
- Gives committee reports when needed
- Supervises, or delegates to another individual, the All-Star selection and Tournament teams

#### SECRETARY

- Responsible for keeping records of board meetings.
- Responsible for taking of minutes at all board meetings.
- Sends out meeting announcements.
- Distributes copies of minutes and the agenda
- Assures that corporate records are maintained.
- Works with the Treasurer regarding the preparation of the League's income tax returns.

#### TREASURER

- Handles all moneys
- Keeps all records pertaining to the financial situation of the League
- Maintains accounts payable and receivable
- Submits financial reports at each scheduled meeting
- Will sign – along with the League President or Vice President – checks related to League business. All League-related checks will require two signatures as noted herein.
- Any expenditure in excess of \$1,000.00 must be approved by a majority of the board.
- Works with the secretary regarding the preparation and filing of the League's income tax returns.

#### SECTION 8 – VACANCIES

When a vacancy on the board exits mid-term, the secretary must receive nominations for new members from present board members two weeks in advance of a board meeting. These nominations shall be sent out to board members with the regular board meeting announcement, to be voted upon at the next board meeting. These vacancies will be filled only to the end of the particular board member's term.

#### SECTION 9 – RESIGNATION, TERMINATION, AND ABSENCES

Resignation from the board must be in writing and received by the secretary. A board member shall be terminated from the board due to excess absences, more than three unexcused absences from board meetings in a year. A board member may be removed for other reasons by a three-fourths vote of the remaining directors.

#### SECTION 10 – SPECIAL MEETINGS

Special meetings of the board shall be called upon the request of the president, or one-third of the board. Notices of special meetings shall be sent out by the secretary to each board member at least two weeks in advance

## **ARTICLE V-UMPIRES**

### SECTION 1.

The assigning of umpires and training of same will be handled by the Umpire-in-Chief with the approval of the Board of Directors.

Umpires must be approved by the Umpire-in-Chief. When umpires are not available for a game, an umpire may be selected by mutual consent of both participating managers.

The duties of the Umpire-in-Chief shall be.

- Provides umpire training.
- Schedule umpires.
- Member of protest committee

## **ARTICLE VI-DIVISION AND NUMBER OF TEAMS**

### SECTION 1.

The current Little League Rule Book will determine teams, unless amended by a vote of the Board of Directors.

## **ARTICLE VII-COORDINATORS, MANAGERS AND COACHES**

### SECTION 1.

The Board of Directors will assign one (1) Coordinator to each Division level of Baseball and Softball. The Board of Directors will assign one (1) Manager and one (1) Coach to each team where possible. Any team may obtain more than one (1) coach. However, only the Team Manager will have a vote in the All-Star and Tournament teams selections.

### SECTION 2.

#### **COORDINATORS**

- Shall be assigned – one per division – by the Board of Directors
- Service as the Player Representative for teams in the Division
- Supervise All-Star Team selection with the Vice President

## **ARTICLE VIII-COORDINATORS, MANAGERS AND COACHES**

### SECTION 3

#### **MANAGERS**

- Must be approved by the Board of Directors
- Are responsible to the Board of Directors

- Must have at least one (1) year of experience as a coach in the Minor/Major League baseball/softball system prior to becoming a Manager in the Major League system. The Board of Directors must approve exceptions to this Section.
- Responsible for collection and maintenance OF UNIFORMS AND EQUIPMENT AS DIRECTED BY THE Board
- Responsible for the well-being and safety of players while at practice, games and such
- Have one (1) VOTE FOR SELECTIONS OF All-Star and Tournament teams
- Any manager resigning during the season may return to the team as a Coach upon approval of the Board.
- Managers resigning after the season may return the next season upon approval of the Board.

#### SECTION 4

##### COACHES

- Must be approved by the Board of Directors and acceptable to the present team manager
- Become acting manger when the manager is absent or until the Board of Directors appoints a new manager

#### SECTION 5

##### COORDINATORS, MANAGERS AND COACHES

- No alcoholic beverages, drugs or tobacco use will be allowed on the playing field or in the dugout area, whether during practice or games.
- Profane language, or other issues regarding sportsmanship, may call for automatic suspension pending appeal to the Board of Directors.

#### SECTION 6

##### REPLACEMENT OF COORDINATORS, MANAGERS AND COACHES

- After announcing that a vacancy exists, and reviewing the qualifications of those interested in the open position(s), the Board of Directors would vote on the appointment(s), and if the President of the League has been so empowered, he/she would appoint the replacement(s).

### **ARTICLE IX-PLAYERS**

#### SECTION 1

Per the current rulebook, with amendments, the following applies:

- (a) A player quitting a team is no longer eligible for League play in this year.
- (b) A player ejected from two (2) games during a season by an umpire shall upon the first ejection receive a warning, and upon the second ejection, receive a suspension from League play for the next three (3 regularly scheduled games. After two (2) ejections, approval for a player to play in All-Star or Tournament games will be at the discretion of the Board.
- (c) If a player is ejected from a third (3<sup>rd</sup>) game, the player is not eligible FOR WESTERN DULUTH LITTLE LEAGUE, INCORPORATED play.
- (d) Players fighting in a scheduled game automatically receive a two (2) game suspension and will be removed from the game which the infraction occurs. The Board of Directors can administer additional penalties as well.

- (e) Players using abusive language will receive a one (1) game suspension and will be removed from the game in which the infraction occurs. The Board of Directors can administer additional penalties.
- (f) No tobacco use is allowed by player on the playing field or in the dugout.
- (g) Only players in uniform or players on the team roster will be allowed in the dugout. Infraction of the By-Law may result in forfeiture of the game.
- (h) Players throwing bats and/or equipment in frustration will be removed from the game. Should there be a second offense, it will result in a one (1) game suspension and removal from the game in which the infraction occurs.
- (i) The above rules will be controlled and enforced by the Umpire-in-Chief (Plate Umpire) in charge of the game in which the infraction occurs.

## **ARTICLE X-REMOVAL OF A LEAGUE PARTICIPANT**

### SECTION 1.

In the event that a Coordinator, Coach, Manager, Volunteer, Umpire, or Official – elected or appointed – is found to be not satisfactory in the performance of duties, that person can be removed from participation in the League.

The steps for removal will be handled as follows:

- (a) A statement of charges will be presented to a full meeting of the Board of Directors. In cases where Board Members are involved, they will temporarily step down from their office. The person(s) being charged will be invited to the Board of Directors meetings, but the person(s) need not be in attendance.
- (b) A full hearing of all facts pertinent to the situation will be heard, after which time the Board will vote for a solution to the case. The solution must carry a majority vote.
- (c) A written summary of the discussion, as well as a written description of the solution will be entered into the records of the meeting and a copy provided to the person(s) being considered for removal.
- (d) In serious violations, the President or Board of Directors can temporarily suspend such person from further League participation, pending an investigation by the Board of Directors.

## **ARTICLE XI-CASES INVOLVING PLAYERS**

### SECTION 1

In the event that a player in any subdivision has a problem with officials coordinators, managers, coaches, umpires, or volunteers, of the WESTERN DULUTH LITTLE LEAGUE, INCORPORATED or any other organization that the WESTERN DULUTH LITTLE LEAGUE, INCORPORATED would be involved with, such as others in the All-Star or Tournament series, in a district or duly authorized game with another League or Leagues, the division Coordinator or his/her assistant will act on behalf of and represent that player in his/her dealings with those involved.

### SECTION 2

It is the desire of the Board of Directors and the League to have these problems resolved at the Coordinator level, but if further action is required, the player can be removed from the league under the rules and means set forth in ARTICLE IX.

### SECTION 3

In cases where there is a serious violation of the rules and Articles of the League, the President or authorized Board member can temporarily suspend said player, pending a conference with the Coordinator or Board of Directors' hearing.

## **ARTICLE XII-ALL-STAR SELECTION: MAJORS**

### SECTION 1

All-Star selection in all subdivisions of the League will strictly adhere to the current official Little League Rulebook.

### SECTION 2

A system of voting will be created and administered by the Coordinator.

All players desiring to participate on the All-Star team will be given the opportunity to try out for the team. The All-Star team will be selected by the majority vote of the independent evaluators as selected by the Coordinator.

## **ARTICLE XIII-COORDINATOR AS SAFETY OFFICER**

### SECTION 1

The safety officer coordinates all safety activities including supervision of ASAP (A Safety Awareness Program), ensures safety in player training, ensures safe playing conditions, coordinates reporting and prevention of injuries, solicits suggestions for making conditions safer, and reports suggestions to Little League International through ASAP.

### SECTION 2

The coordinator of each division must monitor and report on overall League safety. The Coordinator reports to the President of the Board, who may delegate some of the workload of these duties to other Board members. The final responsibility to League action lies within the President's office.

### SECTION 3

Regarding the Umpires' duties with respect to safety of League members in the course of a game: if there is a question of safety, the Umpire-in-Chief of that game may stop proceedings and make a determination as to the solution of the problem, and may seek the opinion of the managers, Leagues and spectators.

## **ARTICLE XIV-CONCESSION COORINATOR**

### SECTION 1

Maintains the operation of concession facilities.

- Organizes the purchase of concession products

- Responsible for the management of the concession sales at league events.
- Schedules volunteers to work the concession booth during league events.
- Organizes, tallies and keeps records of concession sales and purchases.

## **ARTICLE XV-SCHEDULES**

The game schedule will be made up by, and distributed through, the League Coordinators. All scheduled games for the season will be played in all Divisions, where possible. Rainouts, canceled games, suspended games or postponed games must be rescheduled and played whenever possible.

## **ARTICLE XVI-AWARDS**

All awards will be with and at the discretion of the Board of Directors.

## **ARTICLE XVII-EQUIPMENT COORDINATOR**

**Equipment Manager** – Stores, cares for, keeps an inventory of, hands out, and collects all equipment at all levels. Purchases equipment when needed, and replaces defective or broken equipment when called upon.

All equipment for a team will be checked prior to the start of a game by the umpire. This equipment must meet Little League standards.

There shall be at least five (5) helmets per team to be carried with the equipment for the major and minor teams.

All coaches will maintain and be responsible for equipment issued.

## **ARTICLE XVIII-MISCELLANEOUS RULES**

### SECTION 1

#### **NON-PLAYING DISTURBANCES**

At the discretion of the Board of Directors, players that are involved in disturbances at the WESTERN DULUTH LITTLE LEAGUE, INCORPORATED area, who are not involved in baseball games at the time of the infraction, may receive up to three (3) game suspensions, and a second offense will result in suspension for the year.

### SECTION 2

#### **THREE INNING RULE**

To insure that all players get the time in that is due them, Little League rules shall govern playing time in all Divisions.



SECTION 3

**GROUND RULES**

Each division will set up a meeting prior to the start of the season where all the ground rules, playing rules and particular problems will be discussed, and a list of these arrangements will be voted on by the Board of Directors for that current season's playing rules. Each year these rules will be reviewed by the Divisions.

SECTION 4.

**PROTEST COMMITTEE**

- (a) The Executive Board will handle situations involving infractions of the rules relating to the game of baseball. All other disagreements must be channeled to the full Board of Directors as per the By-Laws.
- (b) The protest committee will consist of the Coordinator from each Division. The Vice-President will head this group. The Coordinator of a Division may take part in the hearing of protest regarding his/her Division, but must abstain from the voting on that particular issue.

Judgment calls of an umpire are not grounds for protest.

- (c) Any amendments, additions to or deletions from the above By-Laws will be covered by the Roberts Rules of Parliamentary Procedure.

Respectfully submitted by the Board of Directors, WESTERN DULUTH LITTLE LEAGUE, INCORPORATED

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President