

METHUEN WEST BASEBALL BY-LAWS

ARTICLE I — Officers

SECTION 1 – Nomination and Voting

The nomination and election procedure is outlined in the Constitution.

SECTION 2 – Duties of Officers

1. President - The League President shall perform the following duties:

- 1.1. Preside at all league meetings.
- 1.2. Assume full responsibility for the operation of the local league.
- 1.3. Appoint all committees and supervise the activity thereof.
- 1.4. Responsible for the conduct of League in strict conformity to the policies, principles, Rules and Regulations of Babe Ruth League, Inc. as agreed to under the conditions of the charter.
- 1.5. Be sure the charter application or continuation form is submitted to Babe Ruth Headquarters.
- 1.1. Is the chairperson of the Appeals Committee. Be responsible for local league protests and disputes (it is recommended a local league president not be connected with any team such as a manager or coach and not be an umpire of his league.)
 - 1.1.1. If the President wishes to become Manager of a team then the following must occur:
 - 1.1.1.1. He must recuse himself from the Coaches Selection Committee for the Division affected. The VP of that Division is then responsible for selection. The President may not sit in any meeting nor is he allowed to use his Veto power for any Manager of that Division.
 - 1.1.1.2. Prior to having the Coaches Selection Meeting, the President must notify the Board of his intention to put his name in for a Manager position. The Board must vote in the majority to allow the President to manage a team.
 - 1.1.1.3. The Coaches Selection Committee must then review him/her under the same guidelines as any other individual who has submitted their name. If selected, the same process of full Board approval must also follow.
 - 1.1.2. If the President is associated with a team, and the dispute is in regards to that team, then the President must recues himself from the decision making process.
 - 1.1.3.
- 1.2. Review finances with Treasurer
- 3.2 Is the Chairperson of the Coaches Committee for all regular season, summer teams and any other Manager/Coach selection needs.
- 3.2 Oversees all umpires in conjunction with the Vice President of each division.
- 3.2 Communicates to the Members such matters as deemed appropriate, and makes suggestions on how to promote the welfare of the League.
- 3.2 Investigates complaints, irregularities and conditions detrimental to the League and reports to the Board or Executive Steering Committee as circumstances warrant.
- 3.2 Is responsible for being the prime liaison with Babe Ruth League, Inc. Headquarters' and local State and District representation
- 3.2 Plan and implement a league-wide training program for all Managers and Coaches regarding rules and consistency in coaching methods
- 3.2 Responsible for maintaining and updating the Home Rules as approved by the Members.
- 3.2 Is the prime liaison for the City, including acquiring necessary permits from the City for all fields
- 3.2 Sets schedule for Board meetings
- 3.2 Ensures that at the June Meeting nominations are received for the next board and schedules the vote for the following September
- 3.2 Ensures that parents and league members are communicated to in an efficient and timely manner
- 3.2 Is the leader of the Executive Steering Committee

8. VICE PRESIDENT - Presides in the absence of the President and carries out such duties and assignments as may be delegated by the President. There shall be two Vice Presidents, one acting as the Player Agent for the Cal Ripken Division and one acting as the Player Agent for the Babe Ruth Division.

- 1.8. Is a member of the Executive Steering Committee
- 1.9. Responsible for game scheduling. This can be delegated, but the VP is responsible for getting the activity completed.
- 1.10. Responsible for ensuring appropriate umpire scheduling is completed
- 1.11. Responsible for assigning practice times

- 1.12. Responsible for canceling games due to poor weather conditions in conjunction with the Field Maintenance Director
- 1.13. Perform the duties of the Player Agent for Cal Ripken/Babe Ruth
 - 1.13.8. Records all player transactions and maintains an accurate and up-to-date record in the format determined by Babe Ruth League, Inc.
 - 1.13.9. Schedules and conducts the tryouts, the player draft and all other player transaction or selection meetings.
 - 1.13.10. Prepares for the President's signature and submission to Babe Ruth League, Inc., all information necessary for qualifying the district teams including rosters, managers, and the tournament team affidavit.
 - 1.13.11. Notify Babe Ruth League, Inc. of any subsequent player replacements or trades
- 1.14. Performs the duties of Coaching Coordinator for the league in question
 - 1.14.8. Brings to the Coaches Selection Committee suggested Managers and Coaches for approval of the President and subsequently, the Board.
 - 1.14.9. Represents the appropriate division in any disputes brought to the Appeals Committee
 - 1.14.10. Ensures that coaches and managers are communicated to and informed of any league wide information which should be directly handled through the divisional directors;
 - 1.14.11. Order and distribute training materials to players, coaches and managers;
 - 1.14.12. Coordinate mini-clinics as necessary;
 - 1.14.13. Responsible for ensuring that all divisional directors have secured the necessary CORI paperwork for all Coaches and Managers
- 1.15. Responsible for Summer District Teams. In conjunction with the divisional directors and Summer Tournament Director (when assigned), ensures that the selection process of players, managers and coaches are done in conjunction with Babe Ruth League, Inc. policies. Brings forward to the Coaches Committee the recommended candidates to manage and coach the summer district teams.
- 1.16. Responsible for working with divisional directors to ensure communication, scheduling and conflicts are resolved within the guidelines of Babe Ruth League, Inc.
- 1.17. Perform the duties of the President in the absence or disability of the President, provided he or she is authorized by the President or Members to act as such. When so acting, the Vice President shall have all the powers of that office. The Vice President with the most tenure in MWBA will be the first member in. If there is a tie, or tenure cannot be determined, then the Members majority vote will determine the active President.
- 1.18. Perform such duties as from time to time may be assigned by the Members or by the President

2. SECRETARY

- 1.2 Is a member of the Executive Steering Committee.
- 3.2 Schedules, receives and reviews applications for player candidates at all levels and validates residence and age eligibility.
- 1.3 Keeps the minutes of the meetings of the Members, the Board of Directors and the Executive Steering Committee, and publishes them to each member
- 1.4 Records the activities of the League and maintains appropriate files, mailing lists and necessary records.
- 1.5 Gives notice in appropriate formats of all meetings of the Local League, the Board of Directors and Committees
- 1.6 Responsible for ensuring meeting location is acquired.
- 1.7 Notifies Members, Directors, Officers and committee members of their election or appointment.
- 1.8 Responsible for execution of the vote in September for the new board members including managing the process the day of the vote and counting ballots and communicating results to the existing president as documented in the Constitution
- 1.9 Performs such duties as are 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 Board of Directors.
- 1.10 Maintains a list of all Regular and Honorary Members, Directors and committee members

3. TREASURER

- 3.3. Receives all donations, signup fees and other monies for the league and deposits them as determined by the Board of Directors
- 3.4. Responsible for getting the necessary charters paid within the time required by Babe Ruth League, Inc
- 3.5. Responsible for acquiring the necessary insurance
- 3.6. Keeps records for the receipt and disbursement of all monies of the Local League
- 3.7. Approves all payments from allotted funds and draw checks in agreement with policies approved of in advance by the Board of Directors.
- 3.8. Provides an accounting of all funds received and paid out along with balance and financial projections at each Board meeting
- 3.9. Prepare an annual budget for submission to the Board of Directors at the Annual Meeting (September)
- 3.10. Is a member of the Executive Steering Committee
- 3.11. Is the liaison to the Fundraising Committee

SECTION 3 – Duties of Board of Directors

The Board membership shall include the four (5) league officers— President, Vice President-Cal Ripken, Vice President-Babe Ruth, Secretary, Treasurer and elected members.

The Board may adopt such rules and regulations for the conduct of its meetings and the management of the league as it may deem proper that are not in conflict with Babe Ruth League, Inc. Rules and Regulations.

1. INSURANCE COORDINATOR

- 1.1. The Treasurer of MWBA will be responsible for obtaining proper accident and liability insurance coverage for the protection of the league players and volunteers.
- 1.2. Completes insurance applications, maintains records of injuries and incidents, and is also responsible for filing claims with the insurance companies.

2. Player Agent

- 2.1. The Vice President – Cal Ripken Division will serve as the Player Agent for that Division.
- 2.2. The Vice President – Babe Ruth will serve as the Player Agent for that Division.
- 2.3. Conducts annual league registration and try-outs, presides at player selection meetings, supervises and coordinates the transfer of players, keeps up-to-date records of team rosters, checks players' eligibility. (See page 19 for complete description of Player Agent's duties and pages 19-20 for Player Selection System.)

3. Umpire-in-Chief (UIC)

- 3.1. There shall be three Umpire-in-Chief's for MWBA.
 - 3.1.1. UIC – Babe Ruth
 - 3.1.2. UIC – Cal Ripken Majors
 - 3.1.3. UIC – Cal Ripken (all other divisions)
- 3.2. All are appointed by the League President, on approval of the majority of the Board of Directors at the nomination meeting, except for UIC – Cal Ripken (all other divisions) who is nominated and voted on at the October Board Meeting.
- 3.3. They are all responsible for:
 - 1.1.1. Assign umpires to all league games.
 - 1.1.2. Conduct clinics on rules and field positions.
 - 1.1.3. Be responsible for notifying umpires of cancellations.
 - 1.1.4. Recruit new umpires.
 - 1.1.5. Be responsible for proper dress and conduct of all umpires.
 - 1.1.6. Be sure all umpires know proper local league protest procedures.
 - 1.1.7. It is recommended the individual selected for this position be a member of the BRS National Umpires Association and be knowledgeable of the rules and have the ability to apply them on the field.
- 1.1. The UIC – Cal Ripken (all other divisions) is specifically responsible for:
 - 1.1.1. Responsible for all activities to recruit, train, assign and manage umpires for the Minor league levels of Cal Ripken (8, 9, Minor)
 - 1.1.2. Prior to the season, publishes in the paper the method for 13 year olds and older to sign up for umpiring duties
 - 1.1.3. Determines needs of the league and selects appropriate candidates from the submitted applications
 - 1.1.4. Schedules and manages a training session for the umpires.
 - 1.1.5. Supplies necessary highlights of rules for each umpire
 - 1.1.6. In coordination with the Scheduler and Divisional Directors, responsible for assigning the appropriate aged umpire during the season
 - 1.1.7. Reschedules umpires to rainout dates in coordination with the scheduler and league information manager
 - 1.1.8. Responsible for working with the Treasurer to ensure payment to each umpire on a weekly basis for games already worked
 - 1.1.9. Represents the umpire in question at any appeals committee meeting regarding a decision
 - 1.1.10. Represents the umpires and files formal complaints of harassment from players, parents or managers to divisional directors where appropriate

1. Equipment Manager

- 1.1. Ensures that an adequate supply of baseballs is provided to all coaches for all games.
- 1.2. Make arrangements for the tournament team to have the proper equipment.
- 1.3. Responsible for providing input on cost of all league equipment required by players and umpires to the Treasurer while working to keep costs down with competitive bidding
- 1.4. Responsible for ensuring that all equipment to be used will be in safe condition and meets the required standards and retires those that do not meet the criteria
- 1.5. Responsible for working with the Vice President's of the leagues to order uniforms and provides guidance as to color to reduce conflicts
- 1.6. Responsible for ordering all equipment and acquiring the necessary help to fill and distribute the necessary equipment bags
- 1.7. Managers Equipment includes:
 - 1.7.1. Catcher's mask with 'billy goat'
 - 1.7.2. Catcher's shin and chest protectors

- 1.7.3. Bases
- 1.7.4. First Aid kits with 3 ice packs
- 1.7.5. Catcher's glove (should have enough right/left in stock)
- 1.7.6. Scorebook
- 1.8. Umpiring Equipment to be stocked includes:
 - 1.8.1. Balls/Strikes/Outs handheld
 - 1.8.2. Umpiring mast with 'billy goat'
 - 1.8.3. Large Handheld Chest protectors
- 1.9. Players Equipment includes:
 - 1.9.1. Pants (stings for 8 and 9 year olds)
 - 1.9.2. Socks
 - 1.9.3. Shirt
- 1.10. Hats (3 for coaches)

2. Hut Director

- 1.1. Responsible for physical inventory of the food hut
- 1.2. Responsible for acquiring appropriate operating licenses and providing a safe environment for those in the cooking and serving area
- 1.3. Responsible for menu selection and food rotation
- 1.4. Works with the Treasurer to manage finances of the hut. A separate account should be kept to ensure accountability of the hut funds.
- 1.5. Recommends to the Board safety measures and major purchases that should be made
- 1.6. Secures enough personnel for operation of the stand.
- 1.7.

1. Fundraising Director

- 1.1. Works with the Executive Committee and Field Maintenance Director to identify target fundraising items
- 1.2. Schedules appropriate events and works with Members to get assistance for such activities
- 1.3. Works with owners of local establishments to find sponsors for teams, signs and other items as appropriate
- 1.4. Recommends to the Members which activities are profitable and worth the effort and which have not yielded desired or expected results

2. Field Maintenance Director

- 1.1. Responsible for keeping the fields in safe playing condition
- 1.2. Prior to the season, works with the town and the board to identify work that needs to be done to fix problems. Examples are:
 - 1.2.1. Resolving problems with the fences (town)
 - 1.2.2. Resolving problems with benches and stands for observers (town)
 - 1.2.3. Supplying clay and loam to fix holes (town)
 - 1.2.4. Fixing irrigation system problems (town)
 - 1.2.5. Resolving drainage issues
 - 1.2.6. Raising up mounds, clearing out the infield paths of grass, fixing holes (board members)
 - 1.2.7. Get tractors in working order
 - 1.2.8. Ordering supplies: speedy dry, rakes, lime, etc.
 - 1.2.9. From time to time it may be necessary to order large amounts of clay and / or some clay mix to raise up the infield so that the it is safe from having large lips between the base paths and infield grass
 - 1.2.10. Ensure equipment exists in the boxes to fix issues at remote fields
- 1.3. During the season, ensure that between the town and volunteers on the board that the grass is cut, fields are lined, infields are dragged, holes are filled in the outfield and along the base-paths and pitchers mound
- 1.4. Provides input to president and vice presidents of the leagues during times of inclement weather
- 2.1. Provides the Treasurer with a list of expenses and needs at the beginning of the season

3. Publicity Director

- 3.1. This function is served by the President in the MWBA in coordination with the Information Officer.
- 1.1. Promote the Babe Ruth Baseball program in its best image to the public in order to encourage the community interest needed in carrying out its full goals, benefits and operations. Unless the public, which is supporting your local program, is kept fully informed its efficiency and contribution to the program is impeded and eventually leads to its non-support and lack of interest.
- 1.2. The person assigned as Publicity Director should collect news and prepare it for presentation by news and sports editors of the local newspapers and radio or television programs. One of the first stories which must make the news each year should be the names of all people who are behind the program and date, time and place of the first meeting. An early item of interest to the news would be the league schedule and game times, location of the field, facilities for parking and seating, and team sponsors.
- 1.3. Opening day in your Babe Ruth League can be built up in the news by promoting special opening day events, having a

dignitary throw out the first ball, printing team rosters, etc.

- 1.4. After each game, release the box score and highlights of the game to all local newspapers and radio stations. It is your obligation to supply each newspaper with the league standings each week.
- 1.5. Listed are some important guidelines to follow in order to maintain a productive relationship between your league and the local newspapers.
 - 1.5.1. Schedule an appointment with each local sports editor.
 - 1.5.2. Explain to the editor what your league is doing and that you would like his cooperation.
 - 1.5.3. Let him explain to you how he wants the information prepared, i.e., box scores, highlights, etc. and by what means they should be submitted (fax, email).
 - 1.5.4. Print or type your box scores and stories. Sports writers will not try to decipher handwritten names and statistics.
 - 1.5.5. Reliability is crucial, not only in the accuracy of your information but also your promptness and continuity of reporting.
 - 1.5.6. Report the rain-out games and schedule changes.
 - 1.5.7. Include all newspapers, radio and television stations.

1. Divisional Directors - There is one Divisional Director for each age level created from Cal Ripken League through Babe Ruth League

- 1.1. Manages the on-going activities of the division assigned with the Vice President, MWBA
- 1.2. Works with the Secretary to assign new players to teams post-draft day in a predetermined order with the goal of creating parity
- 1.3. Responsible for ensuring that each Team Manager and Coach has filled out the CORI forms and are submitted to the President for a background check
- 1.4. Responsible for ensuring scores are updated by the teams on the web site
- 1.5. Manages schedule conflicts of games and practices as well as re-schedules due to rainouts with the Vice President and Scheduler, as assigned
- 1.6. Ensures that each team is meeting the commitment of fundraising (such as staffing the food hut)
- 1.7. Communicates on a weekly basis to the managers the upcoming schedule, confirmed rain dates, and hut duty schedule.
- 1.8. Is responsible for ensuring that hut duty days assigned to that division are staffed by that division when conflicts occur
- 1.9. Is part of the Appeals Committee for issues that result and are appealed within their division
- 1.10. Is responsible for all equipment assigned to that division
- 1.11. At the end of the year, is responsible for rating the performance of the coaches and managers as input into the next season
- 1.12. Is the primary interface between the parents and the board as it relates to dealing with coach, manager and player problems

1. Safety Officer – Removed – The Safety officer duties have been delegated to other individuals on the Board. The Board in total is responsible for the safety of our league.

2. Discipline Director

- 2.1. Is responsible for reviewing any complaints regarding players, parents, coaches, umpires or any other league official regarding on-field play or 'spectator reactions' to on-the-field play.
- 2.2. Leads a group of 3 people who ultimately have the final say in the punishment that will given to any person associated with the league.
- 2.3. Where they believe it is appropriate, they may create a harsher penalty than otherwise identified based on accounts of the action under review.
- 2.4. The Discipline Director may NOT be a coach on any team within the league. They will select, subject to the Boards majority approval, one member of the board representing Cal Ripken and one member of the board representing Babe Ruth.
- 2.5. It will be necessary for this Committee of three to remain in-tact throughout the District, State and National tournaments to ensure that any and all events regarding Methuen players, coaches and fans are reviewed.
- 2.6. They may recommend suspensions through removal from the league, based on the severity of a particular incident, or due to the number of total incidents.
- 2.7. Formal Warnings and/or suspensions up to three games will be inflicted based on their decision. Removal from the league, removal from our parks, or greater suspensions than three games may be recommended, but needs a majority of the board's approval – given the large degree of punishment.
- 2.8. The Committee should be sure to gather information once they are notified of the infraction, from parents, coaches, and players if necessary – to ensure fairness in the proceedings.
- 2.9. If the infraction discussed is regarding a spectator – they should speak with parents and coaches from both sides.
- 2.10. If the infraction is regarding an umpire, the Umpire-in-Chief for that age level needs to be brought into the discussion. If the recommendation is removal from the league, the UIC, must be present at the meeting where the league is to review and vote on the recommendation.

3. Director of Baseball Instruction

- 3.1. In order to improve the level of instruction given to our players within the league, and in order to ensure consistent instruction from when a player enters the program through when they graduate, the Director of Baseball Instruction

position has been formed.

- 3.2. This position is responsible for creating a program that will take a child through Bambino level through their eventual graduation from Sr. Babe Ruth.
- 3.3. This instruction should gradually introduce concepts, methods, practice routines, teaching philosophies to ensure that each year is built from the foundation created in the previous year.
- 3.4. The goal is not to remove the creativity of our coaches, but rather to ensure that our coaches and managers are implementing the "Methuen Way" to drive a program that will benefit the player and our city.
- 3.5. A Pitching program should be created to ensure that fundamentals are built at the youngest levels that is build upon as the child grows and matures. Natural introduction of pitches and styles should build upon the previous year. Coaches at older levels should be given instruction on how to identify and correct flaws in a pitcher's mechanics. Curve balls should not be added to the instruction prior to the age of 13.
- 3.6. A Hitting program should be created to ensure that hitting fundamentals and drills are instilled early on and that coaches at the higher levels are given methods to identify flaws and routines to improve them.
- 3.7. A Fielding program should be created to ensure that fundamentals are built at the youngest levels that will be built upon at each next level.
- 3.8. Drills should be 'age appropriate'.
- 3.9. Instruction should be directed not only at the player – but at the coaches to ensure that they are aware of what we are looking for and to ensure that they understand how to do the desired instruction.

4. Information Officer

- 4.1. Manage the Local League's official home page
- 4.2. Works with other Board members to utilize the web site to improve communication of league information and to streamline the operational complexities of the league
- 4.3. Manage the online registration process and ensure that league rosters are maintained on the site (if applicable)
- 4.4. Assign administrative rights to board members, managers and other volunteers
- 4.5. Ensure that league news and scores are updated on a regular basis;
- 4.6. Collect, post and distribute important information on the Local League activities including direct dissemination of fund-raising and sponsor activities to district, public, league members and media;
- 4.7. Serve as primary contact person for Babe Ruth League, Inc. regarding optimizing use of the Internet for league administration and for distributing information to league members.

5. Summer Tournament Director – Cal Ripken

- 5.1. To provide more opportunities for summer baseball, a Summer Tournament Director could be appointed to focus on finding tournaments for various age levels.
- 5.2. Work with the League Vice Presidents to find District Managers and Coaches by early May
- 5.3. Work with the League Vice Presidents on a selection process for District teams and help to implement it in a timely manner (goal should be that all teams are selected by the middle to end of May)
- 5.4. Work with the League Vice Presidents, District Managers and Coaches to schedule tryouts and drafts, if applicable
- 5.5. Present Summer opportunities to the Board and assist in Management Selection to provide opportunities to those that did not make the District Team

6. Pony League Director

- 6.1. This director is responsible for being the point person with the North Suburban Pony League.
- 6.2. This director must attend all meetings and present a cost/revenue list to the board for approval.
- 6.3. This division must be self-funding.
- 6.4. The director is responsible for coach selection (with board approval), tryouts and finalizing team selection.

Section 4 – Selection of Team Managers

- MWBA recognizes that a Manager in our program must be a leader who is well respected in the community.
- The manager is the adult designated by MWBA to interact with the youth of our program.
- This is a key position, directly affecting each participant and the degree to which our Players benefits by their involvement in Babe Ruth League, Inc.
- Since the manager is the individual having direct contact with the player, he becomes one of the most important persons in determining the success of the MWBA program.
- Players are strongly influenced by their managers in establishing their own ideals and aspirations.
- It is important the manager be a person who can be respected by his players, not only because he might lead them to the league championship, but because he does his job in giving them the inspiration to become better citizens via proper mental and physical development.

The Coaches Selection Committee is a standing committee that is lead by the President of the league in conjunction with the appropriate Vice President and the Divisional Directors.

This committee shall make a determined effort to recruit the best adults with the proper baseball knowledge and other important qualities mentioned above, including a history of supportive care and safe treatment of youth.

The most important aspect in recruitment and selection is that they live by the principles of the MWBA, as documented in the Preamble of the Constitution.

While the Coaches Selection Committee makes the initial selection, to ensure that all have a chance to voice concerns and opinions, the Coaches Selection Committee brings their recommendations to the Board for approval by the majority. They shall identify those selected, their reasoning – in addition to those that were not selected and their reasoning for this.

Given the President's important role in ensuring that the program is managed well and all those within the league are truly representative of the principles of the league, he shall be given a veto power for any individual manager that may be selected and approved by the majority. This veto, which must be done at the approval meeting, may be overturned by a three-fourths majority of those in attendance.

Section 5 – Removal of Officers

Article VI, Section 4 of the Constitution identifies reasons for, and the process of, removing any member of the Board of Directors.

Article IX also has documentation for removal of officers and the process for filling vacancies.

ARTICLE II – Standing Committees

SECTION 1

Committees are defined and staffed by the Board of Directors. Only a majority vote is required to establish a Committee.

All Committees established should have a specific goal or target identified for it along with criteria to determine when success and/or completion has been achieved.

If there shall be any need for acquiring expenses, then the Board must approve expenditures and/or approve the committee to spend up to a certain amount. Regardless, any expense should be clearly accounted for by the Treasurer and reported on to the Board of Directors at the next general meeting.

Article III — Membership

SECTION 1 - Definition

Article VI of the Constitution identifies all categories of members.

Section 2 – Board Members in Good Standing

Board Members who wish to vote must attend as many meetings as possible. While it is understood that this is a volunteer organization, it is also important that appropriate representation be available at all meetings. Any Board Member not attending 3 consecutive meetings may be removed from their position. (See the Constitution for the process and procedures.)

Any Member who is not removed, but misses three consecutive meetings, shall forfeit their right to vote until they attend two consecutive meetings.

It is the responsibility of the Secretary to track attendance and voting capabilities.

Section 3 – Resignation

It is preferred that all members in any capacity that wishes to resign do so at the end of the season. However, it is recognized that for many reasons, this may not be possible.

Should, at any time, a resignation of a Manager, Coach, Board member or Executive Member occur during the season, the Board will vote at the next meeting, according to the rules established in the Constitution, on the replacement of such Member.

Section 4 – Termination / Expulsion

The Constitution identifies the process and procedures for removing a Board Member and/or President.

Any Member of the league may be removed from activity in the league due to inappropriate behavior. This includes, players, managers, coaches, parents, Board Members, Executive Members and umpires. What is of paramount concern is that all act appropriate and within the spirit of the league and recognizing that the welfare of the youth in this league comes first.

Depending on the type of member being affected and for what reason, the vote sequence is different. The vote sequence is identified in the Constitution, where appropriate. It must be announced 5 days in advance of the meeting that a vote for expulsion/termination will take place to ensure that the largest number of Board Members possible may make it.

Article IV — Dues

There are no Dues to participate in the Board of Directors.

The fee to Players will be determined by the Board prior to registration of each year. It is recommended that a discount for families with multiple players be offered.

The President and Treasurer may agree to provide a scholarship for players from families with financial trouble.

Should a Player not provide the necessary funds, or shall have provided a check which was not valid, the Player will not be eligible to play in any game until said fees are paid in full.

Article V — Babe Ruth League, Inc. Rules and Regulations

Babe Ruth Baseball Rules and Regulations and those Rules and regulations, duly established by the respective state and provincial organizations, are to be considered binding on this league.

Where allowed, the Local League reserves the right to implement Home Rules that will qualify, modify, or add clarity to those Rules and Regulations from Babe Ruth League, Inc.

Article VI — Parliamentary Authority

“Roberts Rules of Order” shall be the parliamentary authority on all matters not covered by the Constitution and By-Laws of this league.

Article VII — Amendment

Section 1 – Initial Adoption

The By-Laws of MWBA must be adopted by a positive vote of three-fourths of all those members who are active. Absentee ballots are allowed.

Section 2 – Modifications and/or Amendments

Any and all modifications and/or amendments to the By-Laws of MWBA must be approved by a positive vote of two-thirds of its Members in good standing.

Section 3 – Managing Changes to the By-Laws

So as to not lose any of the original language, any changes to this constitution shall be done in such a way as to implement the new wording within a modified version while adding an Appendix that shows old and new language.

Article VIII — Meeting and Order of Business

Section 1 – Meeting Order

1. Call to Order - by the presiding Officer
2. Roll Call - by the Secretary
3. Reading of the minutes of the previous meeting, by the Secretary.
4. (Followed by the necessary questions and a vote for acceptance of the minutes).
5. Treasurer’s Report
6. Fundraising Report
7. Equipment Report
8. Field Maintenance Report
9. Cal Ripken Report
10. Babe Ruth Report
11. Unfinished Business
12. New Business
13. Adjournment

Section 2 – Conducting a Meeting

The following is entered into the By-Laws to ensure that all who are responsible for meeting scenarios do their best to prepare and understand the basics of meeting implementation so that everyone has appropriate input and the maximum is gained from those involved.

The primary role of the leader of a meeting is to guide the discussion. In setting up a meeting make sure you:

1. Invite only those who should attend because of responsibility or interest in your meeting.
2. Become familiar with all members of your group and their personalities.
3. Encourage everyone to join in the discussion.
4. Don't criticize those who speak up.
5. Make the most of areas of agreement—prevent antagonism when possible.
6. Be a good listener.

The following is an outline for conducting a meeting.

1. **PURPOSE** - Be sure those who will attend know what the purpose is.
 - 1.1. To conduct routine business
 - 1.2. To provide information
 - 1.3. To make decisions
 - 1.4. To develop ideas
 - 1.5. To entertain
2. **PREPARATION** - The agenda should be sent to meeting attendees well in advance so each person can be prepared to discuss the topics
 - 2.1. Schedule facilities
 - 2.1.1. Select convenient time
 - 2.1.2. Select convenient site
 - 2.1.3. Select convenient date
 - 2.2. Promote by notices of upcoming meeting
 - 2.3. Notify participants
 - 2.3.1. Invite District or State Commissioners early
 - 2.4. Gather materials
 - 2.5. Determine agenda
3. **ARRANGEMENTS**
 - 3.1. Meeting Room
 - 3.1.1. Well-lighted
 - 3.1.2. Well-ventilated
 - 3.1.3. Free from noise and interruptions
 - 3.1.4. Handicapped accessible
 - 3.2. Materials
 - 3.2.1. Pencils
 - 3.2.2. Paper
 - 3.3. Adequate seating
 - 3.4. Audio/Visual Equipment (if needed)
 - 3.4.1. Projector
 - 3.4.2. TV and VCR
 - 3.4.3. Flip chart
 - 3.4.4. Other
 - 3.5. Greet guests
4. **FOLLOW-UP**
 - 4.1. Prepare minutes and distribute
 - 4.2. Implement decisions
 - 4.3. Assign duties as needed
 - 4.4. Communicate results to those not in attendance
5. **MAKING DECISIONS**
 - 5.1. Identify the problem and define it.
 - 5.2. Analyze the problem.
 - 5.3. Develop feasible alternate solutions.
 - 5.4. Select the best solution.
 - 5.5. Implement the chosen solution.
 - 5.6. Make the decision work by motivation, proper committees, communication, and authority.

The By-Laws of MWBA were approved by the Methuen West Baseball Board of Directors on Monday, December 10, 2007

Christopher D Cyr. Christopher D Cyr (Electronic Signature) 12/18.2007

President's Name (Print) President's Signature

Date

Babe Ruth ID No. _____

Federal ID No. (if available) 04-3119276

State ID No. (if available) 028676