

# **CONSTITUTION**

**OF THE**

**BLOOMINGTON JUNIOR LEAGUE  
BASEBALL ASSOCIATION, INC.**

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# CONSTITUTION

## ARTICLE I - NAME OF CORPORATION

Bloomington Junior League Baseball Association, Inc. (hereinafter referred to as BJLBA).

## ARTICLE II - PURPOSE OF CORPORATION

BJLBA has been created to provide a means whereby children ages 5-18 can play the game of baseball in an organized manner, under the instruction and supervision of qualified coaches. Further, to aid these children to develop athletic skills, and a sense of citizenship, sportsmanship, and fair play.

## ARTICLE III - MEMBERSHIP IN THE CORPORATION

Participation in BJLBA is defined by Cal Ripken Division of Base Ruth Baseball Inc. and is open to all geographically applicable residents interested in and supportive of the purposes of this organization.

## ARTICLE IV - MEETINGS

### SECTION 1 - ANNUAL MEETING

The Annual Meeting shall be called by the BJLBA COMMISSIONER and said meeting will be held sometime between September 1st and October 15th of each year at a location within Monroe County, Indiana. Notice of said meeting will be publicly announced with written notice sent to each voting member at least two weeks prior to the meeting date.

### SECTION 2 - REGULAR MEETINGS

The BJLBA COMMISSIONER shall convene regular meetings of the EXECUTIVE COMMITTEE throughout the year. The purpose of EXECUTIVE COMMITTEE meetings will be to manage the affairs of the BJLBA and to receive committee reports. The EXECUTIVE COMMITTEE cannot amend By-Laws. Public notice of said meetings shall be made at least one week in advance. Successive meetings will be scheduled at the current meeting with committee members not in attendance notified by telephone.

PRESIDENTS of the BABE RUTH DIVISION and CAL RIPKEN DIVISION shall convene regular meetings of their respective DIVISIONS throughout the year. The purpose of DIVISION meetings will be to conduct the affairs of each of the BJLBA Divisions and to receive committee reports. Public notice of said meetings shall be made at least one week in advance. Successive meetings will be scheduled at the current meeting with Division members not in attendance notified by telephone.

### SECTION 3 - SPECIAL MEETINGS

Special meetings of the EXECUTIVE COMMITTEE may be called by any member of the EXECUTIVE COMMITTEE provided there is concurrence of at least two other EXECUTIVE COMMITTEE members. Special meetings of either the BABE RUTH or CAL RIPKEN DIVISIONS may be called by any OFFI-

ARTICLE IV - MEETINGS (Continued)

SECTION 3 - SPECIAL MEETINGS (Continued)

CER of their respective DIVISIONS provided there is concurrence of at least three other DIVISION OFFICERS. Notice of said meeting shall be made public. Written notice stating the purpose of said meeting will be sent to all EXECUTIVE COMMITTEE or DIVISION OFFICERS at least two weeks prior to the meeting date. All meetings will be held in Monroe County, Indiana.

ARTICLE V - QUORUM

The presence of at least three members of the EXECUTIVE COMMITTEE is necessary to constitute a quorum.. The presence of at least seven OFFICERS of either DIVISION (i.e., BABE RUTH or CAL RIPKEN) is necessary to constitute a quorum.

ARTICLE VI - OFFICERS

SECTION 1 - MEMBERS

The EXECUTIVE COMMITTEE shall consist of the following officers:

BJLBA Commissioner	President Babe Ruth Division
President Cal Ripken Division	Treasurer
Bloomington Department of Parks and Recreation Representative	

The Executive Committee shall be the management body of BJLBA and as such are responsible for dealing with the larger Babe Ruth organization, the Bloomington Department of Parks and Recreation, and directing and managing the affairs of this organization. All have full voting rights. For the purpose of diversity, at any given time only one member of a household can be a committee member.

The BABE RUTH DIVISION shall consist of the following officers:

BJLBA Commissioner	President
Vice President	Consultant Emeritus
Tournament Director	Concessionaire
Equipment Manager	Player Agent
Registrar	Scheduler
Second Season Coordinator	Special Projects Coordinator
Sponsorship Chairperson	Umpire-in-Chief
13-Year-Old League Representative	14-15-Year-Old League Representative
16-18-Year-Old League Representative	Members-at-Large (A-F)

ARTICLE VI - OFFICERS (Continued)

SECTION 1 - MEMBERS (Continued)

The BABE RUTH DIVISION OFFICERS shall be the governing body of the BJLBA BABE RUTH DIVISION and as such are responsible for directing and managing the affairs of this division. All have full voting rights within this division. For the purpose of diversity, at any given time only one member of a household can be a DIVISION OFFICER.

The CAL RIPKEN DIVISION shall consist of the following officers:

BJLBA Commissioner	President
Vice President	Past President
Tournament Director	Secretary
Umpire-in-Chief	Buddy Ball Coordinator
League Representative (8)	Members-at-Large (1-6)

The CAL RIPKEN DIVISION OFFICERS shall be the governing body of BJLBA CAL RIPKEN DIVISION and as such are responsible for directing and managing the affairs of this division; however, if a person occupies two or more positions, then that person only gets one vote. For the purpose of diversity, at any given time only one member of a household can be a DIVISION OFFICER.

A person can be elected to serve as a DIVISION OFFICER for both the BABE RUTH and CAL RIPKEN DIVISIONS; however, that person can only have one spot on the EXECUTIVE COMMITTEE.

SECTION 2 - TERM OF OFFICE

The term of office for each elected member shall be two years, except for the BABE RUTH DIVISION, 13-Year-Old League Representative who shall be elected annually. The Representative of the Bloomington Department of Parks and Recreation is a permanent non-elected position.

SECTION 3 - ELECTIONS

Election of the OFFICERS will occur at the Annual Meeting. Those eligible to vote are:

1. All current OFFICERS;
2. All head managers active and in good standing at the end of the most recently concluded BJLBA season; and
3. Representative of the Bloomington Department of Parks and Recreation.

New OFFICERS will be elected by a simple majority of voting members in attendance at the Annual Meeting. Proxy votes will not be permitted.

To ensure administrative continuity, elections will occur on a staggered even-year, odd-year basis. Those positions standing for election in even-years include:

ARTICLE VI - OFFICERS (Continued)

SECTION 3 - ELECTIONS (Continued)

<b>BABE RUTH DIVISION</b>	<b>CAL RIPKEN DIVISION</b>
Vice President	President
Registrar	Vice President
Concessionaire	Tournament Director
Scheduler	Member-at-Large #2, #4, and #6
Special Projects Coordinator	National League Representative
Tournament Director	International League Representative
Member-at-Large B, D, F	Atlantic League Representative
14-15-Year-Old League Representative	Eastern League Representative
13-Year-Old League Representative	

Those positions standing for election in odd-years include:

<b>BJLBA COMMISSIONER</b>		<b>BJLBA TREASURER</b>	
<b>BABE RUTH DIVISION</b>		<b>CAL RIPKEN DIVISION</b>	
President		Secretary	
Consultant Emeritus		Buddy Ball Coordinator	
Equipment Manager		Member-at-Large #1, #3, and #5	
Player Agent		American League Representative	
Second Season Coordinator		Continental League Representative	
Member-at-Large A, C, E		Pacific League Representative	
16-18-Year-Old League Representative		Western League Representative	
13-Year-Old League Representative			

SECTION 4 - VACANCIES

In the event a position on either the **BABE RUTH** or **CAL RIPKEN DIVISIONS** becomes vacant, the respective **DIVISION** shall have the authority to appoint a replacement to fill the unexpired term. In the case of a **LEAGUE REPRESENTATIVE**, the affected league shall select the replacement, and the appropriate **DIVISION** shall act upon the League's choice.

SECTION 5 - COMMITTEES

Each PRESIDENT (i.e., BABE RUTH or CAL RIPKEN DIVISION) shall appoint whatever committees their respective DIVISION deems necessary to conduct the affairs of their respective BJLBA DIVISIONS. There shall be two standing committees -- (1) Nominations and (2) Player.

1. Nominations: The respective DIVISIONAL PRESIDENT shall appoint a Member-at-Large not standing for election to chair their respective Nominating Committee. Other Division members not standing for election or active managers may be appointed as the respective PRESIDENT chooses to the Nominating Committee. The slate of nominees shall be submitted to the respective PRESIDENT for inclusion in the Annual Meeting notice.
2. Player: The respective DIVISIONAL PRESIDENT shall appoint a member of the Division to chair the Player Committee. Other Division members may be appointed as the respective PRESIDENT chooses. The Player Committee chairperson shall be responsible for the following activities.
  - o Implements the DIVISION's decision regarding the site, date, and time for registration and skill assessment, if applicable. Additionally, assigns players to the various divisions or leagues according to age, and supervises registration and skill assessment activities.
  - o Implements the player advancement and selection provisions contained in the BY-LAWS.
  - o Maintains player records (e.g., name, date-of-birth, address, telephone number, ZIP, parent or guardian information, and team assignments).
  - o Brings to the attention of the Division errors in biographical information or violations of eligibility.

SECTION 6 - DUTIES OF THE OFFICERS AND MEMBERS

**BJLBA COMMISSIONER**

- o Is the connecting link between the BABE RUTH and CAL RIPKEN DIVISIONS.
- o Deals with Bloomington Department of Parks and Recreation on all matters concerning both programs.
- o Is a resource and idea person for the entire BJLBA program.
- o Leaves the day-to-day operation of each DIVISION to the respective PRESIDENT.
- o May manage or coach.

**PRESIDENT**

- o Presides at all meetings and directs the affairs of their respective BJLBA DIVISION.
- o Appoints all committees not provided for within this document.
- o Signs all legal instruments with attestation of Secretary/Registrar as needed.
- o May manage or coach.

## ARTICLE VI - OFFICERS (Continued)

SECTION 6 - DUTIES OF THE OFFICERS AND MEMBERS (Continued)**VICE PRESIDENT**

- o Act in the absence of the respective PRESIDENT.
- o Carry out all duties assigned by the PRESIDENT.
- o May manage or coach.

**CONSULTANT EMERITUS**

- o Advises respective division on policies and procedures.

**SECRETARY/REGISTRAR**

- o Is the custodian of the Constitution and respective By-Laws.
- o Prepares, maintains, and distributes minutes of all meetings.
- o Maintains a current roster (with addresses and telephone numbers) of the current DIVISION OFFICERS.
- o By mail or telephone provides notice to the respective DIVISION OFFICERS of meetings at least one week prior to the scheduled date.
- o Is authorized to purchase and be reimbursed for supplies necessary to conduct the affairs of the office.
- o Carry out other duties as may be assigned by the respective PRESIDENT.

**TREASURER**

- o Is the custodian of the Articles of Incorporation and all other legal documents pertaining to the BJLBA.
- o Sign authorization signature cards at the bank approved by the EXECUTIVE COMMITTEE.
- o Shall receive and deposit sponsor fees, donations, player fees, proceeds from fund-raising activities and concessions, and any other monies received for BJLBA use.
- o Write checks to cover BJLBA approved expenditures.
- o Shall maintain the financial management system for BJLBA's annual fund-raising campaign.
- o Shall be responsible for the following annual filings:
  - Not-For-Profit Report to the Secretary of State in January
  - Form ST 103 to the Indiana Department of Revenue
  - Federal Tax Exemption Form 1025
- o Shall maintain the Indiana State sales tax exemption certificate and provide sales tax exempt verification to vendors upon request.
- o Prepare monthly and annual financial statements.
- o Order and pay for supplies needed to conduct the affairs of this office.

**TOURNAMENT DIRECTOR**

- o Coordinates any and all tournaments that are affiliated with the national Babe Ruth organization including: concessions, umpires, scorekeepers, and other volunteer workers as needed.
- o Advises Post-Season Tournament managers of other tournament opportunities.

## ARTICLE VI - OFFICERS (Continued)

SECTION 6 - DUTIES OF THE OFFICERS AND MEMBERS (Continued)

- o Shall be responsible for seeking sponsors for the tournament, if desired by the respective DIVISION.
- o Assists Post-Season Tournament managers in planning and scheduling their own independent tournaments.
- o May have a co-director or co-directors, if desired, but only the TOURNAMENT DIRECTOR shall be a member of their respective DIVISION.

**CONCESSIONAIRE**

- o Organizes the operation of the respective concession stand, orders supplies, and product as needed, and does NOT work the concession stand when help is not available.

**SPONSORSHIP CHAIRPERSON**

- o Maintain a list of current sponsors, their addresses, telephone numbers, and the name of the organizational contacts.
- o Shall be responsible for sponsor contact solicitation, and follow-up. Sponsorship statements are to be sent in January with April 1st as the deadline for fee payment. In cases where a former sponsor declines to continue their sponsorship or does not honor their pledge, the TREASURER in consultation with the DIVISION shall seek alternative sponsors.
- o Is not solely responsible for procuring sponsorships (i.e., sponsorships are the responsibility of everyone involved in the BJLBA program).

**EQUIPMENT MANAGER**

- o Purchases appropriate equipment for the efficient operation of the respective BJLBA DIVISION.
- o Maintains an inventory of equipment.
- o Insures that managers return all equipment at the end of the season.

**PLAYER AGENT**

- o Organizes the draft, maintains a waiting list should that be necessary, and signs players up when openings occur.

**REGISTRAR**

- o Maintains the current list of players in the respective division.
- o Disseminates draft date information in conjunction with the Player Agent.
- o Submits rosters in a timely fashion to the national Babe Ruth organization.

**SCHEDULER**

- o Schedules all practices, games, and make-up games as necessary.
- o Coordinates with Umpire-in-Chief to assure that umpires are assigned to each game.

## ARTICLE VI - OFFICERS (Continued)

SECTION 6 - DUTIES OF THE OFFICERS AND MEMBERS (Continued)**BUDDY BALL COORDINATOR**

- o Advises Officers on all matters pertaining to the policies and procedures pertaining to the BJLBA Buddy Ball program.

**SPECIAL PROJECTS COORDINATOR**

- o In charge of any special or unusual projects assigned by the divisional PRESIDENT.

**LEAGUE REPRESENTATIVES**

- o Must be an active manager, in good standing, in the league being represented.
- o Shall represent the opinions of the managers in their respective league.
- o Shall be responsible for maintaining communications and dissemination of information within their league and between the league and their respective DIVISION.
- o Shall be responsible for establishing practice schedules for the league prior to and during the regular season.
- o Relays any concerns or complaints their league managers may voice to the appropriate people in their respective DIVISION.
- o Will assist the DIVISION to find managers to fill vacancies within the league.
- o Will enforce the certification requirement within the league.

**MEMBERS-AT-LARGE**

- o Shall represent the interest of parents/guardians of players and the public in the affairs of BJLBA.
- o Shall assist in fund-raising and/or publicity activities.
- o Shall serve on committees as assigned by their respective PRESIDENT.
- o May not manage.

**BLOOMINGTON DEPARTMENT OF PARKS AND RECREATION REPRESENTATIVE**

- o Acts as facilities coordinator and communication liaison between the BJLBA and the Bloomington Department of Parks and Recreation.
- o Provides for the maintenance and the security of the facilities.

**MANAGERS**

- o New MANAGERS must be approved by the DIVISION before assuming official control of any team.
- o Must agree to be certified and participate in the training program conducted by either the National Youth Sports Coaches Association (NYSCA) or Babe Ruth Leagues, Inc. Failure to become certified prior to **May 1st** will be grounds for immediate termination.
- o Shall select from among the active managers within their league a person to represent them as a DIVISION OFFICER. The name of the person selected shall be forwarded to the Officers for vote of approval.

ARTICLE VI - OFFICERS (Continued)

SECTION 6 - DUTIES OF THE OFFICERS AND MEMBERS (Continued)

- o Shall be guided by the current year CAL RIPKEN Rule Book except where modified by local regulations and playing rules.
- o Upon request, shall provide the chairperson of the Player Committee with a copy of the birth certificate (or any other acceptable document that can verify date of birth) for any player assigned to the MANAGER's team for the purpose of determining age and eligibility.
- o Shall be responsible for BJLBA equipment and uniforms issued to the team of which he/she is in charge.
- o Shall in a reasonable and competent manner participate in any BJLBA fund-raising program, including the distribution of salable goods or merchandise to her/her players, collection and return of the proceeds from the sale, and the return of all unsold items.

ARTICLE VII - AMENDMENTS, CHANGES

Amendments and/or changes to the Constitution will be considered only at the Annual Meeting, provided said amendments or changes have been submitted to the SECRETARY in time to be included in the Notice of Annual Meeting. A quorum is required to approve any amendment or change.

ARTICLE VIII - DISSOLUTION

In the event of dissolution of this organization, the assets, if any, shall be distributed to some non-profit organization in accordance with guidelines provided in the Federal Tax Guide Reports, Code Section 501, paragraph 4501 and 4514, and as directed by the BJLBA EXECUTIVE COMMITTEE.

As Amended and Approved  
at the Annual Meeting  
October 9, 2011