

# Murphysboro Baseball Incorporated

## By-Laws and Operating Procedures (Revised Jun, 2008)

Murphysboro Baseball Incorporated hereafter referred to as M.B.I. is an organization of people established for the purpose of promoting baseball and softball for the youth of Murphysboro, and its surrounding areas.

M.B.I. is a general not for profit corporation, duly registered with the State of Illinois and operating within the laws of the state, corporation by laws, and Pony Baseball rules.

The use and/or rental of the properties of M.B.I. shall be agreed to by the Board of Directors in advance.

M.B.I. shall operate on a fiscal year of January 1 to December 31.

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### THE BOARD OF DIRECTORS

1. The Board of Directors shall hereafter be referred to as The Board.
2. The Board shall govern and administer the affairs of M.B.I. in accordance with the established by laws, policies, and procedures set forth.
3. The Board shall consist of fourteen members, each elected for two year terms. Seven directors shall be nominated and elected by the voting members of the league each year.
4. Voting members of the league will be the Board Members, Coaches, and Assistant Coaches of record, according to the list compiled by the Secretary.
5. Nominations for the Board shall be made at the general meeting held in the month of May, with elections held at the June meeting. Newly elected Board Members will assume their duties in August. Election ties shall be broken at the June meeting by a vote on the tied nominees. Subsequent ties will be broken by a coin flip. In case of unexpired or partial terms that need to be filled at the regular election, the next highest vote getter, after the two year terms are filled, will receive the partial terms.
6. Four officers shall be elected, by ballot, at the first board meeting. These officers shall be the President, Commissioner, Secretary, and Treasurer. They serve one year terms.
7. A League Officer or Board Member may be removed by a two thirds vote of The Board. This requires ten votes.
8. The President or Commissioner may not be Chairman of any committee.
9. The Board may establish any special committee, as league business requires.
10. Vacancies on The Board will be filled at the next general meeting by nomination and vote from the floor. The person elected shall serve the remaining portion of the unexpired term. Coaches must be notified of the vacancy before this meeting.

11. All matters, unless specifically mentioned elsewhere in the by laws, concerning the operation of the league, require a majority vote of a quorum of The Board. Eight Board Members must be present to establish a quorum.
  12. The board meetings shall be the first Tuesday of each month. Meeting times or dates of board meetings or general meetings may be altered by agreement of The Board.
  13. General meetings shall be held as approved by The Board, with at least one meeting during each of the months of February through October.
  14. Any power not delegated by The Board, shall be retained by The Board.
  15. Proposed changes in the by laws may be submitted in writing by any voting member of the league to any Board Member. The Board will review the proposed change and vote on whether to present the proposal to the general meeting for a vote. It would require a four fifths vote of a quorum of The Board to kill the proposed change before presenting it to the floor. If a proposal is presented to the general meeting, a sixty percent approval of the members present would be required to adopt the proposal.
  16. If a Board Member misses three board meetings, unexcused, in an M.B.I. calendar year, he or she can be removed from The Board in accordance with rule number seven of this section.
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#### THE PRESIDENT

1. Shall preside over all board and league meetings.
  2. Shall call all meetings to order and request a minutes and financial report to be made. The financial report should be written if possible.
  3. Shall appoint all committee chairmen.
  4. Shall countersign all expenditures after Board approval.
  5. Shall assist the Parliamentarian to insure that all by laws are observed.
  6. Shall assume the powers of the Commissioner in his announced absences.
  7. May manage or coach a team in local league play.
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#### THE COMMISSIONER

1. May manage or coach a team.
2. Shall be in charge of all baseball and softball personnel.
3. Shall hold try outs as required by The Board.
4. Shall preside over meetings in absences of the President.
5. Shall organize performance ratings and a draft to keep teams in parity.
6. Shall establish a draft procedure, present it to The Board for discussion and attach an outline of same to the by laws, for issue before season.
7. Can require postponement or forfeiture of a game at any time.
8. Shall arrange for and assign baseball and softball coaches with approval of The Board.
9. May dismiss a team coach with two thirds approval of the entire Board.
10. Shall establish first day of practice and end of season in conjunction with insurance coverage.

11. Meet with team coaches and organize league playoffs using Pony Bluebook and M.B.I. rules as guidelines.
  12. Shall appoint five board members to a League Decisions Committee before the beginning of each season.
  13. Shall assume the powers of the President in announced absences.
  14. May allow borrowing of players, if he/she deems adequate cause.
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#### THE SECRETARY

1. Shall compile a yearly "Yearbook", with records of all league business included, should be such items as minutes, monthly financial statements, and any statistics available.
  2. Shall read minutes of previous meeting at the beginning of each board and general meeting.
  3. Shall keep minutes of all meetings.
  4. Shall handle all league correspondence.
  5. Shall preside over meetings in absence of both the President and Commissioner.
  6. Shall compile a list of voting members of the league, prior to league play.
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#### THE TREASURER

1. Shall be responsible for corporation book-keeping, annual reports to the State, monthly financial statements, and the renewal of PO Box 106 for M.B.I.
  2. Shall insure that yearly corporation report is filed with the Secretary of State, along with financial reports.
  3. Shall insure that real estate taxes by the County are presented to The Board for payment.
  4. Shall issue checks as outlined by The Board.
  5. Shall obtain bids and present to The Board, recommendation for insurance coverage on a year to year basis.
  6. Shall notify the Commissioner of dates for practice and play.
  7. Shall establish audit guidelines for fundraising activities.
  8. Shall keep an account receivable of monies due the league and issue monthly statements.
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#### COMMITTEES

Committee Chairpersons may choose the members of their committees with the approval of the League President.

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#### FIELDS

1. Shall be responsible for the playing fields and all permanent fixtures.
2. Shall layout fields prior to the league season.
3. Shall be responsible for getting all fields mowed when needed.

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### REGISTRATION

Shall be responsible for setting up and holding league registration, with approval of The Board.

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### SCHEDULING

1. Prepare annual league games schedule using Pony Bluebook as a guideline.
  2. Reschedule games reported by Managers as cancelled or postponed.
  3. Notify head of umpires and head of fields of rescheduling of games.
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### UMPIRES

1. Assign Umpires for all scheduled and rescheduled games.
  2. Provide Umpires with equipment.
  3. Establish with Board, pay rates for Umpires, and make sure that Umpires are paid.
  4. Shall see that Umpire equipment is taken care of and returned to the proper place, after each day's games.
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### FIELD PLAYABILITY

The playability of the fields will be determined by one board member, appointed by the President, at the beginning of the year. If that person is not present, the next highest ranking board member present, will determine the playability of the fields.

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### EQUIPMENT

1. Shall be responsible for the replacement of equipment and uniforms.
  2. Distribute and recall equipment and uniforms.
  3. Prior to the April board meeting, prepare and obtain an itemized budget for equipment purchases for the current year.
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### FUNDRAISING AND PUBLICITY

1. Conduct fundraising activities.
  2. Establish statistics to present to Secretary after each fundraiser.
  3. Check with Treasurer for audit guideline procedures.
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### CONCESSION STAND

1. Shall be responsible for concession stand activities.
  2. Responsible for the buying and selling of goods.
  3. Responsible for keeping equipment clean and in good working order.
  4. Shall check with Treasurer for audit guidelines.
  5. Shall establish statistics to present to Treasurer after each week's sales.
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### LEAGUE DECISIONS COMMITTEE

Shall act upon written protest presented to them by the Commissioner.

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### PARLIAMENTARIAN

Shall insure that by laws and principles are maintained and report to The Board any actions they believe may not have been in compliance with the rules.

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### COACHES

1. Coaches are retained on a year to year basis if positions are available. If more coaches are available than teams, seniority shall be based on: a) Total consecutive years as a voting member of the league (as defined in Section 1 BOARD OF DIRECTORS Rule #4); b) Total of all years as a head coach; c) If still tied, The Board picks one.
2. Before Coaches may be dismissed for disciplinary reasons, they will have a right to review at a board meeting.
3. Coaches shall play only players registered with the league, and assigned to their team by the Commissioner.
4. Any postponed or cancelled games, other than weather related, must be approved by the Commissioner or his representative. Both Coaches are responsible for reporting postponed or unfinished games to the head of scheduling within forty eight hours. Failure to do so will result in a loss being credited to each team's records.
5. Each player will be notified of practice sessions and given a schedule of league games.
6. A player must be available, able, and willing to play. A Coach will not withhold them from the game, unless for disciplinary reasons. Disciplinary action must be approved by the Commissioner and reported to the plate umpire and opposing coach prior to the starting of the game.
7. Coaches will assure that no player abuses M.B.I. properties during a game or practice session. Coaches should stress no climbing over fences for any reason. No sitting on the tops of fences or dugouts is allowed.
8. Coaches are responsible for controlling their team, parents, and players. Failure to do so may result in a forfeit of the game.

9. All team Coaches may have one Assistant Coach. Coaches must submit the name of their Assistant Coach to the League Secretary prior to league play.
10. Protest must be made in writing to the Commissioner or President within forty eight hours of the protested game.
11. All decisions of the Decision Committee are final, even if discovered to be in error at a later date.
12. Coaches shall insure their dugout areas are clean after each game.
13. Coaches shall make sure their team signs up for their allotted time in the concession stand, as required by The Board each year. Teams that **do not** sign up for concession duty **will not** be eligible for the post-season tournament.

### EQUIPMENT

1. Please assist the league in caring for, and maintaining your equipment. See that players do no throw or abuse equipment.
2. One of the most important duties of a manager is the return of all issued equipment at the end of the season. All equipment (except scorebook) issued to your team should be returned. This also includes game balls you did not use during the season. Game balls are expensive, so the less we have to spend on game balls, the more we can spend on other things for the park.
3. Return equipment immediately at the end of your last game to the concession stand or equipment building.