

**Lockport Boys Baseball - BY-LAWS**  
**Revised: 12/2024**

**Article I. Name**

The name of this organization shall be called the Lockport Boys Baseball Corporation (also referred to as LBB). Established December 2, 1968

**Article II. Object**

LBB is a non-for-profit organization devoted and committed to the teaching and development of good sportsmanship, teamwork, team spirit, respect, discipline, coordination, and physical fitness in children while developing fundamentals in baseball. We Are solely dependent on volunteer parents, young adults, alumni and anyone interested in giving their time and energy to produce a quality program for our youth.

**Article III. Members**

Section 1. The general members shall consist of all paid participants and volunteers of LBB.

**Article IV. Executive Board**

Section 1. The Executive Board shall consist of the President, Vice President, Secretary, Treasurer, Travel Director and Rec Director. These are elected positions determined by the general membership at the annual election held in September.

Section 2. The duties of the Executive Board are:

- a. Act as financial, budgetary, and strategic stewards of the organization, and ensure all expenditures both current and future are in-line with the mission of the organization
- b. Contribute to/determine the agenda for Monthly board meetings
- c. To handle any matter arising between general meetings that requires immediate action
- d. To approve bids for appropriate budgeted & unbudgeted items
- e. Appoint and approve Special Committees: Communications Director, Park District Liaison, Field Maintenance, Sponsorship, and Fundraising coordinator. Other appointed positions can be created and filled at any time as need arises and is agreed upon by a majority decision of the Executive Board

Section 3. A majority of the board members must be present for any issues to be voted on. Any emergency meeting called between meetings must have the topic declared prior to the meeting. The President or Acting President votes only to break a tie.

## **Article V: Parliamentary Authority**

Section 1. The rules contained in the Modern Edition of Robert's Rules or Order Revised shall govern this ORganization in all cases where the matter is not covered in the by-laws of Lockport Boys Baseball Corporation.

## **Article VI: Officers and their Duties**

President: It shall be the duty of the President to preside and conduct all meetings to enforce the organization's by-laws, and be ex-officio. He/She shall oversee Special Committees of Communications Director and Park District Liasion and all their duties. Any special meeting will be called by the President

Vice-President: It shall be the duties of the Vice President to assist the President in his/her duties. He/She shall oversee Special Committees of field maintenance, Head Umpire and all their duties. The Vice President shall assume all duties of the President in his/her absence.

Secretary: It shall be the duties of the Secretary to keep accurate records of the meetings of the organization, attend to any correspondence, possess current mailing list, and all mail notifications and up to date materials to the membership. It shall also be his/her duty to organize picture day and oversee these duties. He/She shall give all information to any publication to promote the organization. The Secretary should have copies of current charter, by-laws, insurance policies, and copies of league rules.

Treasurer: It shall be the duties of the treasurer to receive all monies collected by the organization, deposit the same in organization accounts, renew the charter annually, and pay out any debts incurred as specified in the by-laws. The Treasurer shall write all checks, unless otherwise specified in by-laws. An accurate record of all expenditures and income must be kept as presented at each monthly meeting. An up-to-date annual financial report will be submitted at the September meeting. He/She shall oversee Special Committees of Sponsorship, fundraising, and all their duties.

Travel Director: A Travel Director is mandated to oversee and report all information about Metro to the executive board and all directors. Select travel uniforms; oversee travel tryouts, oversee/coordinate all aspects of the LBB tournament and scheduling. Also uphold travel by-laws in conjunction with LBB by-laws.

Rec Director: A Rec Director is mandated to oversee and report all information about the Recreational program to the executive board and all directors. Primary responsibilities are to oversee all division directors, coordinate the annual player evaluations, ensure there are adequate coaches for the demand at each age level and provide resources to coaches as

necessary to ensure a positive experience for all players. The Rec Director will collaborate with all division directors (as they exist) to help facilitate satisfactory resolution to any issues that arise. The Rec Director will be responsible for administration of all rules across all age levels of the rec program, and collaborate with coaches and the Executive Board in the event rule clarifications are required.

General: Roles & responsibilities of the Board Members defined above may shift at the discretion of the Executive Board at any time. Any shift in responsibilities would be discussed at a general board meeting and captured at that time.

The Executive Board will review any conflict that is not satisfactorily resolved by a division director and/or league director. Where necessary, the Executive Board will make decisions and/or vote on any actions to be taken as appropriate.

## **Article VII: League Directors**

Section 1. League Directors shall manage property and affairs of Lockport's Boys Baseball in conjunction with the Executive Board. The number of League Directors shall not be less than five and no more than ten.

Section 2. League Directors shall be nominated by any member and approved by newly elected Executive Board in the annual meeting held in September. Upon approval league Directors shall start immediately and enter upon the performance of their duties and shall continue until their successor fulfills that position.

## **Article VII: Meetings**

Section 1. The regular monthly meeting shall be held on the 1st Wednesday of each month. The Date of the meeting may be changed at the discretion of the board, so long as it is communicated in advance to the general public. The Location of these meetings should be disclosed where possible at least 24 hours in advance, and made open to the public. A quorum of at least four members must be present to conduct any business including two Executive Board Members, one to preside over the meeting the other to take minutes. All Meeting minutes recorded from each board meeting must be made generally available to the public.

Section 2. The Annual meeting shall be the regular meeting in September at which all board members shall be prepared to turn over all Lockport Boys Baseball property to the newly elected officers, who will then take office immediately.

## **Article VIII: Elections**

Section 1. Nominations for the Executive Board shall be held in August and September with elections being held at the September general meeting. Voting is done by verbal vote, unless written / anonymous balloting is requested. A written ballot can be waived by unanimous decision if the person is running unopposed. New board members will begin their position as of September 15th.

Section 2. An Executive Board position may be filled by an existing Board Member in that same position if nominated and elected.

## **Article IX: Voting**

Section 1. For the purpose of election of Executive Board Member or by-law changes, voting privileges shall be maintained if the member attends six meetings in the past twelve months.

## **Article X: Disciplinary Action**

Section 1. Any grievances arising during the season should be taken to the appropriate Director. If a satisfactory result is not obtained, they may file a written complaint to the Executive Board. The Executive Board will then appoint a grievance committee, consisting of 3 impartial members to investigate the issue. If the committee finds the complaint to have the merit, they will present their findings a general meeting for closure.

Section 2. An Executive Board Member, coach, volunteer, or child participant can be removed or suspended from service for any misconduct detrimental to the organization. It must be done at a meeting of the Executive voting board and shall require a  $\frac{2}{3}$  vote of the five member Executive Board.

Section 3. The member involved shall be notified of such meeting, informed of the general nature of the charge and given an opportunity to appear at the meeting to answer such charges.

## **Article XI: Purchases**

Section 1. Any non-budgeted items over the amount of \$500.00 shall be submitted to the Executive Board for inclusion on the agenda for the next regular monthly meeting for discussion and approval.

Section 2. Three Bids are required for unusual purchases of equipment/services over the amount of \$500.00

## **Article XII: By Laws**

Section 1. Amendments or revision to the By-Laws need to be submitted in writing to the general membership for approval. A vote may then take place at the following general meeting.

## **Article XIII: General Rules**

Section 1. An annual audit shall be completed after the end of each fiscal year. The results of the audit will be announced no later than the October's meeting. Members of the audit committee shall consist of the President, Treasurer and no more than three non Executive Board members or members.

Section 2. The President shall appoint someone to fill any vacancy left on the Executive Board between annual elections with Executive Board approval. This person is to serve until the next annual general election. If the President's position becomes vacant, the Vice President shall assume the President's position and appoint someone to fill the Vice President's position with the approval of the Executive Board.

Section 3. It shall be the duty of all Team Managers to select their assistants in coach the team. It shall also be their duties to be responsible for all equipment passed to their team by equipment manager.

Section 4. All travel teams shall provide all funds a receipt to the treasurer to be deposited in a travel account.

Section 5. All Metro Teams shall follow all Lockport Boys Baseball by-laws and any by-law set in play by appointed travel director.

Section 6. Lockport Boy's Baseball shall annually apply for a charter from Pony baseball, and all coaches and board members shall follow the official playing rules of Pony Baseball.

## **DEDICATION**

**We express our unending thanks to those "Founding Individuals" who gave their time and unending support to establish this corporate for the youth. With the guidance of these by-laws, we strive to maintain the pride and team spirit that was first established.**