

**League Constitution**  
Long Hill Baseball and Softball Association  
Long Hill Township, New Jersey  
[REDACTED]

**Article I – Name**

This organization shall be known as the “Long Hill Baseball and Softball Association”, hereinafter referred to as the “LHBSA”.

**Article II – Objective**

**Section 1**

The objective of the LHBSA shall be to implant firmly in the children of Long Hill Township the ideals of good sportsmanship, honesty, loyalty and courage, as well as respect for authority, so that they may be well-adjusted, stronger and happier children and will grow to be good, decent, healthy and trustworthy citizens.

**Section 2**

To achieve this objective, the LHBSA will provide a supervised program of competitive baseball and softball. The LHBSA shall fund, organize and manage an annual Recreation League, which will be open to all youth of Long Hill Township under a policy of “everyone plays” and without any participatory restriction other than appropriate age-bracketing. Additionally, the LHBSA may fund, organize and manage Travel baseball and softball teams, tournaments, and leagues. Player selection for travel teams will be competitive and based on merit and skill. The governing body and membership of the LHBSA shall bear in mind that the ongoing health of the LHBSA is directly related to the ongoing success of the Recreation League, and they will ensure that Travel ball will not interfere with the operation of the Recreation League in any way.

All Directors, Officers and Members shall also bear in mind that the attainment of exceptional athletic skill and the winning of games are secondary, and that the molding of future citizens is of prime importance. In accordance with Section 501-(c)-(3) of the Federal Internal Revenue Code, the LHBSA shall operate exclusively as a non-profit educational organization. No part of the net earnings shall inure to the benefit of any private shareholder or individual; no substantial part of the activities of which is carrying on propaganda, or otherwise attempting to influence legislation, and which does not participate in or intervene in any political campaign on behalf of any candidate for public office.

**Article III – Membership**

**Section 1**

**Application and Eligibility**

Any resident of Long Hill Township, or non-resident parent who has a child currently residing in Long Hill Township and actively participating in an LHBSA program, and who is sincerely interested in active participation to further the objective of the LHBSA, may apply to become a Member.

**Section 2**

**Classes** – There shall be the following classes of Members:

- (a) **Player Members** – Any player candidate meeting the requirements of the individual leagues and/or divisions managed by the LHBSA shall be eligible for participation. Player Members shall not have rights, duties or obligations in the management or property of the LHBSA.
- (b) **Regular Members** – Any adult person actively interested in furthering the objectives of the LHBSA may become a Regular Member upon election and payment of dues as hereinafter provided. Regular Members may be issued a card numbered in sequential order annually. The secretary shall maintain the roll of membership to qualify voting Members. Regular Members must be Long Hill Township residents without exception.

Only Regular Members in good standing, and having been a Regular Member for a minimum, probationary period of six (6) months, are eligible to vote at General Membership Meetings. All Directors, Officers, Committee Members, and other elected or appointed officials must be active Regular Members in good standing.

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### Section 3

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#### Other Affiliations:

- (a) Members, whether Regular or Player, shall not be required to be affiliated with another organization or group to qualify as Members of the LHBSA.
- (b) Regular Members should not be actively engaged in the promotion or operation of, or recruitment of players to, any other baseball/softball program where a conflict of interest is likely to exist with the goals of the LHBSA.

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### Section 4

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#### Non-Resident Participation in LHBSA Programs:

- (a) The LHBSA may decide to permit non-residents of Long Hill Township to participate in LHBSA programs as players or coaches. However in no instance, will non-residents who do not meet the criteria described in Article III Section 1 be considered Regular Members, nor will voting rights or LHBSA committee participation be conferred upon such non-residents of Long Hill Township.
- (b) In no instance will the participation of non-resident youth result in the exclusion or hindrance of the participation of Long Hill Township youth in either the Recreation or Travel programs of the LHBSA.
- (c) In all other regards, non-resident participants will be subject to the policies, rules and regulations of the LHBSA

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### Section 5

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**Suspension or Termination:** Membership may be terminated by resignation or by the action of the Board of Directors as follows:

- (a) The Board of Directors, by a two-thirds vote of those present at any duly constituted Board meeting, shall have the authority to discipline or suspend or terminate the membership of any Member of any class, including Coaches, when the conduct of such person is considered detrimental to the best interests of the LHBSA and/or Long Hill Township. The Member involved shall be notified of such meeting, informed of the general nature of the charges and given an opportunity to appear at the meeting to answer such charges.
- (b) The Board of Directors shall, in case of a Player Member, give notice to the Head Coach of the team for which the player is a Player Member. Said Head Coach shall appear in the capacity of an advisor with the player before the Board of Directors or before a duly appointed committee of the Board of Directors. The player's parent(s) or legal guardian(s) may also be present. The Board of Directors shall have full power to suspend or revoke such player's right to future participation by two-thirds vote of those present at the duly constituted meeting.

## ARTICLE IV – DUES FOR REGULAR MEMBERS (NOT PLAYERS)

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### Section 1

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Dues for Regular Members may be fixed to a specific amount as the Board of Directors shall determine for a particular fiscal year. (See Article XI, Section 7 for the fiscal year of the LHBSA.) Note: Dues for Regular Members are separate from registration fees for Player Members, which are determined annually by the Board of Directors. If no dues for Regular Membership are collected, Section 2 below does not apply.

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### Section 2

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Regular Members who fail to pay their dues within sixty (60) days of application for membership shall, by majority vote of the Board present at a Duly Constituted Board meeting, be dropped from the rolls and shall forfeit all rights and privileges of membership.

## ARTICLE V – GENERAL MEMBERSHIP MEETINGS

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### Section 1

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**Definition:** A General Membership Meeting is any meeting of the membership of the league (including Special General Membership Meetings, Section 7). A minimum of one (1) meeting per year (Annual Meeting, see Section 6) is required.

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### Section 2

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**Notice of Meeting:** Notice of each General Membership Meeting shall be delivered personally, electronically, or by mail to each Member at the last recorded address of at least 10 days in advance of the meeting, setting forth the place, time and purpose of the meeting.

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### Section 3

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**Quorum:** At any General Membership Meeting, the presence in person or representation by absentee ballot of one third of the Regular Members (as defined in Article II – Membership) shall be necessary to constitute a quorum. If a quorum is not present, no business shall be conducted.

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#### Section 4

**Voting:** Only Regular Members in good standing shall be entitled to make motions and vote at General Membership Meetings. However the Board of Directors may invite, admit and recognize guests for presentations or comments during General Membership Meetings.

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#### Section 5

**Absentee Ballot:** For the expressed purpose of accommodating a Regular Member in good standing who cannot be in attendance at the Annual Meeting, or any General Membership Meeting at which new Directors will be elected, an absentee ballot may be requested and obtained from the Secretary of the League. The absentee ballot shall be properly completed, signed and returned in a sealed envelope to the Secretary prior to the date of the election. The Secretary shall present all absentee ballots to the Election Chairman (appointed at the meeting by the President) on the date of the meeting, prior to the voting portion of the election process.

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#### Section 6

**Annual Meeting of the Members:** The Annual Meeting of the Members of the LHBSA shall be held no earlier than the 1<sup>st</sup> week and no later than the 3<sup>rd</sup> week of November each year for the purpose of electing new Regular Members, electing Directors, receiving reports, reviewing the Constitution, appointing committees, and for the transaction of such business as may properly come before the meeting.

- 1) The Membership shall receive at the Annual Meeting of the Members of the LHBSA a report, verified by the President and Treasurer, or by a majority of the Directors, showing at a minimum the following:
  - a) The condition of the LHBSA, to be presented by the President or his/her delegate
  - b) A general summary of funds received and expended by the LHBSA for the previous year, the amount of funds currently in possession of the LHBSA, and the name of the financial institution in which such funds are maintained;
  - c) The whole amount of real and personal property owned by the LHBSA, where located, and where and how invested;
  - d) For the year immediately preceding, the amount and nature of the property acquired, with the date of the report and the manner of the acquisition, the amount applied, appropriated or expended, and the purposes, objects or persons to or for which such applications, appropriations or expenditures have been made;
  - e) The names of the person who have been admitted as Regular Members in the LHBSA during such year. This report shall be filed with the records of the LHBSA and entered in the minutes of the proceedings of the Annual Meeting.
- 2) At the Annual Meeting, the Regular Members shall elect such number of Directors as is specified in Article VI Section 2, or in subsequent amendments to this Constitution. In any case, the number of Directors shall not be less than seven (7).
- 3) No later than seven (7) days after Annual Meeting of the Members, the newly elected Board of Directors shall meet privately to elect its Officers and assume the performance of its duties. The Board's term of office shall continue until its successors are elected and qualified under this section.

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#### Section 7

**Special General Membership Meetings** – A Special General Membership Meeting of the Members may be called by the Board of Directors, or by the Secretary or President at their discretion. Upon the written request of a minimum of five (5) members, the President or Secretary shall call a Special General Membership Meeting to consider the subject specified in the request. No business other than that specified in the notice of the meeting shall be transacted at any Special General Membership Meeting. Such Special General Membership Meeting shall be scheduled to take place not less than fourteen (14) days after the request has been received by the President or Secretary.

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#### Section 8

**Robert's Rules of Order for General Membership Meetings and Regular Meetings of the Board of Directors** - Robert's Rules of Order shall govern the proceedings of General Membership Meetings, as well as all regular meetings of the Board of Directors, except those where same conflicts with this Constitution of the LHBSA.

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#### Section 9

**Rules for the Election of Directors** – Candidates receiving the most votes shall fill the Director positions up for election, however an individual candidate must receive at least one more vote greater than fifty (50) percent of the total votes cast by the membership in order to be considered elected. If Director positions remain unfilled because certain candidates did not pass this fifty-percent threshold, then a run-off election shall be immediately held among top remaining candidates, the number of such candidates shall be one more than the number of Director positions remaining to be filled. If necessary, the run-off process shall be repeated until the election is decided. In the case of a deadlock among the membership that cannot be reconciled, the newly elected Directors shall choose the candidates to fill the remaining positions.

## ARTICLE VI – BOARD OF DIRECTORS

### Section 1

**Authority:** The management of the property and affairs of the LHBSA shall be vested in the Board of Directors.

### Section 2

**Size of the Board:** The number of Directors according to this Constitution shall be ten (10) unless otherwise amended.

### Section 3

**Change in Number of Directors:** The number of Directors so fixed at the Annual Meeting may be increased or decreased at any General Membership Meeting or Special Meeting of the Members by motion and majority vote of the Regular Members to amend this Constitution as such. If the number is increased, the additional Directors may be elected at the meeting at which the increase is voted, or at any subsequent General Membership Meeting. If the number is decreased, the decrease shall be reflected in the next election, or prior to that at the discretionary action of the Board itself. All elections of additional Directors shall be by majority vote of all Regular Members present or represented by a properly executed and signed absentee ballot filed with the Secretary prior to the election meeting. In any case, the number of Directors shall not be decreased to less than seven (7).

### Section 4

**Vacancies:** If any vacancy occurs in the Board of Directors, by death, resignation or otherwise, it may be filled by a majority vote of the remaining Directors at any regular Board meeting or at any Special Board Meeting called for that purpose.

### Section 5

**Board Meetings, Notice and Quorum:** Regular Meetings of the Board of Directors shall be held immediately following the Annual Meeting and on such days thereafter as shall be determined by the Board.

- (a) The President or Secretary may, whenever they deem it advisable, or the Secretary shall at the request in writing of one third of the Directors, issue a call for a Special Board Meeting. In the case of Special Board Meetings, such notice shall include the purpose of the meeting and no matters not so stated may be acted upon at the meeting.
- (b) Notice of the each Board meeting shall be given by the Secretary personally, electronically or by mail to each Director at least 7 days before the time appointed for the meeting to the last recorded address of each Director.
- (c) Two-thirds of the total number of members of the Board of Directors shall constitute a quorum for the transaction of business. If a quorum is not present, no business shall be conducted.
- (d) Only members of the Board of Directors may make motions and vote at meetings of the Board of Directors. However, the Board of Directors may invite, admit and recognize guests for presentations or comments during Board meetings.

### Section 6

**Duties and Powers:** The Board of Directors shall have the power to appoint such standing committees as it shall determine appropriate and to delegate such powers to them as the Board of Directors shall deem advisable and which it may properly delegate. The Board may adopt such rules and regulations for the conduct of its meetings and the management of the LHBSA as it may deem proper, provided such rules and regulations do not conflict with this Constitution. The Board shall have the power by a two-thirds vote of those present at any regular Board or Special Board Meeting to discipline, suspend or remove any Director or Officer or Committee Member of the LHBSA in accordance with the procedure set forth in Article III, Section 5 (a, b).

### Section 7

**Robert's Rules of Order for Board Meetings:** Robert's Rules of Order shall govern the proceedings of all LHBSA meetings including Board of Directors meetings, except where same conflicts with this Constitution of the LHBSA.

## ARTICLE VII – DUTIES AND POWERS OF THE BOARD

### Section 1

**Appointments –** There shall be ten (10) Officer roles required on the Board of Directors as follows: President; Vice President; Secretary; Treasurer; Contracts & Risk Officer; Director of Fields, Facilities & Equipment; Baseball Commissioner; Softball Commissioner; Director of Marketing & Community Relations; Director of Membership & Governance. In the event there are less than ten Directors on the Board, it is allowable for certain Directors to hold multiple roles per the stipulations below in this Article VII. The Board of Directors may appoint, from within the Board itself or from the Regular Membership, other such officers, managers or agents as it may deem necessary or desirable for the operation of the LHBSA, and may prescribe the powers and duties of each. Appointed officers, managers or agents shall have no vote on actions taken by the Board of Directors unless such individuals have been elected to the Board of Directors by the membership or have been elected to fill a

vacancy on the Board. In the interest of providing checks and balances and to avoid any conflict of interest, actual or perceived, certain exclusions for Board and Committee positions shall be adhered to as illustrated below.

## Section 2

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**President** shall be an Officer of the Board of Directors with the following responsibilities:

- (a) Conduct the affairs of the LHBSA and execute the policies established by the Board of Directors.
- (b) Present a report of the condition of the LHBSA at the Annual Meeting;
- (c) Communicate to the Board of Directors such matters as deemed appropriate, and make such suggestions as may tend to promote the welfare of the LHBSA;
- (d) Be responsible for the conduct of the LHBSA in strict conformity to the policies, principles, rules and regulations of the LHBSA;
- (e) Designate in writing other Officers, if necessary, to have power to make and execute for/and in the name of the LHBSA such contracts and leases they may receive and which have prior approval of the Board;
- (f) Investigate complaints, irregularities and conditions detrimental to the LHBSA and report thereon to the Board or Executive Committee as circumstances warrant;
- (g) Prepare and submit an annual budget to the Board of Directors and be responsible for the proper execution thereof;
- (h) With the assistance of the Membership & Registration Committee, examine the application and support proof-of-age documents of every player candidate and certify to residence and age eligibility before the player may be accepted for tryouts and selection;
- (i) Complete the required background checks per Long Hill Township regulations or delegate this responsibility to the LHBSA Contracts & Risk Officer, or other designated Director.

**Exclusions:** The President is not permitted to hold any of the following four Officer roles while actively serving as President: Commissioner of Baseball; Commissioner of Softball; Treasurer; Contracts & Risk Officer.

## Section 3

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**Vice President** shall be an Officer of the Board of Directors with the following responsibilities:

- (a) Perform the duties of the President in the absence or disability of the President, provided he or she is authorized by the President or Board of Directors so to act. When so acting, the Vice President shall have all the powers of that office;
- (b) Perform such duties as from time to time may be assigned by the Board of Directors or by the President.

**Exclusions:** A Vice President is not permitted to hold any of the following four Officer roles while actively serving as Vice President: Commissioner of Baseball; Commissioner of Softball; Treasurer; Contracts & Risk Officer.

**Allowances:** Multiple Vice Presidents are allowable provided that a unambiguous hierarchy of succession is established by the Board of Directors.

## Section 4

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**Secretary** shall be an Officer of the Board of Directors with the following responsibilities:

- (a) Be responsible for recording the activities of the LHBSA and maintain appropriate files, mailing lists and necessary records;
- (b) Perform such duties as are herein 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;
- (c) Maintain a list of all Regular Members, Directors and Committee Members, and give notice of all meetings of the LHBSA, the Board of Directors and Committees;
- (d) Issue membership cards to Regular Members, as approved by the Board of Directors;
- (e) Keep the minutes of the meetings of the Members, the Board of Directors and the Executive Committee, and cause them to be recorded in a book or electronic file kept for that purpose;
- (f) Conduct all correspondence not otherwise specifically delegated in connection with said meeting and shall be responsible for carrying out all orders, votes and resolutions not otherwise committed;
- (g) Notify Members, Directors, Officers and committee members of their election or appointment.

## Section 5

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**Treasurer** shall be an Officer of the Board of Directors with the following responsibilities:

- (a) Perform such duties as are herein set forth and such other duties as are customarily incident to the Office of Treasurer or may be assigned by the Board of Directors;
- (b) Chairs the Finance Committee;
- (c) Receive all moneys and securities, and deposit same in a depository approved by the Board of Directors;

- (d) Keep records for the receipt and disbursement of all moneys and securities of the LHBSA, approve all payments from allotted funds and draw checks therefore in agreement with policies established in advance of such actions by the Board of Directors;
- (e) Prepare an annual budget, under the direction of the President, for submission to the Board of Directors at start of the LHBSA's fiscal year;
- (f) Prepare an annual financial report, under the direction of the President, for submission to the Membership at the Annual Meeting of the Membership.

**Exclusions:** The Treasurer is not permitted to hold the role of President or Vice President while actively serving as Treasurer.

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### Section 6

**Contracts & Risk Officer** shall be an Officer of the Board of Directors with the following responsibilities:

- (a) Reviews all contracts and binding agreements and applies his or her signature or stamp as a visible sign of approval;
- (b) Acts as an advisor to the Board of Directors on legal and safety risk regarding the operations of the LHBSA;
- (c) Acts as legal counsel if qualified, or ensures that legal counsel is engaged, to guide and represent the LHBSA;
- (d) Ensures that an independent Auditing Committee is staffed and operational according to League policies;

**Exclusions:** The Contracts & Risk Officer is not permitted to hold the role of President or Vice President while actively serving as Contracts & Risk Officer.

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### Section 7

**Director of Membership & Governance** shall be an Officer of the Board of Directors with the following responsibilities:

- (a) Chairs the Constitution, Policies, and Rules Committee;
- (b) Ensures that the LHBSA Constitution is reviewed with the Board of Directors and General Membership annually.
- (c) Acts as an advisor to the Board of Directors regarding governance according to the LHBSA Constitution.
- (d) Ensures that the Registration & Membership Committee and Nominating Committee are staffed and operational, and that the annual election process is executed according to the process outlined in the LHBSA Constitution.

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### Section 8

**Baseball Commissioner** shall be an Officer of the Board of Directors with the following responsibilities:

- (a) Runs the recreation baseball leagues as a first priority and according to LHBSA strategy and policy as determined by the Board of Directors, and coordinates travel league activities as a second priority;
  - a) Coordinates communications with coaches, teams and league coordinators;
- (b) Arbitrates disputes within their respective leagues;
- (c) Coordinates requests to any appointed Committees or Coordinators within the LHBSA supporting the operations of the baseball leagues, such as an Umpire Coordinator, Playing Equipment coordinator, Uniform Coordinator;
- (d) Participates on the Scheduling Committee.

**Exclusions:** The Baseball Commissioner is not permitted to hold any other Officer positions while serving in the role of Baseball Commissioner.

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### Section 9

**Softball Commissioner** shall be an Officer of the Board of Directors with the following responsibilities:

- b) Runs the recreation softball leagues as a first priority and according to LHBSA strategy and policy as determined by the Board of Directors, and coordinates travel league activities as a second priority;
- c) Coordinates communications with coaches, teams and league coordinators;
- d) Arbitrates disputes within their respective leagues;
- 4) Coordinates requests to any appointed Committees or Coordinators within the LHBSA supporting the operations of the softball leagues, such as an Umpire Coordinator, Playing Equipment coordinator, Uniform Coordinator;
- 5) Participates on the Scheduling Committee.

**Exclusions:** The Softball Commissioner is not permitted to hold any other Officer positions while serving in the role of Softball Commissioner.

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### Section 10

**Director of Fields, Facilities & Equipment** shall be an Officer of the Board of Directors with the following responsibilities:

- (a) Chairs the Grounds-keeping Committee, if such a committee is established;
- (b) Ensures that proper field maintenance procedures are followed;
- (c) Monitors and responds to maintenance issues regard to buildings, tools, equipment, and supplies, and makes recommendations for the repair or purchase of the same;

- (d) Monitors and responds to issues regarding the Snack Shack building;
- (e) Coordinates the seasonal openings and closings of the LHBSA complex;

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### Section 11

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**Director of Marketing & Community Relations** shall be an Officer of the Board of Directors with the following responsibilities:

- (a) Chairs the Public Relations & Special Events Committee, if such a committee is established;
- (b) Ensures that LHBSA policies and standards on communication and branding are understood and adhered to;
- (c) Oversees the activities of Webmaster managing the LHBSA website;
- (d) Provides promotional support to the Sponsorship & Fundraising Committee as well as any other committees in need of public outreach.
- (e) Partners with the Long Hill Township Liaison regarding community relations and outbound communications within Long Hill Township as well as to outside communities.

## ARTICLE VIII – COORDINATORS AND OTHER POSITIONS OF RESPONSIBILITIES

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### Section 1

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**Appointments** – The following non-Officer roles shall be appointed on a yearly basis by the Board of Directors as follows: Umpire Coordinator, Scheduling Coordinator, Playing Equipment Coordinator, Uniform Coordinator, Webmaster, Snack Shack Coordinator. In the interest of providing checks and balances and to avoid any conflict of interest, actual or perceived, certain exclusions from Board and Committee positions shall be adhered to as mentioned below.

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### Section 2

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**Umpire Coordinator** may be a Regular Member or Director and shall have the following responsibilities:

- (a) Manage scheduling of umpires for both baseball and softball games;
- (b) Act as a liaison between coaches and umpires regarding complaints or unusual situations;
- (c) Establish an umpire payment process in cooperation with the Treasurer and resolve umpire payment issues;

The Umpire Coordinator is prohibited from serving as Baseball Commissioner or Softball Commissioner.

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### Section 3

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**Scheduling Coordinator** may be a Regular Member or Director and shall have the following responsibilities:

- (a) Chair the Scheduling Committee;
- (b) Coordinate with the Board of Directors to create an annual scheduling plan for the Recreation League and Travel ball;
- (c) Coordinate with the Baseball Commissioner and the Softball Commissioner, or their delegates to create, modify and update game schedules as necessary;

The Scheduling Coordinator is prohibited from serving in a dual capacity as Baseball Commissioner or Softball Commissioner.

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### Section 4

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**Insurance Coordinator** may be a Regular Member or Director and shall have the following responsibilities:

- (a) Ensure that the LHBSA has sufficient insurance coverage covering all participants and property of the LHBSA;
- (b) Advise the Board of Directors on coverage limits provide recommendations as to risk mitigation as necessary;
- (c) Manage claims with, and otherwise communicate with LHBSA insurer(s) as necessary.;
- (d) Provide coverage documentation to LHBSA volunteers as needed for participation in certain events.

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### Section 5

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**Playing Equipment Coordinator** may be a Regular Member or Director and shall have the following responsibilities:

- (a) Chair the Playing Equipment Committee, if such a committee is established;
- (b) Maintain an inventory of playing equipment in good repair for the Recreation League and Travel Ball and ensure the availability of such equipment during the playing seasons;
- (c) Provide recommendations to the Board of Director for the acquisition of new equipment or supplies as needed;
- (d) Manage the distribution and collection of playing equipment and supplies to the league coaches;

The Playing Equipment Coordinator is prohibited from serving in a dual capacity as Baseball Commissioner or Softball Commissioner.

## Section 6

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**Uniform Coordinator** may be a Regular Member or Director and shall have the following responsibilities:

- (a) Chair the Uniforms Committee, if such a committee is established;
- (b) Coordinate with the Sponsorship & Fundraising Coordinator with regard to team sponsorships names;
- (c) Coordinate with the Baseball Commissioner and Softball Commissioner with regard to Recreation League uniforms and Travel uniforms;
- (d) Coordinate with the Membership & Registration Committee with regard to team rosters and uniform sizing;

The Uniform Coordinator is prohibited from serving in a dual capacity as Baseball Commissioner or Softball Commissioner.

## Section 7

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**Township Liaison** may be a Regular Member or Director and shall have the following responsibilities:

- (a) Communicates with Long Hill Township municipal government and departments as necessary regarding the normal operations of the LHBSA
- (b) Participates on any LHBSA committee where communication with Long Hill Township will be necessary.

## Section 8

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**Webmaster** may be a Regular Member or Director and shall have the following responsibilities:

- (a) Set up and maintain the LHBSA's official website according to the policies of the LHBSA and the guidance of the Director of Marketing & Community Relations;
- (b) Set up online registration under the guidance of the Membership & Registration Committee and ensure player and coach data is uploaded properly;
- (c) Assign online administrative rights to other volunteers as necessary;
- (d) Ensure that league news and scores are updated online on a regular basis;
- (e) Collect, post, and distribute important information on LHBSA activities to the public, LHBSA Members, and the media.

The Webmaster is prohibited from serving in a dual capacity as Baseball Commissioner or Softball Commissioner.

## Section 9

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**Snack Shack Coordinator** may be a Regular Member or Director and shall have the following responsibilities:

- (a) Chairs the Snack Shack Committee;
- (b) Ensures that the Snack Shack and equipment is in proper working order and compliant with the policies of the LHBSA as well as local health and safety regulations;
- (c) Ensure that the Snack Shack is properly secured during seasonal shutdowns;
- (d) Maintain the inventory of supplies and foodstuffs ensuring reasonable protection against inventory shrinkage;
- (e) Submit an annual plan in the first calendar quarter outlining product offerings and pricing, equipment upgrades, and proposed Snack Shack volunteer policies;
- (f) Maintain and provide regular financial reports to the Treasurer and LHBSA.

## Section 10

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**Sponsorship & Fundraising Coordinator** may be a Regular Member or Director and shall have the following responsibilities:

- (a) Chair the Sponsorship & Fundraising Committee, if such a committee is established;
- (b) Solicit and receive sponsorships for the financial support of the LHBSA;
- (c) Coordinate with the Uniform Coordinator with regard to team sponsorships;
- (d) Plan and execute fundraising events with the approval of the LHBSA Board of Directors.

## Section 11

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**First Aid Coordinator** may be a Regular Member or Director and shall have the following responsibilities:

- (a) Chair the First Aid Committee, if such a committee is established;
- (b) Coordinate with the Playing Equipment Coordinator to ensure that appropriate first aid kits are distributed to teams;
- (c) Ensure that any specialized, onsite first aid equipment at the LHBSA complex, such as a defibrillator, is in working order and properly maintained, and that information regarding the operation of said device(s) is communicated to the membership of the LHBSA.



## ARTICLE IX - EXECUTIVE COMMITTEE

### Section 1

The Board of Directors may appoint an Executive Committee which shall consist of not less than three (3) nor more than five (5) Directors, one of whom shall be the President of the LHBSA.

### Section 2

The Executive Committee shall advise with and assist the Officers of the LHBSA in all matters concerning its interests and the management of its affairs, and shall have such powers as may be delegated to it by the Board, but in no event will the Executive Committee have authority over the Board of Directors.

### Section 3

At any meeting of the Executive Committee, a majority of the total number of members then in office shall constitute a quorum for the transaction of business, and the act of a majority present at any meeting at which there is a quorum shall be the act of the Executive Committee.

## ARTICLE X - OTHER COMMITTEES

### Section 1

**Appointments** – The following committees shall be appointed on a yearly basis by the Board of Directors: Membership & Registration Committee, Nominating Committee, Finance Committee, Auditing Committee, Scheduling Committee, Snack Shack Committee. In the interest of providing checks and balances and to avoid any conflict of interest, actual or perceived, certain exclusions from Board and Committee positions shall be adhered to as mentioned below. For the purpose of clarity, in this Article X, "Regular Member" shall have the meaning of "non-Director Regular Member".

### Section 2

**Membership & Registration Committee:** The Board of Directors shall appoint a Membership Committee consisting of at least two (2) Directors and at least two (2) Regular Members, and chaired by either a Regular Member or Director. The Committee shall receive the names of prospective members, investigate for eligibility and recommend those qualified for election at the annual, regular, or any special meeting of the Members or the Board of Directors. The Committee shall also run the annual player and volunteer registration process.

### Section 3

**Nominating Committee:** The Board of Directors shall appoint a Nominating Committee consisting of at least two (2) Directors and at least two (2) Regular Members, and chaired by either a Regular Member or Director. The Committee shall investigate and consider eligible candidates and submit at the Annual Meeting a slate of candidates for the Board of Directors. The Committee may also submit for consideration by the Board of Directors a list of recommendations for appointments of Officers and Committee Members.

### Section 4

**Finance Committee:** The Board of Directors shall appoint a Finance Committee consisting of three (3) Directors and two (2) Regular Members. The Treasurer shall be an ex-officio member of the Committee. The Committee shall investigate ways and means of financing the Local League including team sponsorships and submit recommendations. It shall be responsible for taking up collections at games, if such collections are authorized by the LHBSA, and shall turn over said collections to the Treasurer immediately after each game.

### Section 5

**Auditing Committee:** The Board of Directors shall appoint an Auditing Committee chaired by a Regular Member and consisting of other Regular Members as needed and including one Director. The President, Treasurer or signatories of checks are not eligible. The Committee will review the Local League's books and records annually prior to the Annual Meeting and attach a statement of its findings to the annual financial statement of the President and Treasurer; or may, if directed by the Board of Directors or Membership, secure the services of a Certified Public Accountant to accomplish such review.

### Section 6

**Snack Shack Committee:** The Board of Directors shall appoint a Snack Shack Committee consisting of at least one Director and at least one Regular Members, and chaired by the Snack Shack Coordinator. The Committee shall ensure that the Snack Shack and equipment is in proper working order and compliant with the policies of the LHBSA as well as local health and safety regulations; that the Snack Shack is properly secured during seasonal shutdowns; maintain the inventory of supplies and foodstuffs ensuring reasonable protection against inventory shrinkage; submit an annual plan in the first calendar quarter outlining product offerings and pricing, equipment upgrades, and proposed Snack Shack volunteer policies; maintain and provide regular financial reports to the Treasurer and LHBSA.

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### Section 7

**Constitution, Policies, and Rules Committee:** The Board of Directors shall appoint a Constitution, Policies, and Rules Committee, and consisting of at least two (2) Directors and two (2) Regular Members, and chaired by the Director of Membership & Governance

- (a) **Constitution:** The Committee shall meet at least once annually to review the LHBSA Constitution and to make recommendations as to its amendment, if at all. The Committee shall ensure that the LHBSA Constitution is distributed and reviewed annually with the LHBSA membership. The Committee, at the Board of Directors' request, shall meet to review and provide guidance on issues or situations occurring within the LHBSA.
- (b) **Policies:** The Committee shall provide guidance to the Board of Directors regarding any policies adopted by the Board of Directors as to comply with the LHBSA Constitution. The Committee shall also maintain documentation of said policies and ensure that these are circulated to the membership at least annually or when changed.
- (c) **Rules:** The Committee shall, in coordination with the Baseball Commissioner and Softball Commissioner, form, oversee and provide guidance to annually constituted subcommittees to review and amend the playing rules of the LHBSA Recreation League, LHBSA sponsored tournaments where applicable, and general ground rules for the LHBSA complex. The Committee shall distribute the rules annually to the LHBSA membership.

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### Section 8

**Scheduling Committee:** The Board of Directors shall appoint a Scheduling Committee consisting of at least three (3) Directors as well as other Regular Members as needed. Two of the three Directors on the committee shall be the Baseball Commissioner and the Softball Commissioner. The third Director shall chair. The Committee shall devise schedules for all LHBSA-sanctioned leagues and submit to the Board of Directors for approval. The Committee shall also ensure the distribution of schedules to the various leagues as postings on the LHBSA website. The Committee shall also manage rescheduling of games and field assignments as necessary.

## ARTICLE XI – OPTIONAL COMMITTEES

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### Section 1

**Grounds-keeping Committee:** The Board of Directors may appoint a Grounds-keeping committee to assist the Director of Fields, Facilities & Equipment in maintaining the fields at the LHBSA complex.

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### Section 2

**Public Relations & Special Events Committee:** The Board of Directors may appoint a Public Relations & Special Events Committee committee for which the Director of Marketing & Community Relations will serve as Chair.

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### Section 3

**Playing Equipment Committee:** The Board of Directors may appoint a Playing Equipment Committee to assist the Playing Equipment Coordinator in the execution of his/her responsibilities.

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### Section 4

**Uniforms Committee:** The Board of Directors may appoint a Uniforms Committee to assist the Uniform Coordinator in the execution of his/her responsibilities.

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### Section 5

**Sponsorship & Fundraising Committee:** The Board of Directors may appoint a Sponsorship & Fundraising Committee to assist the Sponsorship & Fundraising Coordinator in the execution of his/her responsibilities.

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### Section 6

**First Aid Committee:** The Board of Directors may appoint a First Aid Committee to assist the First Aid Coordinator in the execution of his/her responsibilities.

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### Section 7

**Other Committees:** The Board of Directors may appoint other committees as it deems necessary, however such committees, whether in structure or operation or otherwise, shall in no way conflict with this Constitution.

## ARTICLE XII – AFFILIATION

### Section 1

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**Rules and Regulations:** Playing Rules and Regulations will be adopted as follows:

- (a) For baseball divisions, the rules published by Babe Ruth League / Cal Ripken Baseball shall apply unless otherwise stipulated by the LHBSA. (website <http://www.baberuthleague.org>)
- (b) For softball divisions, the rules published by the American Softball Association shall apply unless otherwise stipulated by the LHBSA. (website <http://www.asausasoftball.com>)

### Section 2

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**Local Rules, Ground Rules and Policies:** The local rules and ground rules and/or policies of the LHBSA shall be adopted by the Board of Directors at a meeting to be held not less than one month previous to the first scheduled game of the season, but shall in no way conflict with this Constitution. The local rules, ground rules and/or policies of the LHBSA shall expire at the end of each fiscal year, and are not considered part of this Constitution. (See Article XIII, Section 8 for fiscal year of the LHBSA).

## ARTICLE XIII – FINANCIAL AND ACCOUNTING

### Section 1

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**Authority:** The Board of Directors shall decide all matters pertaining to the finances of the LHBSA and it shall place all income in a common treasury, directing the expenditure of funds in such manner as will give no individual or team an advantage over those in competition with such individual or team.

### Section 2

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**Contributions:** The Board shall not permit the contribution of funds or property to individual teams but shall solicit funds for the common treasury of the LHBSA, thereby to discourage favoritism among teams and to endeavor to equalize the benefits of the LHBSA.

### Section 3

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**Solicitations:** The Board shall not permit the solicitation of funds in the name of the LHBSA unless all the funds so raised be placed in the LHBSA treasury.

### Section 4

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**Disbursement of Funds:** The Board shall not permit the disbursement of LHBSA funds for other than the conduct of LHBSA activities in accordance with the rules and policies of the LHBSA. All disbursements will be made by check. All checks shall be signed by the LHBSA Treasurer and such other officer, or officers, or person, or persons, as the Board of Directors shall determine.

### Section 5

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**Financial Transparency:** No Board member authorized to disburse funds may be the spouse or family relative of the President or Treasurer, or have direct access to league funds without the written permission of the chairman of the league's Audit Committee.

### Section 6

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**Compensation:** No Director, Officer, or Member of LHBSA shall receive, directly or indirectly any salary, compensation, or emolument from the LHBSA for services rendered as Director, Officer or Member.

### Section 7

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**Deposits:** All moneys received, including sponsorship and fundraising, shall be deposited to the credit of the LHBSA at Millington Bank ([www.millingtonbank.com](http://www.millingtonbank.com) NASDAQ:MSBF).

### Section 8

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**Fiscal Year:** The fiscal year of the LHBSA shall begin on January 1 and end on December 31.

### Section 9

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**Distribution of Property upon Dissolution:** Upon dissolution of the LHBSA and after all outstanding debts and claims have been satisfied, the Members shall direct the remaining property of the LHBSA to the Recreation Department of the Township of Long Hill.

## ARTICLE XIV – AMENDMENTS

This Constitution may be amended, repealed or altered in whole or in part by a majority vote at any duly organized meeting of the Members provided notice of proposed change is included in the notice of such meeting.

## ARTICLE XV – SPECIAL TERMS FOR TRANSITION TO GOVERNANCE BY THIS CONSTITUTION

### Section 1

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**Definitions:** For the purpose of clarity, the following definitions shall apply to Article XV of this Constitution:

- (a) **Transition Period** is defined as the period of time between which this Constitution is approved and the beginning of the next fiscal year, January 1, 2018;
- (b) **Legacy Board of Directors** refers to the group of individuals serving as the Directors of record prior to the ratification of this Constitution, and the term Legacy Director refers to a member thereof,
- (c) **Newly Formed Board of Directors** refers to the group of individuals serving as the Directors of record following the ratification of this Constitution, and prior to the first election of Directors conducted under the governance of this Constitution.

### Section 2

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**Grandfather Clause for Membership:** Upon approval of this Constitution, the President of the Legacy Board of Directors of the LHBSA shall extend an offer of Regular Member status to certain LHBSA volunteers who meet the eligibility requirements of Article II of this Constitution:

- (a) Volunteers who were a Head Coach of record for any baseball or softball team in the 2017 LHBSA Spring Recreation League
- (b) Volunteers who were a Head Coach of record for any Long Hill Travel Baseball or Softball team during 2017.
- (c) Volunteers who were a Team Parent of record for any baseball or softball team in the 2017 LHBSA Spring Recreation League
- (d) Volunteers who were a Team Parent of record for any Long Hill Travel Baseball or Softball team during 2017.
- (e) The legacy Board of Directors of the LHBSA

This granted membership will be free of dues for the Transition Period and will confer voting rights which can be exercised at the Annual General Membership Meeting as described in Article V of this Constitution. Other than this initial, one-time bridge of membership, no other special rights are conferred in this action.

### Section 3

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**Realignment of the Board of Directors During the Transition Period Prior to the First Election:** Upon approval of this Constitution, the Legacy Board of Directors of the LHBSA shall conduct no business until it has re-aligned itself to conform with structure, roles and processes as defined in Articles VI and VII in this Constitution. Any Legacy Directors not appointed to Officer roles will remain on the Newly Formed Board as Directors for the balance of the term leading up to election. The first order of business for the Newly Formed Board of Directors will be to appoint a Nominating Committee, per Article X Section 3 of this Constitution, to prepare for the first election of Directors.

### Section 4

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**First Election of Directors:** The first Annual Meeting of the Members of the LHBSA will be held as outlined in Articles V to elect ten (10) Directors to serve on the Board of Directors for the next fiscal year, and whose term will begin immediately upon election, and who will then act according to the guidelines in this Constitution to appoint Officers, other Positions of Responsibilities, and Committees in preparation for the next fiscal year.

### Section 5

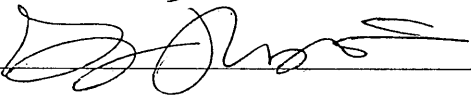
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**First Applications for Regular Membership, Membership Renewals:** Applications for Regular Membership will be accepted after the election of Directors. Dues for all Regular Members, new and renewing, will be subject to the terms in Article IV of this Constitution.

**RATIFICATION**

This Constitution was approved by the LHBSA Board of Directors on (date): 24 Sep 2017

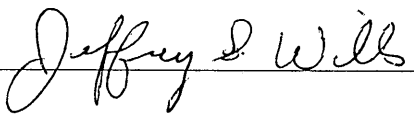
President's Name (Print) Greg Russotti

President's Signature  Date 24 Sep 2017

Federal ID No. (if available) \_\_\_\_\_

State ID No. (if available) \_\_\_\_\_

Witnessed by:

 Date 24 Sep 2017

**COPY TO BE PROVIDED TO LONG HILL TOWNSHIP**

Initials \_\_\_\_\_ Date \_\_\_\_\_