

**BY-LAWS OF THE HOWELL AREA JUNIOR
BASEBALL ASSOCIATION, INC.**

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As adopted by membership vote, September 21, 2006

Updated December 8, 2012

Updated 2019 – TBD

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ARTICLE I - NAME AND PURPOSE

1.1 The Howell Area Junior Baseball Association, Inc. (hereinafter Association” or HAJBA) was founded in 1957 and officially organized at Howell, Michigan, November 14, 1977, and incorporated as a non-profit organization under the Laws of the State of Michigan, November 14, 1977. The full legal name of the organization is the Howell Area Junior Baseball Association, Inc., and the shortened version the organization is known by, is HAJBA.

1.2 The purpose of the Howell Area Junior Baseball Association is to promote good sportsmanship, honesty, loyalty, courage, respect for authority, and an appreciation of the game of Baseball/Softball among the young people of the Livingston County Area.

ARTICLE II – MEMBERSHIP

2.1 Player member: Any child residing within Livingston County and meeting the requirements of the association shall be eligible for participation, however they shall have no rights, duties, or obligations in the management or in the property of the association.

2.2 Regular member: Any adult (18 years or older) residing within Livingston County or by special Board approval, interested in participation in this association shall be considered a Member.

2.3 All officers, Board members, committee members, managers, and other elected or appointed officials must be regular members.

2.4 Termination: Membership may be terminated by resignation or action of the Board of Directors.

2.5 Only the Board positions noted on 5.1 of the By-Laws will have the ability to cast a vote in reference to the business of the association during the regularly scheduled meetings of the Association.

2.6 If a Board member is unable to be present at a regularly scheduled meeting, they can cast their vote for any known motions to be made at the meeting, prior to the meeting, via an email correspondence. This vote shall be recorded in the meeting minutes in the same fashion as votes cast at the actual meeting. Board proposals may be completed electronically with motions being made, seconded, and voted on through email, outside of meetings using the same process as in meetings with a motion, second and call for vote by President or Vice-President.

2.7 All new Board members must pass a background check in the last 12 months to be nominated, and all board members must have a clear background check, Concussion training and SafeSport Act training every other calendar year completed by February 1 each season.

ARTICLE III – ANNUAL MEETING

3.1 The annual meeting of the members of the association shall be the first Wednesday in the month of June for nominating officers, and the third Wednesday in the month of June for the purpose of electing officers.

3.2 Only Regular members who have attended a minimum of four (4) Association meetings between August and July shall be entitled to nominate and vote for the purpose of electing officers to the Board and Committees of this Association.

3.3 A slate of directors shall be presented by the Board of Directors to the members for election. Nominations to the board shall be open from the floor.

3.4 The agenda for the annual meeting shall be:

1. Community Comments
2. Approval of minutes of last meeting
3. Financial Reports
4. Proof of Notice of elections (Email, Website messages and social media)
5. Reports from President, Directors and commissioners
6. Board Nominations (first meeting)/Voting (second meeting)
7. Other Business
8. Adjournment

ARTICLE IV – BOARD OF DIRECTORS

4.1 The management of the property and the affairs of the association shall be vested in the Board of Directors.

4.2 The Directors shall, upon election, enter upon the performance of their duties, beginning with the August meeting and shall continue office until their successors have been duly elected and qualified.

4.3 At the annual meeting on the first Wednesday in June, the members determine the number of directors to be nominated for the ensuing year. Such number of directors shall be elected at the annual meeting the third Wednesday in June.

4.4 A Quorum of no less than (7) members of the Board of Directors must be present in order to conduct business during a scheduled or special meeting.

4.5 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 by any special meeting called for that purpose.

4.6a Regular meetings of the Board of Directors shall be held twice monthly on days set by the officers of the board by August 1 every month except (December and July) (except August) and on such days thereafter as shall be determined by the Board.

4.6b. Board positions of Officer and Directors (does not apply to Commissioner positions) shall participate 50% of all regular meetings annually. Failure to meet this requirement will result in removal from The Board of Directors for one year unless approved by the board with two-thirds vote at the annual meeting on the first Wednesday of June. [Participation is defined by attending, declining to attend and voting on motions and votes by proxy to the secretary.]

4.7 The president or secretary may issue a call for a special meeting of the Board, notice of which shall be given by the secretary (or acting secretary) to each Board member two (2) three (3) days by email, or preceding day if by phone call.

4.8a The Board of Directors shall have the power to appoint such standing and special committees as it shall determine and to delegate such powers to them as the Board shall deem advisable and which it may properly delegate. All rule proposals/changes, committee member or coach removal or addition a committee to be introduced and recorded at a regular HAJBA Board meeting for transparency.

4.8b Current standing committees are: Travel Baseball, Travel Softball, Rules, Opening Day. All committee meetings are public and will be announced and communicated to all members no less than 14 days prior.

4.8c All committee membership and participation will be open to all regular members of the association. All regular members will have the same voting and nomination rights with standing committees they would through participation with board meetings.

4.8d All committees will be a 1-year term elected position as determined by popular election by current year regular members. The nomination for any of these positions must take place during/ before July 30 of each year. Any current year regular HAJBA member is eligible to nominate/vote for any of the committee positions, assuming they have been present for at least (4) regularly scheduled HAJBA Board meetings prior to the election meeting. The beginning term of each of the committee positions will begin on August 1 of each year and run until July 31 of the following year.

4.9 The Board may adopt such rules and regulations for the conduct of its meetings and the management of the association as it may deem proper.

4.10 The Board shall have the power by a two-thirds vote of all members standing meeting, special meeting, or email communication, to discipline, suspend, or remove any director or officer, or committee member of the association.

4.11 The Board shall receive at the annual meeting of the members of the association an “Annual” report from the President and/or Treasurer showing the amount of property owned by the association. The number of monies applied, appropriated or expended during the year and the purpose, objects or persons to which such application, appropriations or expenditures have been Made.

4.12 The outgoing Board of Directors must present records of a balanced or positive balanced financial statement budget.

4.13 A report shall be filed and entered into the minutes of that meeting.

ARTICLE V – OFFICERS AND BOARD Positions

5.1. The HAJBA Board of Directors shall consist of the following:

- 1) President - Officer
- 2) Vice President – Officer
- 3) Treasurer - Officer
- 4) Secretary - Officer
- 5) Director of Community Baseball
 - a) Commissioner of T-Ball
 - b) Commissioner of Coach Pitch
 - c) Commissioner of Bantam Baseball
 - d) Commissioner of Midget Baseball
 - e) Commissioner of Minor Baseball
 - f) Commissioner of Major Baseball
 - g) Commissioner of Senior Baseball
- 6) Director of Community Softball
 - a) Commissioner of Bantam Softball
 - b) Commissioner of Midget Softball
 - c) Commissioner of Minor Softball
 - d) Commissioner of Major Softball
- 7) Director of Field Maintenance
- 8) Equipment Director
- 9) Schedule Coordinator
 - a) Softball Scheduler - Volunteer Position (Non-voting)
- 10) Sponsorships and Fundraisers Coordinator
- 11) Concessions Coordinator
- 12) Fall Season Coordinator
- 13) Team Coordinator
- 14) Umpire Coordinator
 - a) Assistant Umpire in Chief - Volunteer Position (Non-voting)

HAJBA TRAVEL COMMITTEE POSITIONS:

- 1) Director of Travel Baseball - Appointed by HAJBA TRAVEL BASEBALL COMMITTEE
 - a) Asst Dir. of Travel Baseball - Appointed by HAJBA TRAVEL BASEBALL COMMITTEE
 - b) Financial Dir. of Travel Baseball - Appointed by HAJBA TRAVEL BASEBALL COMMITTEE
- 2) Director of Travel Softball - Appointed by HAJBA TRAVEL SOFTBALL COMMITTEE
 - a) Asst Dir. of Travel Softball/Financial Director - Appointed by HAJBA TRAVEL SOFTBALL COMMITTEE

5.2 Each of the above positions will be a 1-year term elected position as determined by popular election by current year regular members. The nomination for any of these positions must take place during the first General membership meeting in June of each year, with the election of the actual positions taking place during the second General membership meeting in June of each year. Any current year Regular member is eligible to nominate/vote for any of the above positions, assuming they have been present for at least (4) regularly scheduled HAJBA meetings prior to the June nomination meeting for the current year. The beginning term of each of the above positions will begin on August 1 of each year and run until July 31 of the following year.

5.3 Responsibilities of each Board and organizational Position:

- 1) President (Officer - Year-round position)
 - a) Conduct the affairs of the Association and execute the policies established by the Board of Directors.
 - b) Present a report of the condition of the Association at the annual meeting.
 - c) Communicate to the Board of Directors, such matters as deemed appropriate, and make suggestions as may tend to promote the welfare of the Association.
 - d) Designate in writing, other officers, if necessary, to have power to make and execute for/and in the name of the Association such contracts and leases they may receive and which have had prior approval of the Board.
 - e) Investigate complaints, irregularities and conditions detrimental to the Association and report thereon to the Board as circumstances warrant.
 - f) Prepare and submit an annual budget to the Board of Directors and be responsible for the proper executive thereof.
- 2) Vice President (Officer - Year-round position)
 - a) In the case of the absence or disability of the President, and provided they are authorized by the President or the Board to act, the Vice President shall perform the duties of the President, and when so acting, shall have all the powers of that office, and shall have such other duties as from time to time may be assigned by the Board of Directors or by the President.
- 3) Treasurer (Officer - Year-round position)

- a) Perform such duties as are herein specifically set forth and such other duties as are customarily incident to the Office of the Treasurer or may be assigned by the Board of Directors.
 - b) Receive all monies and securities, and deposit same in a depository approved by the Board of Directors.
 - c) Complete monthly financial statements in a timely manner for reporting to the Board.
 - d) Prepare an annual budget, under the direction of the President, for submission to the membership and Board of Directors at the annual meeting.
- 4) Secretary (Officer - Year-round position)
- a) Be responsible for recording the activities of the Association 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, Board members and committee members and give notice of all meetings of the Association, the Board of Directors and Committees.
 - d) Keep the minutes of the meetings of the Members, the Board of Directors, and cause them to be recorded in a book kept for that purpose.
 - e) Shall conduct all correspondence not otherwise specifically delegated in connection with said meetings and shall be responsible for carrying out all orders, votes and resolutions not otherwise committed.
 - f) Notify Members, Board Members, Officers and Committee members of their election or appointment.
- 5) Director of Community Baseball (Year-round position)
- a) Responsible for the recruitment, training and oversight of all Baseball Commissioners, Baseball programs, events, rules, field conditions and on-site administration.
 - b) Leads Baseball Rules Committee - in partnership with Umpire Coordinator
- 6) Commissioner of T-Ball
- a) Reports to the Director of Community Baseball.
 - b) Responsible for the overall success of the T-Ball Program. This includes, but is not limited to, player registrations, manager/coach recommendations, game schedule coordination, team formations, dispute resolution, call up player coordination, and any other duties necessary to ensure a successful T-Ball Program and Community program.
- 7) Commissioner of Coach Pitch
- a) Reports to the Director of Community Baseball.
 - b) Responsible for the overall success of the Coach Pitch program. This includes, but is not limited to, player registrations, manager/coach recommendations, game schedule coordination, team formations, dispute resolution and any other duties necessary to ensure a successful Coach Pitch and community program.
- 8) Commissioner of Bantam Baseball

- a) Reports to Director of Community Baseball.
 - b) Responsible for the overall success of the Bantam Baseball Program. This includes, but is not limited to, player registrations, manager/coach recommendations, team formations, dispute resolution, call up player coordination, umpire oversight, Jesse Mack Tournament coordination/oversight and any other duties necessary to ensure a successful Bantam Baseball program and Community program.
- 9) Commissioner of Midget Baseball
- a) Reports to Director of Community Baseball.
 - b) Responsible for the overall success of the Midget Baseball Program. This includes, but is not limited to, player registrations, manager/coach recommendations, team formations, dispute resolution, call up player coordination, umpire oversight, Jesse Mack Tournament coordination/oversight and any other duties necessary to ensure a successful Midget Baseball program and Community program.
- 10) Commissioner of Minor Baseball
- a) Reports directly to Director of Community Baseball.
 - b) Responsible for the overall success of the Minor Baseball Program. This includes, but is not limited to, player registrations, manager/coach recommendations, team formations, dispute resolution, call up player coordination, umpire oversight, Jesse Mack Tournament coordination/oversight and any other duties necessary to ensure a successful Minor Baseball program and Community program.
- 11) Commissioner of Major Baseball
- a) Reports directly to Director of Community Baseball.
 - b) Responsible for the overall success of the Major Baseball Program. This includes, but is not limited to, player registrations, manager/coach recommendations, team formations, dispute resolution, call up player coordination, umpire oversight, Jesse Mack Tournament coordination/oversight and any other duties necessary to ensure a successful Major Baseball program and Community program.
- 12) Commissioner of Senior Baseball
- a) Reports directly to Director of Community Baseball.
 - b) Responsible for the overall success of the Senior Baseball Program. This includes, but is not limited to, player registrations, manager/coach recommendations, team formations, dispute resolution, call up player coordination, umpire oversight, Jesse Mack Tournament coordination/oversight and any other duties necessary to ensure a successful Senior Baseball program and Community program.
- 13) Director of Community Softball (Year-round position)
- a) Responsible for the recruitment, training and oversight of all Softball Commissioners, Softball programs, events, rules, field conditions and on-site administration.
 - b) Leads Softball Rules Committee - in partnership with Umpire Coordinator
- 14) Commissioner of Bantam Softball
- a) Reports directly to Director of Community Softball.
 - b) Responsible for the overall success of the Bantam Softball Program. This includes, but is not limited to, player registrations, manager/coach recommendations, team formations, dispute resolution, call up player coordination, umpire oversight, Jesse

- Mack tournament coordination/oversight and any other duties necessary to ensure a successful Bantam Softball program and Community program.
- 15) Commissioner of Midget Softball
- a) Reports directly to Director of Community Softball.
 - b) Responsible for the overall success of the Midget Softball Program. This includes, but is not limited to, player registrations, manager/coach recommendations, team formations, dispute resolution, call up player coordination, umpire oversight, Jesse Mack tournament coordination/oversight and any other duties necessary to ensure a successful Midget Softball program and Community program.
- 16) Commissioner of Minor Softball
- a) Reports directly to Director of Community Softball.
 - b) Responsible for the overall success of the Minor Softball Program. This includes, but is not limited to, player registrations, manager/coach recommendations, team formations, dispute resolution, call up player coordination, umpire oversight, Jesse Mack tournament coordination/oversight and any other duties necessary to ensure a successful Minor Softball program and Community program.
- 17) Commissioner of Major Softball
- a) Reports directly to Director of Community Softball.
 - b) Responsible for the overall success of the Major Softball Program. This includes, but is not limited to, player registrations, manager/coach recommendations, team formations, dispute resolution, call up player coordination, umpire oversight, Jesse Mack tournament coordination/oversight and any other duties necessary to ensure a successful Major Softball program and Community program.
- 18) Director of Field Maintenance (Year-round position)
- a) Responsible for all aspects of Field maintenance at the locations used by HAJBA programs. This includes, but is not limited to, oversight of Lawn maintenance crews, fencing repairs and replacements, maintenance of equipment used by HAJBA to groom fields, ordering of field chalk and Field supplies as needed, and recruitment of volunteers as needed to assist with maintaining the fields
- 19) Equipment Director (Year-round position)
- a) Responsible for all aspects of safety equipment worn/used by the participants in the HAJBA programs. This includes, but is not limited to, ordering of additional safety equipment as needed, the inventorying and distribution of equipment, and the replacement of worn/old equipment as needed.
- 20) Schedule Coordinator
- a) Responsible for the overall game and practice field scheduling for all of the HAJBA Baseball and Softball programs. This includes, but is not limited to, working with outside organizations, such as Travel Baseball and Travel Softball organizations, to ensure that we are working cooperatively with them where use of the fields is concerned.
 - b) Softball Scheduler Non-Voting Position
- 21) Sponsorships and Fundraiser Coordinator
- a) Responsible for the acquiring of Sponsors to support each of our HAJBA programs.

- b) Responsible for the coordination of the sponsor logos and other information that needs to be collected for inclusion on the team uniforms.
- c) Responsible for working with our Uniform vendor to ensure that the correct sponsors get assigned to the proper team uniforms and that our uniforms will be delivered in a timely fashion.
- d) Responsible for oversight of any Fundraisers that are approved by the Board throughout the year.

22) Concessions Coordinator

- a) Responsible for overall success of our Concession stand activities. This would include, but not be limited to, concession stand product ordering and pricing, acquiring, training and scheduling of personnel to assist with concession stand sales, tracking and depositing of monies received from sales of concessions, and any other aspects of running a successful, profitable concession stand.

23) Fall Season Coordinator

- a) Responsible for the team formation, coach recruitment, events, rules, field conditions and on-site administration for Fall Season.

24) Team Coordinator

- a) Responsible for coordination of uniforms, pictures, trophies and connecting with volunteer team leads (or head coaches) from each of the teams. This would include, but not be limited to, selecting/scheduling/coordinating picture taking vendors, site selection for pictures, creation of information packets for each team lead, and any other aspect of ensuring volunteer team leads have the information needed to be successful.
- b) Is the first point of contact for communication to all HAJBA players in-season, using various means including website, email, social media and text as well as responding to comments, questions and voice mails.

25) Umpire Coordinator

- a) Responsible for overall success of our Umpire activities for the season. This would include, but not be limited to, training and evaluation of umpires, updating of rules, scheduling of umpires, game dispute resolutions and any other aspects of running a successful umpire program.
- b) Leads Rule Committee with Director of Community Baseball and Softball
- c) Assistant Umpire in Chief - Non-Voting Position
 - i) Reports Directly to Umpire in Chief.
 - ii) Responsible for working with Umpire in Chief in ensuring overall success of our Umpire activities for the season. This would include, but not be limited to, training and evaluation of umpires, updating of rules, scheduling of umpires, game dispute resolutions and any other aspects of running a successful umpire Program.

26) Director of Travel Baseball (Year-round position)

- a) Responsible for the overall success of the Travel Baseball Program. This includes, but is not limited to, player registrations, manager/coach recommendations, team

- formations, dispute resolution, Coach selection, proper financial reporting and any other duties necessary to ensure a successful Travel Baseball program.
- b) Asst Dir. of Travel Baseball
 - i) The Assistant Manager of Travel Baseball shall, in the absence or disability of the Manager of Travel Baseball, perform his or her duties and exercise his or her powers, and shall also perform such other duties as the Travel Committee or the Manager of Travel Baseball may from time to time designate.
 - c) Financial Dir. of Travel Baseball
- 27) The Financial Manager shall be the chief financial officer of HHTB, and shall have the custody of the corporate funds and securities and shall keep full and accurate accounts of receipts and disbursements in the books of HHTB.
- 28) Director of Travel Softball (Year-round position)
- a) Responsible for the overall success of the Travel Softball Program. This includes, but is not limited to, player registrations, manager/coach recommendations, team formations, dispute resolution, Coach selection, proper financial reporting and any other duties necessary to ensure a successful Travel Softball program.
 - b) Asst Dir. of Travel Softball/Financial Dir.
 - i) The Financial Manager shall be the chief financial officer of the Travel Softball program, and shall have the custody of the corporate funds and securities and shall keep full and accurate accounts of receipts and disbursements in the books of the program.

ARTICLE VI – MANAGERS, COACHES AND UMPIRES

6.1. Managers and coaches shall be elected with the approval of the Board of Directors annually in each league. The Director of Community Baseball, Softball, and Travel Directors of each league shall oversee the selection process.

6.2. Managers shall be responsible for the selection of their team and for their conduct on the Field.

6.3. Board members should not umpire a game in a division in which they coach or manage, unless the manager from each team agrees to allow them to do so.

6.4. All Directors and officers of the association may manage or coach; however, if such officer or Director should be a member of the protest committee, and the team he/she is affiliated with is involved in a protest, his/her vote pertaining to a decision on the protest is not allowed.

6.5. A commissioner may not coach or manage in the league for which they are commissioner. Exceptions to this rule can be made by a board vote should it be necessary.

6.6 Potential and current head and assistant coaches are expected to cooperate fully with reference and background checks. Cooperation includes, among other things, providing written consent to conduct a reference and background check and responding with truthful and complete

information to inquiries made by the HAJBA during the reference and background check process. Failure to cooperate in these respects, or any attempt to interfere may result in termination of volunteer involvement. Volunteer acceptance is at the sole discretion of the HAJBA. A background check that fails to clear may result in termination or rejection of volunteer.

6.7 Registering to coach or umpire does not guarantee an opportunity if the HAJBA Board deems the candidate unable to uphold the standards and expectations and Code of Conduct of HAJBA.

ARTICLE VII – OFFICIAL PLAYING RULES AND REGULATIONS

7.1. The official High School Baseball/Softball rules as published by the National Federation of State High School Association located in Kansas City, Missouri, shall be binding upon this association. Local rules of the association shall be adopted by a rules committee and must be approved by the Board of Directors at a meeting to be held not later than March 1 April 1. The Board of Directors reserves the right to change any rule at any time.

ARTICLE VIII - FINANCE

8.1. The Board of Directors shall decide all matters pertaining to the finances of the association and shall place all income into a common association treasury.

8.2. All monies received shall be deposited in a bank approved by the Board of Directors and all disbursements made by check or approved debit card. Checks must be signed by at least two of the three authorized individuals (President, Vice President, or Treasurer). A purchase exceeding \$1000 must be approved by the HAJBA Board of Directors prior to any purchase or purchase agreement.

8.3. The Board shall not permit the contribution of funds or property to individual teams, but shall solicit same for the common treasury of the association. The Board shall not permit the solicitation of funds in the name of Howell Area Junior Baseball Association, Inc unless all funds so raised are placed in the association treasury. *The only exception to this is addressed in 8.3A below.

8.3a. Costs related to HAJBA sponsored Travel teams will be the sole responsibility of the families on the Travel team. Any funds taken from the common treasury of the association for use by a HAJBA sponsored Travel team need to be reimbursed to the common treasury of the association no later than May 1 of the same year they are taken. HAJBA sponsored Travel teams are permitted to solicit funds via sponsorships specifically to benefit the members of the Travel team. Any sponsor dollars collected for use by the Travel team will be evenly distributed across

all members of the team, reducing the cost to play for all team members. HAJBA Travel teams are not permitted to solicit funds from the prior or current season HAJBA sponsors. This stipulation is in place to ensure that the HAJBA In-House program does not lose sponsorship dollars to HAJBA sponsored Travel teams.

8.4. The Board shall not permit the disbursement of association funds for purposes other than the conduct of association activities.

8.5 The Howell Area Junior Baseball Association is to remain a nonprofit forever.

8.6 Should the Howell Area Junior Baseball Association dissolve, all assets, and real and personal property will revert to the Livingston County United Way 501(c)3 nonprofit organization.

ARTICLE IX - AMENDMENTS

9.1. The constitution and by-laws of the association may be amended, repealed or altered in whole or in part, by a majority vote at any meeting of the Officers and Directors of the Board, provided notice of the meeting and the proposed changes are given in writing ten (10) days prior to such meeting.

ARTICLE X - FISCAL YEAR - Amendment Adopted December 2012 (Updated 2018)

10.1 Any current year Board Officer member, as noted on 5.1 of the By-Laws, is eligible to register their child or children into any of the following year current year HAJBA programs, at a discounted rate in appreciation of the previous service. without reimbursement of the registration fees to the association. Any Board Officer member wishing to do this will make known to the Board the number of children they would like to register in this manner during the first Board meeting in December. Once the total number of children interested in registering in this fashion is known to the Board, a vote will be cast by the Board either approving all or denying all of these requests as well as setting the discount amount. This will allow the Board to understand the financial impact of this decision prior to the start of the new season.