

# GUIDE FOR PREPARATION OF CONSTITUTION AND BY-LAWS

## **A—INTRODUCTION**

This guide is prepared to assist you in the preparation of your constitution and by-laws. We strongly recommend and request you consult with a local attorney and discuss with him your constitution and by-laws as well as the advisability of the incorporation of your organization.

We have prepared a guide and not a complete constitution and by-laws as the laws of each state vary to such an extent it will be necessary for you to adjust your local constitution and by-laws to conform to your local, state or provincial laws.

The constitution usually covers the fundamental rules while the by-laws usually explain how these fundamental rules are to be administered. As an example, the constitution would specify the offices to be filled while the bylaws would detail how the offices would be administered. Sometimes all articles are combined into the constitution.

## **B—OUTLINE FOR CONSTITUTION AND BY-LAWS**

### **1.—Constitution**

- Article I — Name
- Article II — Object
- Article III — Statement of Affiliation
- Article IV — Sites of Principal Operations
- Article V — Powers
- Article VI — Membership
- Article VII — Officers
- Article VIII — Directors
- Article IX — Standing Committees
- Article X — Meetings and Quorum
- Article XI — Amendment

### **2.—By-Laws**

- Article I — Officers
- Article II — Standing Committees
- Article III — Membership
- Article IV — Dues
- Article V — Babe Ruth League, Inc.  
Rules and Regulations
  
- Article VI — Parliamentary Authority
- Article VII — Amendment
- Article VIII — Order of Business

## **C—COMMENTS ON CONSTITUTION OUTLINE**

**Ref. Article I**—The name of this league (or corporation, or organization, or association) shall be X Y Z Babe Ruth League.

**Ref. Article II**—The purpose for which this league (or corporation, or organization, or association) is organized is to develop and operate a baseball and/or softball program in affiliation with Babe Ruth League, Inc., a New Jersey corporation, in conformity with and pursuant to the principles, rules and regulations enunciated by said Babe Ruth League, Inc. In conjunction with such purposes, the objective of this league (or corporation, or organization, or association) is that, through the medium of a supervised, competitive baseball and/or softball program, guided and governed by said Babe Ruth League, Inc., this league (or corporation, or organization, or association) will seek to implant in the youth of the community ideals of good sportsmanship, honesty, loyalty, courage and reverence, so they may be finer, stronger and happier youth who will grow to be good, clean, healthy adults.

**Ref. Article III**—This league (or corporation, or organization, or association) shall be affiliated with Babe Ruth League, Inc., a New Jersey corporation, and shall be governed by, and shall comply with the principles, rules and regulations enunciated and decreed by Babe Ruth League, Inc.

**Ref. Article IV**—The principal operations of this league (or corporation, or organization, or association) shall be in and about the city of County of , and State of , but may extend into such areas as provided for by the State, Regional, and National Headquarters rules and regulations.

**Ref. Article V**—This league (or corporation, or organization, or association) shall have the following powers in addition to the powers expressly or implicitly conferred on it by law.

A. To make and enforce rules and regulations to govern itself on a local basis, but consistent with and not contrary to any rules and regulations promulgated by Babe Ruth League, Inc., a New Jersey corporation, or by the Regional, or State echelons of said Babe Ruth League, Inc., to which this league (or corporation, or organization, or association) is subject.

B., C., D., etc. [Such other powers as the league (or corporation, or organization, or association) seeks to include in its constitution, such as the power to solicit contributions, enter into contracts, hold and own property, etc.]

**Ref. Article VI**—Requirements for membership in the league and the privileges of membership in the league should be specified.

**Ref. Article VII**—Title of each should be noted such as President, Vice President, Secretary and Treasurer. Generally this Article will include the eligibility requirements, time of election and term of office as well as provisions for filling vacancies. Many leagues also have a Softball Director, Insurance Coordinator, Equipment Manager, and Player Agent.

**Ref. Article VIII**—The number of directors to be elected should be given as well as eligibility requirements, time of election and term of office and provisions for filling vacancies.

**Ref. Article IX**—The name of each standing committee should be listed with

number of members, and general duties of the committees. You may wish to consider the establishment of some of these committees, depending upon the requirements of your organization; Audit Committee, Budget or Finance Committee, Equipment Committee, Field Procurement Committee, Booster Club Committee, Managers Committee, Nomination Committee, Records Committee, Sponsors Committee, Umpires Committee, etc. Include a provision for establishment of additional standing committees.

**Ref. Article X**—Four sections are suggested for this article—Sec. 1-regular meetings; Sec. 2-annual meeting; Sec. 3-special meetings; Sec. 4. quorum. A quorum is usually 50% of membership.

**Ref. Article XI**—The method for submission of amendments, notice (if any) desired, and vote required for adoption. The adoption vote requirement should not be less than two-thirds of those voting. Voting requirements for amendments ranges from two-thirds of those present (i.e., the necessary quorum) to a three-fourths vote of not less than two thirds of the total membership.

#### **D—COMMENTS ON BY-LAWS OUTLINE**

**Ref. Article I**—Officers' duties, nomination and election procedures, installation and removal proceedings are detailed in this article. A minimum outline of officers' duties would be: Sec. 1.-President. It shall be the duty of the President to preside at all meetings of this league and perform all duties usually pertaining to his office. Sec. 2.-Vice President. In the absence or disability of the President, the Vice President shall perform all the duties of the President. Sec. 3.-Secretary. The Secretary shall keep the minutes of all proceedings and record same. He shall give notice of all meetings, notify all officers of election, and the names of newly elected members to the Treasurer and perform such other duties as his office may require. Sec. 4.-Treasurer. The Treasurer shall receive and safely keep all funds of the league, and pay out the same only on order of the President. He shall make an annual report of receipts and disbursements. Usually all officers are elected by ballot at the annual meeting and assume office at the close of that meeting. Provide for appointment or election of officers to fill vacancies arising between annual meetings.

**Ref. Article II**—Add required details to supplement general provisions of the Constitution.

**Ref. Article III**—Procedures for admission to membership; what constitutes a member in good standing, rights, privileges and duties of members; resignation provisions, and expulsion provisions should all be included in this Article.

**Ref. Article IV**—Amount of dues, payment, penalties for non-payment, delinquencies and reinstatement are among the factors for this Article.

**Ref. Article V**—Babe Ruth Baseball/Softball Rules and Regulations and those rules and regulations, duly established by the respective state and provincial organizations, are to be considered binding on this league.

**Ref. Article VI**—"Roberts Rules of Order" shall be the parliamentary authority

on all matters not covered by the Constitution and By-Laws of this league.

**Ret. Article VII**—Submission procedures, notice (if any) required, and vote required for adoption. Refer to comments on Article VIII of the Constitution.

**Ref. Article VIII**—It may be of assistance to your organization to specify the order of business for all meetings. The usual order of business is as follows:

1. Call to Order, by the presiding Officer
2. Roll Call—by the Secretary
3. Reading of the minutes of the previous meeting, by the Secretary.  
(Followed by the necessary questions and a vote for acceptance of the minutes).
4. Treasurer's Report
5. Reports of Committees
6. Unfinished Business
7. New Business
8. Adjournment