

MANCHESTER BASEBALL ASSOCIATION, INC.
CONSTITUTION AND BY-LAWS



ADMENDMENT
January 2024

APPROVED REVISIONS/AMENDMENTS

Date	Description	Revised By
November 9, 1994	New release of document	Steve Jordan Bob Waskiewicz Dennis Profili Wayne Miller Alan Potter Damon Thayer Bob Waskiewicz
January 18, 1995	ARTICLE V-- Duties of Officers	Bob Waskiewicz
September 12, 2011	Through-out document -- Updated the word By-Laws, Board and Officers to be presented consistently ARTICLE II -- Organization ARTICLE III -- Board of Directors ARTICLE IV -- Officers ARTICLE V-- Duties of Officers ARTICLE VI-- Nomination of Officers ARTICLE VII -- Coordinators and Managers ARTICLE VIII --Volunteers Auxiliary ARTICLE IX -- Duties of the Field Maintenance Manager ARTICLE XI -- Suspension/ Removal/ Resignation from Position ARTICLE XII --Grievance Procedure ARTICLE XIII -- Meetings ARTICLE XIV -- Amendments ARTICLE XV -- By-Laws Adoption	Tyler Elliott Jackie W. Barlow, II Stephanie Elliott Jeffrey Howard Bill Grimm Mike Miller Chris Rust Ken Mattson Jim Young
September 10, 2018	Cover Sheet Table of Contents Approved Revisions/Amendments Definitions Association Name and Purpose ARTICLE I -- Membership ARTICLE II -- Organization ARTICLE III -- Board of Directors ARTICLE IV -- Officers ARTICLE V -- Duties of Officers ARTICLE VI -- Nomination of Officers/ Members at Large ARTICLE VII -- Division Coordinators / Managers ARTICLE VIII -- Committees ARTICLE IX -- Duties of Committees ARTICLE X -- Vacancies ARTICLE XI-- Suspension / Removal / Resignation ARTICLE XII -- Grievance Procedures	Jackie Barlow, II George Kues, Jr. Jeffrey Howard Misty Brathuhn Steve Millington Donnie Barnard Ethan Brathuhn Scotty Glover Rob Rickabaugh

	ARTICLE XIII - Meetings ARTICLE XIV - Amendments ARTICLE XV - By-Laws Adoption	
January 23, 2024	Cover Sheet Approved Revisions/Amendments Definitions ARTICLE I - Membership ARTICLE II - Organization ARTICLE VII - Division Coordinators/Managers ARTICLE XI - Suspension/Removal/Resignation ARTICLE XII - Grievance Procedures ARTICLE XIII - Meetings	Matt Muller Amber Louey Kayla Treichel

APPROVAL ACKNOWLEDGED BY MANCHESTER BASEBALL ASSOCIATION

Matthew J. Muller

Matthew J. Muller
President

Amber K. Louey

Amber K. Louey
Acting Vice President

1/23/2024
Date

1/23/2024
Date

APPROVED REVISIONS/AMENDMENTS	2-3
DEFINITIONS	5
ASSOCIATION NAME AND PURPOSE	5
ARTICLE I - MEMBERSHIP	6
ARTICLE II - ORGANIZATION	6-7
ARTICLE III - BOARD OF DIRECTORS	7
ARTICLE IV - OFFICERS	7-8
ARTICLE V - DUTIES OF OFFICERS	8-9
ARTICLE VI - NOMINATION OF OFFICERS / MEMBERS AT LARGE	10
ARTICLE VII - DIVISION COORDINATORS AND MANAGERS	10
ARTICLE VIII - COMMITTEES	11
ARTICLE IX - DUTIES OF COMMITTEES	11-12
ARTICLE X - VACANCIES	12
ARTICLE XI - SUSPENSION/REMOVAL/RESIGNATION	12-14
ARTICLE XII - GRIEVANCE PROCEDURE	14-15
ARTICLE XIII - MEETINGS	15-16
ARTICLE XIV - AMENDMENTS	17
ARTICLE XV - BY-LAWS ADOPTION	17

DEFINITIONS

Annual Meeting -- The June meeting will be designated as the Annual Meeting.

Association -- Manchester Baseball Association, Inc.

By-Laws -- Procedures to be used to lay the groundwork and guide the day-to-day operations of the Association.

Board of Directors -- Comprised of the elected Officers of the Association and the elected Members at Large.

Board of Directors Meeting -- Quarterly meetings for the Board of Directors.

Division -- Age specific program within the Association for the proper placement of players to provide for a competitive and equal baseball experience.

Division Coordinators -- Individual responsible for overseeing the age specific Division in which they have been selected to lead.

Managers -- Head coach of a team within a division.

Member at Large -- Individual elected by the membership to be a member of the Board of Directors.

Membership Meetings - Scheduled monthly participation, discussion and decision-making events that are held in compliance with these By-Laws. Meetings are open to the public.

Officers -- Individuals elected by the membership to lead the Association.

Program -- Offering of In-House or Travel level baseball.

Term -- The 2-year period when an Officer shall perform his/her duties. The nomination and election of Officers and Board members will be in odd numbered years.

ASSOCIATION NAME AND PURPOSE

The official name of the organization will be Manchester Baseball Association, Inc. The Association will be a part of the North Carroll Recreation Council (NCRC) which is part of the Department of Recreation and Parks of Carroll County. These By-Laws shall establish the operating guidelines, policies and procedures for implementing the intent of the Association's constitution and the plans of the North Carroll Recreation Council and the Department of Recreation and Parks of Carroll County. The Association is a non-commercial, non-sectarian, non-partisan, and non-profit organization. The Association will work in conjunction with the residents and businesses in the surrounding area to promote, support and initiate projects and activities for the purpose of enhancing the sport of baseball for the benefit of the area children and the community. No one person or group of people other than the Board of Directors may represent the Association.

I. ARTICLE I – MEMBERSHIP

Eligibility for Membership in the Association shall be in accordance with the following:

- A. Members will consist of parents or guardians of all children registered and participating in programs supported by the Association, and all other interested individuals of the community who contribute actively to the success and purpose of the organization.
- B. Registration will be open to the general public. Times, dates, and locations will be established by the Officers.

II. ARTICLE II – ORGANIZATION

- A. The Association will be organized to provide:
 - 1. Safe, fair and quality baseball activities.
 - 2. Enhance the knowledge of baseball rules and skills.
 - 3. Promote good sportsmanship, teamwork, and fair play.
 - 4. Community involvement and participation.
- B. The Association may consist of two (2) programs consisting of Divisions based on participation numbers:
 - 1. In-House -- Recreation or Rec baseball will be provided for players interested in local practices and games. The In-House program will consist of Divisions based on participation numbers for ages 4-18. The Division a player will be eligible to participate in will be based on the Program determined age groups for the current year. The Association will strive to divide the registrants into competitively balanced teams. Each team will be led by a Manager.
 - 2. Travel -- Travel, Tournament or Showcase baseball will be provided for players interested in a more competitive level of the game. The Travel program will consist of Divisions based on participation numbers for ages 8 and up. The Travel program will be managed by the Travel Coordinator. The try-out requirements for selecting players of a particular travel team will be published by the Travel Coordinator and approved by the Board of Directors. Travel program teams are based on a fair and equal try-out evaluation. Travel team players cannot participate in the appropriate In-House program of the player's associated age bracket. Practices will be local; however, away game locations will be decided by each team based on the league or tournament they will participate in. The Division a player will be eligible to participate in will be based on the Program determined age groups for the current year. Each team will be led by a Manager.
- C. Each Division, defined in this Article, will have established rules and procedures which will provide a fair, organized and safe program. Rules and procedures are subject to the review and recommendation of the Rules Committee and approval by the Board of Directors.
- D. Exceptions to the above age requirements may be made for reasons of health, safety (player's or other team members) or parent's request. The Division Coordinators of each affected Division and a non-affiliated coach will make the recommendation of the player to participate in a different Division to the Association. An affirmative majority vote of the Board of Directors for each recommendation is required. All requests for a player to participate in a different Division must occur after evaluations and prior to team assignments of the affected Divisions of the current year.

- E. In all cases, each Division will have its own set of rules and regulations for the players and coaches to abide by. The current year Ripken/Babe Ruth Rules and Regulations will be used as guidelines during the current season and for tournament play at the end of the season, as modified by the Association.
- F. The Association's fiscal year shall be July 1 to June 30.

III. ARTICLE III – BOARD OF DIRECTORS

- A. The Board of Directors will be the governing body of the Association. All responsibilities not specifically assigned or delegated by these By-Laws will rest with the Board of Directors or as delegated by the Board of Directors.
- B. The term Board will be used throughout these By-Laws and will mean Board of Directors.
- C. The Board will consist of the elected Officers, and three (3) board members elected at large. If a vacancy ever occurs on the Board, the President has the authority to appoint a replacement to fill that vacancy for the remainder of the Term. All appointments are subject to the approval of the Board of Directors at the next scheduled Board meeting.
- D. The Vice President, Secretary, Treasurer and three (3) elected Members At Large shall have one (1) vote each. In the event of a tie, the President shall cast the final vote. All vote results by the Board will be reported at the monthly Membership Meeting.
- E. The Members at Large shall be elected by the eligible members at the Association's June meeting. A majority vote shall be sufficient to elect. The Term of office shall be for two (2) years. The Term shall begin on July 1 and shall end on June 30 of the second year. An individual may serve as many Terms as elected.
- F. The Board will meet at least quarterly as per Article XIII. The President or Vice President will preside at all Board meetings.
- G. The Officers will prepare an agenda for each Board and Membership meeting. Board agenda items must be submitted by Board members to an Officer ten (10) days prior to the Board meeting.
- H. A quorum will be five (5) Board members, consisting of at least two (2) elected Officers one of which is the President or Vice President.
- I. Attendance at Board meetings is mandatory. Any member who misses two (2) consecutive meetings can be removed from the Board. The President will submit the applicable name to the Board at a regularly scheduled meeting. The Board will vote to either retain or remove the member from the Board. A majority vote is sufficient to remove an individual. The position, if an individual is removed per Article XI, will be declared vacant.
- J. For any vote that comes before the Board, the following procedure must be followed. The vote will be considered null and void if not followed:
 - 1. A motion will be made on the item.
 - 2. A second must be made on the item.
 - 3. Discussion on the item.A vote of "Yes" and then a vote of "No" will be taken. The determination of a pass or fail of the item will be determined by the appropriate By-Law Article.

IV. ARTICLE IV – OFFICERS

- A. The elected Officers will be President, Vice President, Secretary, and Treasurer.

- B. The Officers will be elected by the Board of Directors at the Annual Meeting for the following Term. A majority vote will be sufficient to be elected.
- C. The Officers will have the responsibility to manage the Association in accordance with these By-Laws and other rules, regulations or policies as may be established by the Board of Directors.
- D. The President or Officers, by majority vote, shall have the authority to call additional meetings as deemed necessary. Three (3) days advanced noticed must be given to each Board member. A Board of Directors member's written vote will be accepted if received on or before the date of the additional meeting when the vote is taken.
- E. The Term of office shall be for (2) two years. The Term shall begin on July 1 and shall end on June 30 of the second year. An individual may serve as many Terms as elected.

V. ARTICLE V – DUTIES OF OFFICERS

A. President:

- 1. He/she will be the senior Officer of the Association. He/she will preside at all Board of Directors and Membership meetings. He/she will exercise and perform all the power and duties usual and incidental to the office of President. He/she will have the authority to call or cancel Board meetings in accordance with Article III. He/she will have cosignatory authority to disburse funds from an approved checking account in accordance with an approved budget. The President will have the authority to approve purchases.
- 2. The President, subject to the approval of the Board of Directors, will appoint the Division Coordinators, (as defined in Article VII). Appointments will be effective immediately.
- 3. The President, subject to the approval of the Board of Directors, will appoint the Managers of all approved teams and any needed chairpersons for committees.
- 4. He/she will appoint, yearly, a committee of at least 3 people to check the books prior to the Annual Meeting (Article XIII).
- 5. He/she will oversee a year-end inventory by November 1 of each year. All Managers are accountable for their team's equipment.
- 6. He/she will represent Manchester Baseball Association at North Carroll Recreation Council meetings.
- 7. He/she will be responsible for overseeing all program purchases.
- 8. He/she will be responsible for all sponsorship communication or delegate this responsibility to another individual approved by the Board.
- 9. He/she will have full access to all buildings, sheds, post office boxes, storage containers, websites, email distributions lists or other items as necessary to operate the Association.

B. Vice President:

- 1. He/she will act on behalf of the President and perform all duties of the President in his/her absence. He/she will act as chairman of any committees at the request of the President. He/she will have cosignatory authority to disburse funds from an approved checking account in accordance with an approved budget.
- 2. He/she will be the point-of-contact for all grievances against the Association. The Vice President will be responsible for the initial investigation, as per Article XII, into the grievance, and presenting the complaint to the Board.

3. He/she will have full access to all buildings, sheds, post office boxes, storage containers, websites, email distributions lists or other items as necessary to operate the Association.

C. Secretary:

1. The Secretary will be responsible for maintaining the official records of the Association. He/she will take and transcribe minutes of meetings and maintain the official rules, regulations, procedures and By-Laws of the Association. He/she will be responsible for all official communications, reports, emails, and/or announcements to the membership and Board of Directors.
2. He/she will distribute, at each Board and Membership meeting, the minutes of the prior meeting.
3. He/she will be responsible for distributing and tracking these By-Laws to newly approved Board members.
4. He/she will be responsible for the collection and logging of all funds received by the Association. Once the funds have been collected and logged, he/she will deliver to the Treasurer the collected funds and the log. The Secretary and Treasurer will validate the funds and log for accuracy.
5. He/she will be responsible for collecting and maintaining all registration forms for each Division.
6. He/she will be responsible for checking the mail at the Associations Post Office Box at minimum weekly.
7. He/she will have full access to all buildings, sheds, post office boxes, storage containers, websites, email distributions lists or other items as necessary to operate the Association.

D. Treasurer:

1. The Treasurer will maintain accurate and auditable financial records for the Association. He/she will submit monthly at the Membership meeting and quarterly at the Board meeting, a report in writing presenting the financial status of the Association. He/she will, in conjunction with the other Officers, prepare yearly a balanced budget for submittal and approval to the Board of Directors. This budget must be submitted to the Board and the North Carroll Recreation Council no later than the November meeting. The Treasurer will have the authority to approve purchases in accordance with an approved budget.
2. The Treasurer will have the authority to disburse funds, approve purchases and make purchases not specifically approved in the budget, if in the judgment of the President and Treasurer, the expenditure is necessary and in the best interest of the Association and the disbursement/purchase does not exceed \$500.00. Any expenditures or purchases made under this authority must be specifically identified and communication to the Board at the next meeting.
3. No other individuals have the authority to disburse funds, approve purchases, make purchases or commit the Association in any way, unless specifically identified and authorized by the President or Treasurer.
4. He/she will have full access to all buildings, sheds, post office boxes, storage containers, websites, email distributions lists or other items as necessary to operate the Association.

VI. ARTICLE VI – NOMINATION OF OFFICERS/ MEMBERS AT LARGE

- A. The President will appoint a three (3) member Nomination Committee during the month of March. The committee's goal will be to select at least two (2) candidates for each Officer's and Member at Large position.
- B. The nominees will be presented to the Board of Directors by the Nomination Committee's chairperson at the April Board of Directors meeting. Additional nominations for each position may be accepted.
- C. The nominees will be presented to the membership by the Nomination Committee's chairperson at the May Membership meeting, under New Business. Additional nominations for each position may be accepted.
- D. The election of Officers and Members at Large will take place at the Annual Meeting, under Old Business. Additional nominations for each position may be accepted prior to the vote.
- E. The Officers and Members at Large will assume authority in July.

VII. ARTICLE VII – DIVISION COORDINATORS/ MANAGERS

A. Division Coordinators:

- 1. The President will appoint a coordinator for each Division. The appointees are subject to the approval of the Board of Directors at a scheduled Board meeting. Preference should be given to current Managers and/or coaches when making appointments.
- 2. The coordinator will serve for one (1) season. The end of the season will coincide with the end of the Fiscal Year.
- 3. The Division Coordinators will have responsibility to manage the Division in accordance with established rules and procedures. He/she will have the authority to recommend new rules and procedures as necessary for review by the Rules Committee.
- 4. All equipment will be inventoried by the various Division Coordinators on or before September 1 of each year. The Equipment and Maintenance Committee will oversee this inventory.

B. Managers:

- 1. Managers will have the responsibility to manage their team in a way to develop good sportsmanship and baseball skills on behalf of the participants. The manager will appoint coaches to assist in the management of the team after the appropriate draft or try-out for that division.
- 2. All managers are accountable and liable for all equipment issued each year and the return of the association issued equipment at the end of the current season. A checkout/in sheet will be provided, and the manager must sign for acceptance and return of all association equipment.
- 3. All managers are responsible for making sure our fields are in good playing order before and after each practice and game. That includes dragging the field, adding stay dry, lining the field, mowing the grass, etc. We are responsible for the safety of our players and the safety of the field we are playing on. The manager will coordinate and obtain the cooperation of his/her assistant coaches, parents, and players to make sure this is taken care of. After each practice or game, the field should be left in good playing order. All trash picked up, trash containers emptied into the dumpster, the fields raked, lines removed and the equipment properly put away.
- 4. Background check is required.

VIII. ARTICLE VIII – COMMITTEES

- A. The President may elect to create a Committees to support the programs of the Association through such activities as publicity, fund raising, awards banquets, and baseball educational activities, etc.
- B. The organization will be managed by Chairpersons of each Committee. The Chairpersons will be appointed by the President subject to the Board of Directors approval.
- C. The Committees will consist of individuals from the Association membership. The Committees will be part of the overall Association and be included in the Association budget.
- D. The Committees will not have the authority to commit the Association in any manner without Board approval.

IX. ARTICLE IX – DUTIES OF COMMITTEES

A. By-Laws

- 1. The By-Laws Committee will make recommendations to the Board of Directors, changes to the By-Laws.
- 2. By-Laws should be reviewed every five (5) years.
- 3. The By-Laws Approved Revisions/Amendments table should be modified with any change and noted if a review occurs that results in no changes
- 4. The Committee will make recommendations to the Board of Directors as per Article XIV for consideration.

Equipment and Maintenance

- 1. The Equipment and Maintenance Committee will supervise through volunteer assistance from Association personnel and parents, the maintenance of equipment, fields and facilities.
- 2. He/she will have his/her own line item in the budget and is authorized to make purchases as needed for tools, wood, nails, etc. without approval from the Board up to \$200.00.
- 3. He/she will be in charge of maintaining all self-propelled equipment and maintain accountability of all tools and equipment in the tool room and concession stand.
- 4. All equipment will be cleaned, stored, and secured each winter.
- 5. Each March, the Committee will schedule a field preparation day to ready the fields, facilities and equipment for the start of the season.
- 6. Each fall, (no later than the 15 of November), the Committee will schedule a field close-down day to ready the fields, facility, and equipment for winter storage.
- 7. During the off-season, the Committee will prepare a budget as it pertains to the necessary equipment, fields and facilities servicing that will need to occur prior to the start of the next season.

C. Public Relations

- 1. The Public Relations Committee will be responsible for the positive promotion of the Association including advertising, social media, surveys and any other requests approved by the Board.

D. Concessions

1. The Concessions Committee will be responsible for the operation of the Concession stand. This Committee will handle the staffing, request purchasing of concession stand items, ensuring accurate tracking of sales, preparation of the concession stand for the new season and the closing of the concession stand at the end of the season.

E. Fundraising

1. The Fundraising Committee will work with the Board of Directors to develop, implement, oversee and report on all fund raising efforts by the Association.

F. Uniforms

1. The Uniform Committee will obtain three (3) bids from vendors to supply uniforms, design, screen printing, etc. which will be worn by all teams representing the Association. This standard uniform, will apply to all programs and to the end-of-season all-star teams.
2. The Uniform Committee will present and recommend standard uniforms and vendor to the Board of Directors by the October quarterly meeting. The uniform and vendor selected will be presented at the December Membership meeting.

G. Rules

1. The Rules Committee will submit changes or new rules and procedures for the In-House program to the Board for approval no later than the regular December meeting of each year. The Board will review and vote on any changes to the rules by the March meeting. The rules and procedures will at a minimum address the number of teams, team size, and the assigning of players (i.e., draft) etc. If the new rules/procedures are not submitted by the date mentioned above, the
2. For the Travel program, in addition to the rules and procedures mentioned above, the teams will be governed by the appropriate Association, League, Tournament, etc. in which the team is participating in.

H. Nomination

1. The Nomination Committee will perform the duties as describe in Article VI.

X. ARTICLE X – VACANCIES

- A. All vacancies caused by any reason will be filled by appointment by the President for the balance of the Term of office. All appointments are subject to the approval of the Board of Directors at the next scheduled Board meeting.

XI. ARTICLE XI – SUSPENSION/ REMOVAL/ RESIGNATION

- A. Any individual (whether a volunteer, a member, an elected Officer or a Member at Large) can be suspended or removed from his/her position/participation for actions not in the best interest of the Association.
- B. Such actions are (but not limited to) unsportsmanlike conduct, stealing, fighting, foul language, violation of these By-Laws or other Association rules or procedures or failure to perform the responsibilities of the position, will be considered reason for suspension and/or removal. Must adhere to the Code of Conduct of Carroll County Parks & Rec. (See page 17).

C. SUSPENSION:

1. The President, with the concurrence of the coordinator of the Division involved, may suspend an individual from his/her position for a period no longer than the next Board meeting. The Board of Directors, may suspend any Member of the Association or any other individual for the remainder of the current fiscal year and up to one additional fiscal year.
2. The position left open by a suspension will be filled, if necessary, by appointment by the President subject to the approval of the Board of Directors at the next scheduled Board meeting.
3. The individual suspended will be considered for removal from his/her position, in accordance with Section "D" of this Article, at the next scheduled Board meeting.

D. REMOVAL:

1. Any volunteer, appointed or elected individual in the Association may be removed from office by a majority affirmative vote of the Board of Directors present at a scheduled Board meeting.
2. Any individual removed from office under this Article, will not be eligible for any other position in the Association and the existing position will be declared vacant.

E. RESIGNATION:

1. The following procedure will be followed for the resignation of a Board member. Failure to comply with this procedure will result in an automatic suspension from the Association for the remainder of the Term and at the President's discretion, subject to Board's approval, suspension from the Association for one additional physical year.
 - a. Written notification which contains the date the notification was written, the date the resignation is effective, verbiage stating why the Board member is resigning, the Board members signature, and will be given to any Officer. The Officer (if other than the President), will then notify the President within two (2) days. The President, upon receiving the written notification, will decide whether or not to declare the resigning Board member's position vacant. The President can elect to try to resolve the problem with the Board member (if any). If the problem cannot be resolved or there is nothing to resolve, the President will declare the position vacant. The President must report the resignation to the Board at the next scheduled Board meeting. The position left open by a resignation will be filled, if necessary, by appointment by the President subject to the approval of the Board of Directors at the next scheduled Board meeting.
2. The following procedure will be followed for the resignation of an elected Officer. Failure to comply with this procedure will result in an automatic suspension from the Association for the remainder of the Term and at the President's discretion, subject to the Board's approval, suspension from the Association for one additional year.

- a. Written notification which contains the date the notification was written, the date the resignation is effective, verbiage stating why the Officer is resigning, the Board members signature, and will be given to the President. The President, upon receiving the written notification, will decide whether or not to declare the resigning Officer's position vacant. The President can elect to try to resolve the problem with the Officer (if any). If the problem cannot be resolved or there is nothing to resolve, the President will declare the position vacant. The President must report the incident to the Board at the next scheduled Board meeting. The position left open by a resignation will be filled, if necessary, by appointment by the President subject to the approval of the Board of Directors at the next scheduled Board meeting.
 - b. In the case of a Presidential resignation, the President will notify the Vice President. The Vice President, upon receiving the written notification as per the specifications in Paragraph 2, Sub-Paragraph a of this Section, will decide whether or not to accept the President's resignation. The Vice President can elect to try to resolve the problem with the President (if any). If the problem cannot be resolved, or there is nothing to resolve, the Vice President will become President, effective the resignation date in the notification. The Vice President will notify the other Officers within two (2) days of receiving written notification from the resigning President.
3. Verbal notification will be considered improper notification of resignation and as a result the person will be subject to the above actions.

XII. ARTICLE XII – GRIEVANCE PROCEDURE

- A. Any person can file a grievance against an Officer, a Board member, a volunteer, or a member of the Association, provided the complaint is submitted in accordance with the following procedure. The general procedure when there is a concern with a Division Coordinator or participant (player, coach, umpire or parent/guardian) is as follows:
 1. The team Manager should be the first point of contact.
 2. If the issue is not resolved, then the Division Coordinator of the division (if applicable) should be contacted. If no Division Coordinator, then the Vice President).
 3. If the problem is not resolved at this level (or if there is no Division Coordinator) the Vice President should be contacted.
 4. A verbal grievance will not be acceptable.
 5. All grievances must be in writing and include at minimum the following:
 - a. The date the grievance is being written.
 - b. The date the incident for which the grievance is being written occurred.
 - c. The names of the people directly involved.
 - d. Any witnesses which were present at the time the incident occurred.
 - e. A description of the incident.
 - f. A suggestion on resolving the incident.
 - g. The phone number and signature of the person registering the grievance.

6. The written complaint should be delivered directly to the Vice President of the Association or mailed to Manchester Baseball Association, P.O. Box 203, Manchester, MD 21102. It should be noted that the P.O. Box is checked weekly, not daily, by the Association.
 7. The Vice President will report complaints alleging physical abuse immediately to law enforcement, Manchester Baseball Association Board of Directors and North Carroll Recreation Council. Within seven (7) days of receipt of a written grievance (not including physical abuse), the Vice President will contact, via phone or in-person, the originator of the grievance. The Vice President will gather information as necessary and try to resolve the problem. If a satisfactory solution as agreed upon, via the Vice Presidents involvement, the Board must be notified of the incident at the next scheduled meeting. The Association will notify (in writing) the originator, within ten (10) after the Board meeting at which the Board was notified, of the Association's, as per the Vice President's recommendation, response. If a satisfactory solution cannot be reached between the involved parties, via the Vice Presidents intervention, the grievance will be presented to the Board by the Vice President at the next scheduled Board meeting. All involved parties must be present at the Board meeting to present their description or interpretation of the incident. The Board will decide what action will be taken by the Association. The Association will notify (in writing) the originator within ten (10) days after the Board meeting, at which the grievance was presented, of the Association's decision on resolving the issue(s).
 8. If the originator is not satisfied, once the Board has intervened, the originator can then submit the grievance to the North Carroll Recreation Council. The North Carroll Recreation Council will notify the Manchester Baseball Association of receipt of the grievance. The North Carroll Recreation Council and Manchester Baseball Association will attempt to resolve the problem within the realm of the By-Laws between the two organizations.
- B. Manchester Baseball Association will adhere to the North Carroll Recreation Council Zero Tolerance Policy.

XIII. ARTICLE XIII – MEETINGS

- A. A monthly Membership meeting will be held by the Board of Directors of the Association.
1. The meeting will be held on the second Thursday of each month (with the exception of July and December when no meeting will be held} at predetermined time and location to be designated by the Board.
 2. An agenda will be prepared by the Officers of the Association for the meeting. The June meeting agenda of odd years will, at a minimum, include the nomination and election of Officers for the next Term.
 3. The President or Vice President will preside at this meeting.
 4. A quorum for the monthly Membership meeting will consist of five (5) members, of which two (2) are elected Officers, and one (1) of these Officers is the President or Vice President.
 5. The Membership will only have the authority to vote on nominated Officers and Members at Large.
 6. The Election of Officers and Members at Large vote at the monthly Membership meeting will be passed with an affirmative vote of majority of the members present at the meeting.

- B. A Special Board of Directors meeting may be called by the Board of Directors of the Association.
1. The meeting will be held at a time and location to be determined by the Board.
 2. Each Board member must be notified of the meeting and location at least three (3) days prior to the Special Board of Directors meeting.
 3. An agenda will be prepared by the Officers of the Association for the meeting.
 4. The President or Vice President will preside at this meeting.
 5. A quorum for the quarterly meeting will consist of five (5) members, of which two (2) are elected Officers, and one (1) of these Officers is the President or Vice President.
- C. A Semi-Annual Travel program meeting will be held by the Board of Directors, Travel Coordinator and Travel Managers of the Association.
1. The time and place of these meetings will be determined by the Board and Travel Coordinator.
 2. Each Board member, Travel Coordinator and Travel Manager must be notified of the meeting location at least ten (10) days prior to the meeting.
 3. An agenda will be prepared by the Travel Coordinator and presented to the Board of Directors at least ten (10) days prior to the meeting.
 4. The President or Vice President will preside at this meeting.
 5. A quorum for the meeting will consist of five (5) members, of which two (2) are elected Officers, and one (1) of these Officers is the President or Vice President.
- D. An Annual Coaches Clinics may be held during the months of February, March or April of each year. The date, time and location of these clinics will be distributed via email to the Board, Division Coordinators, Managers, coaches, and potential coaches at least ten (10) days prior to the clinic. The clinic date, time and location will also be published on the Association's website (www.manchesterbaseball.org).
- E. The template agenda for the Board and Membership meetings will be structured as follows:
1. Opening
 2. Previous Meeting Minutes
 3. Treasurer's Report
 4. Old Business
 5. New Business
 6. In-House
 7. Travel
 8. Committee Reports
 - a. By-Laws
 - b. Equipment and Maintenance
 - c. Public Relations
 - d. Concessions
 - e. Fundraising
 - f. Uniforms
 - g. Rules
 - h. Nomination
 9. Good of the Association
 10. Adjourn

XIV. ARTICLE XIV – AMENDMENTS

- A. These By-Laws may be amended by an affirmative vote of majority of the voting members of the Board of Directors. The majority vote consists of majority of all eligible Board members at the time of the vote, whether or not they are present at the meeting when the vote is taken.
- B. Amendments shall be presented for consideration at a scheduled Board of Directors meeting with the vote to take place at the next scheduled Board of Directors meeting.
- C. A Board member's written vote will be accepted if received on or before the scheduled Board of Directors meeting when the vote is taken on an Amendment.
- D. Any approved amendment will become effective immediately or on an effective date in the future as described in the Amendment.

XV. ARTICLE XV – BY-LAWS ADOPTION

- A. These By-Laws became effective immediately upon a two-thirds majority vote of the voting Board members of the Manchester Baseball Association, Inc. These By-Laws were voted on and adopted during the November 9, 1994 Association meeting.