



Dundas Little League

Established 1954

DUNDAS LITTLE LEAGUE BYLAWS

Revised March 26th, 2022

I. Divisions, Locations of Play and Boundaries

Dundas Little League [hereinafter the "League"] is a non-profit, volunteer-run baseball organization located in Dundas, Ontario, Canada dedicated to providing baseball instruction, fielding house league and competitive baseball teams for children aged 4 to 12 from Dundas and the surrounding communities, and to further and support the principles of Little League Baseball.

(a) The following are the recognized programs available to be offered by the League:

- T-ball. For players aged 4 to 6.
- Coach Pitch. For players aged 6 to 8.
- Baseball. For players aged 8 to 12.
- Challenger Division.
- All-Star teams available on a tryout basis for players in T-ball, Minor Baseball and Major Baseball.
- Select teams available on a tryout basis for players (7U, 9U, and 11U).

(b) Dundas Little League games and practices are held at three baseballs parks within Dundas:

- Martino Memorial Park. 147 King Street East.
- Edwards Memorial Park. 55 Mercer Street.
- Veterans Memorial Park. 105 Huntingwood Avenue.

(c) The league boundary map which defines the area from which the League can draw its players is available on the League website.

II. The League Executive

As described in the Dundas Little League Constitution, the League is governed by the duly elected Board of Directors at the Annual General Meeting of the Membership.

Information on the duties of the offices of the Board and the composition of the League's Members are contained within the Constitution.

The Board may appoint other such individuals to complete the League's Executive as it may deem necessary or desirable, and may prescribe the powers and duties of each.

The Board may fill the following positions on the League Executive:

- (a) Information Officer (1-3 positions)
- (b) Player Agent (1-2 positions)
- (c) Sponsorship Coordinator (1-3 positions)



- (d) Concession Booth Manager (1-2 positions)
- (e) Division Convenor (4-6 positions)
- (f) Equipment Manager (1-2 positions)
- (g) Training Coordinator (1-2 positions)

These positions have no vote on any action taken by the Board, but may be called upon for presentations or comments at Board Meetings.

III. Duties of Appointed Executive

All Appointed Executive Members shall attend Board Meetings if required, publicly support the league's rules and policies and use discretion when discussing/sharing information about league matters. These positions are automatically Regular Members as outlined in Article III – Section 2 of the Dundas Little League Constitution.

(a) Information Officer (1-3 positions)

Maintains the League's website and content, keep the League's domain name (dundaslittleleague.ca) and web/SSL package active. Ensures the governing league's Privacy Policy is upheld in managing the personal information of the League's families. Coordinates online registration and receipts, manages the League's email accounts and access to them for the Board and Executive, assists parents with site/registration issues, maintains umpire access to scheduling and availability, schedules league events and diamonds, keeps the League's standings and scores updated, provides registration information to the President, manages the league's online PayPal account and any other electronic service used by the League (e.g. event calendar, surveys, facility bookings, information on external sites etc).

(b) Player Agent (1-2 positions)

Assists in annual tryouts and player selection. Supervises and coordinates transfer of players from other divisions according to the regulations and provisions of Little League Baseball. Player advocate and first point of contact for any player issue.

(c) Sponsorship Coordinator (1-3 positions)

Solicits annual sponsorships from local businesses and individuals, creates and maintains a document of sponsor contact information including division preference, colour preference, plus specific players that are to be on their sponsored team and collects funds from the sponsors and obtains logo information and supplies this to the Information Officer for the website. Also can solicit and promote fundraising programs and ideas for the League.

(d) Concession Booth Manager (1-2 positions)

Cleans and stocks the concession booths at Martino and Edwards Parks for season play and tournaments, coordinates parent volunteers to run the booth on game nights, sets prices and creates menus. Organizes tallies and keeps records of concession sales and purchases.

(e) Division Convenor (4-6 positions)

Optionally help identify coaches for President or Board approval, participate in the Coaches Meeting at the start of the season, organize player Evaluations and Draft, communicate expectations of coaches for season, provide game and practice input to the Information Officer, communicate important dates and schedules to coaches, communicate decisions on weather issues to coaches, distribute equipment, uniforms, keys and photos to coaches, open/close the park on game nights, deliver Sponsor Appreciation plaques, communicate game scores to Information Officer, collect equipment and keys at end of year.

(f) Equipment Manager (1-2 positions)

Supply the Board with cost information from suppliers. Purchases uniforms and equipment and prepares equipment bags for the coaches. Responsible for inventorying, selecting, ordering, and purchasing all new uniforms, safety or other equipment needed by the League. Manage distribution and collection of all equipment for the League. Manage and operate within the Equipment Budget as authorized by the Board.

(g) Training Coordinator (1-2 positions)

Represents coach and player development needs and goals in the league. Present a coach and player training budget to the Board and implements league-wide training programs. Orders and distributes training materials to coaches and player.

IV. Other Roles in the League

There are additional roles and positions in our league however they do not sit on the League Executive. These positions are automatically Regular Members as outlined in Article III – Section 2 of the Dundas Little League Constitution.

a. Umpire Scheduler

The Umpire-in-Chief may appoint an Umpire Scheduler to assist with scheduling umpires and communication.

b. Committees

The Board of Directors may appoint any Committee to oversee part of the league's operation. See Section V.

V. Committees

The following Committees may be assembled and filled with appointed members by the Board. Committee members are automatically Regular Members as outlined in Article III – Section 2 of the Dundas Little League Constitution. The Board is not bound to create any committees or constrained only by those listed below. A committee must be approved of by the Board and created for the purpose of improving League operations.

(a) Nominating Committee

The Board of Directors may appoint a Nominating Committee consisting of three (3) Directors and other appointed Regular Members. 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 can also submit for consideration by the Board of Directors a slate of Executive and Committee Members.

(b) Coach Selection Committee

The Board of Directors may appoint a Coaches Committee consisting of two (2) Directors. The Committee shall interview and investigate prospective House League and All-Star coaches and recommend acceptable candidates to the President, for appointment and subsequent approval by the Board of Directors. It may also, during the playing season, observe the conduct of the coaches and report its findings to the President of the league. It shall, at the request of the President or Board of Directors, investigate complaints concerning coaches and make a report thereof to the President or Board of Directors as the case may be.

(c) Protest Committee

The Board of Directors may appoint a Protest Committee consisting of two (2) Directors and other appointed Regular Members none of which can be active coaches. The Committee shall hear and investigate game protests during league play and report their findings to the President or Board of Directors for a final decision. The Protest Committee may also recommend rule changes as a result of their investigations.

(d) All-Star Tryouts Evaluation Committee

The Board of Directors may appoint an All-Star Tryouts Evaluation Committee consisting of at least one (1) Director, the Manager and other appointed Regular Members. The Committee shall observe and/or partake in the evaluation of prospective All-Star players during the tryouts and recommend or select players for inclusion on the final roster to submit to the President or Board for approval.

(e) Select Team Tryouts Evaluation Committee

The Board of Directors may appoint a Select Team Tryouts Evaluation Committee consisting of at least one (1) Director, the Manager and other appointed Regular Members. The Committee shall observe and/or partake in the evaluation of prospective Select Team players during the tryouts and recommend or select players for inclusion on the final roster to submit to the President or Board for approval.

(f) Building and Property Committee

May be combined with Grounds Committee and under the direction of the Parks Superintendent, the Board of Directors may appoint a Building and Property Committee consisting of three (3) Directors and other appointed Regular Members. The Committee shall investigate and recommend available, suitable sites and plans for development, including ways and means. It shall be responsible for repair and improvement recommendations, other than normal maintenance, and supervise the performance of approved projects.

(g) Grounds Committee

May be combined with Building and Property Committee and under the direction of the Parks Superintendent, the Board of Directors may appoint a Grounds Committee which shall be responsible for the care and maintenance of the playing field(s), buildings and grounds. It shall operate within the amount appropriated in the approved budget for that purpose.

(h) Playing Equipment Committee

Under the direction of the Equipment Manager, the Board of Directors may appoint a Playing Equipment Committee which shall secure bids on needed supplies and equipment and make recommendations for their purchase to the Board. The Committee shall be responsible for the proper issuance of such supplies and equipment and for the repair, cleaning and storage thereof at the close of the season.

(i) Umpire Committee

The Board of Directors may appoint an Umpire Committee consisting of three (3) Directors one of which must be the Umpire-in-Chief, and other appointed Regular Members. The Committee shall recruit, interview and recommend to the President for appointment a staff of umpires. When appointed, the staff of umpires will be assisted by the Umpire-in-Chief who shall train, observe, and schedule the staff.

(j) Auxiliary Committee

The Board of Directors may appoint an Auxiliary Committee consisting of the League Treasurer and two (2) other Directors and other appointed Regular Members. The Committee shall coordinate the activities of the Auxiliary. It shall review and evaluate auxiliary projects for raising money and disposition of profits, and make recommendations to the Board. The Board of Directors shall approve in advance all projects and actions of the Auxiliary.

(k) Auditing Committee

The Board of Directors may appoint an Auditing Committee consisting of three (3) Directors. The President, Treasurer or signatories of cheques are not eligible. The Committee will review the 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.

VI. Order of Business

Robert's Rules of Order will govern general Membership meetings and Board meetings. Where necessary and approved by the Board, virtual meetings may be relied upon to operate the League and conduct League business including Board meetings and the AGM.

If the election of Board members is on the agenda for a general Membership meeting (e.g. Annual Meeting), nominations for the positions to be elected are accepted.

(a) Nominations

The order in which nominations and elections for Board of Directors positions occur is as follows:

1. President
2. Vice-President
3. Treasurer
4. Secretary
5. Umpire-in-Chief
6. Safety Officer
7. Parks Superintendent

There are two methods for nominating candidates – candidates presented by a Nominating Committee or nominations for candidates accepted from the floor.

A nominating committee may present nominations, and the assembly has the opportunity to present additional nominations from the floor. If a Nominating Committee is employed, the chairman of the nominating committee states the nominations for each office when called on to give the report.

As soon as the Election Chairperson opens nominations from the floor, any Regular Member from the assembly floor can bring forth a nomination. A Member should know beforehand if the person he or she wishes to nominate is both eligible and willing to serve.

Note: The President can act as Election Chairperson

For nominations from the floor:

- A Member does not have to get recognition from the Chair and can call out a name while seated.
- All individuals regardless of whether he/she is a Member are eligible for nomination unless previously suspended or terminated from Membership.
- A Member cannot nominate himself or herself.
- A nomination requires a Second.
- Neither the nominator nor the seconder can reside in the same household as the nominee.
- The nominator and seconder cannot reside in the same household.
- A Member can be nominated for more than one office but cannot be elected to more than one office.
- A Member can't nominate more than one person for an office until everyone has had the opportunity to make nominations.
- Nominees do not have to leave the room during the nominations, when the vote is taken, nor when the vote is counted.
- After each nomination, the Election Chairperson repeats the name to the assembly.
- A Member can rise and decline the nomination during the nominating process.
- If, at any time during the nominating process, a Member realizes that he or she will be unable to serve if elected, the member should stand and request that his or her name be removed from nomination.

The Election Chairperson closes nominations when no further nominations come forward from the floor.

The Election Chairperson or Secretary will record all nominations, acceptances, declines and vote results in the Minutes of the Meeting.

After the nominating process is finished and there are one or more candidates for the office, Members must vote by ballot.

If there are no nominees, the position is declared vacant.

(b) Voting

Each Member is entitled to vote as follows:

- (i) Board Members, Executive Members, Committee Members, Coaches and Volunteer Umpires 18 years of age or older are entitled to one vote.
- (ii) Parent Members are entitled to one vote unless already included in clause (i) above.

(c) Election Procedures

Elections are held by Individual Ballot Vote. Absentee ballots are included.

For in-person votes, Members are provided a blank piece of paper after nominations have been closed for an office. The members write the name of the person they wish to see elected for that office on the blank piece of paper. They may choose to not vote for any candidate by submitting a blank ballot, a ballot marked with an X or any other clear indication of no vote.

For virtual votes, the Election Chairperson will indicate the available option(s) for casting a vote. Members may be asked to indicate verbally; with a prescribed digital symbol (eg. Hand raised); or physically raising their hand on screen. The Election Chairperson will use common sense in exercising this role.

The ballots are collected and counted, and the Election Chairperson reads the result.

A candidate with the most votes is declared elected.

If there are no nominees for any positions or no candidates for any position receive a majority vote, no positions on the incoming Board are filled and the outgoing Board shall continue to hold office until which time a new Board is elected. See Article IV – Section 6 (e) of the Constitution.

VII. Rules of Operation

The league recognizes the following rules and policies which govern the operation of the League and are found on the League website. For clarity, these rules and policies are an extension of these Bylaws and carry the same force and effect.

(a) Little League Official Rule Book

The Rule Book governs league and Tournament play for Little League Divisions - baseball for 9-10 year olds (Minor) and 11-12 year olds (Major). Note: Tournament play refers to the International Tournament. Local leagues may host their own tournaments with rules specific to them. The Little League Official Rule Book is distributed by Little League International.

(b) Baseball House League Ground Rules

This document specifies the special rules which govern House League play in the Minor (9-10 years old) and Major (11-12 years old) House League Baseball divisions.

(c) T-ball House League Rules of Play

This document contains the rules of play for the T-ball Division (6-8 years old).

Note: Tournament T-ball Rules differ from House League Rules.

(d) T-ball House League Ground Rules

This document contains the special rules which govern House League play in the T-ball Division (6-8 years old).

(e) Coaches Code of Conduct

This document describes the expectations of the coaches in the League.

(f) Parents Code of Conduct

This document describes the expectations of the parents in the League.

(g) Players Code of Conduct

This document describes the expectations of the players in the League.

(h) Cancellation and Weather Policy

This document describes the expectations for delivering our programs to the best of our abilities, both as advertised and paid for, while ensuring the safety of our players and families.

(i) All-Star Team Policy

This document describes the All-Star Team program, rules, expectations and procedures. It includes information about coach selection, player tryouts, player selection, fees, tournaments, parent participation and more.

(j) Select Team Policy

This document describes the Select Team program, rules, expectations and procedures. It includes information about coach selection, player tryouts, player selection, fees, tournaments, parent participation and more.

(k) Safety Policy

This document provides information on injury prevention and reporting, and providing a safe environment for players, coaches, umpires and spectators.

(l) Background Check Policy

This document describes the procedures for performing background checks on league volunteers for the purpose of providing protection and safety for all children directly and indirectly involved in Dundas Little League.

(m) Call-up Policy

This document describes the rules by which coaches can use players from the division below so that they have enough players to play their game.

(n) Dress Code Policy

This document describes the standards for the attire to be worn by all players and coaches on the field and in the dugouts for the Baseball and T-ball divisions.

(o) Behaviour and Discipline Policy

This document provides guidance and expectations for the behaviour of all involved with Dundas Little League both directly and indirectly, and to define criteria and rules governing disciplinary procedures.

(p) Payment Policy

Provides the rules by which refunds, if any, will be given and fees will be charged for our House League and other programs.

VIII. Amendments

These Bylaws may be amended, repealed or altered in whole or in part by a majority vote at any duly organized meeting of the Board of Directors provided reasonable notice of the proposed change is included in the notice of such meeting. Reasonable notice for the purpose of this section is 15 calendar days.

These Bylaws were approved by the Little League Board of Directors on _____ 2022.

President's Name:

President's Signature _____ Date _____ 2022

LIST OF REVISIONS:

1. Article II. Additional positions provided for in brackets to assist in succession planning.
2. Removal of mailing address
3. Article III. Removal of President's role within Umpire Committee.
4. Article III. Removal of reporting condition for Division Convenors.
5. Article IV. Removal of Cactus Parade Organizer; Newspaper Writers; and Gardener
6. Article V. Expansion of available committee options wording.
7. Article VI. Approval of Remote/Virtual Meetings as acceptable replacement for in person meeting where approved by the Board.
8. Article VI (c). Procedure for Virtual/Remote voting.
9. Article VII. Removal of duplication
10. Article VII. Clarifying the link between the By-Laws and the Rules and Policies.
11. Article VIII. Providing clarity of the notice period.
12. Grammar and spelling changes as necessary.

END OF REVISIONS