

## **HAMILTON-WENHAM LITTLE LEAGUE BY-LAWS - 2026**

These by-laws shall supplement the Hamilton-Wenham Little League Constitution (the “Constitution”) that was most recently updated and submitted to Little League International on January 17, 2026. If there is any conflict between these by-laws and the Constitution, the Constitution shall govern.

### **BY-LAW 1**

#### **Suspension or Termination.**

In addition to the processes outlined in Section 5(b) of the Constitution, before any action commences, such process shall be overseen by the Executive Committee or any other subcommittee duly appointed or created by the Board of Directors.

### **BY-LAW 2**

#### **Quorum for General Membership Meeting.**

At any General Membership Meeting, the presence in person or representation by absentee ballot of twenty-five members (as defined in Article III - Membership) shall be necessary to constitute a quorum. Absentee ballots may be delivered electronically to the Secretary or President at least twenty-four (24) hours prior to the scheduled time of the General Membership Meeting, and shall be deemed an attendance for purposes of a quorum.

### **BY-LAW 3**

#### **Board of Directors - Numbers.**

The management of the property and affairs of the Local League shall be vested in no less than sixteen (16) but no more than (20) members of the Board of Directors. The number of members of the Board of Directors shall be determined, and may be increased or decreased, but not to less than sixteen (16) nor more than twenty (20), from time to time by the affirmative vote of two-thirds of the members of the Board of Directors then in office.

### **BY-LAW 4**

#### **Board of Directors - Term.**

The term of each duly elected member of the Board of Directors shall be two (2) years.

### **BY-LAW 5**

#### **Board of Directors - Vacancies.**

If any vacancy occurs in the Board of Directors, by death, resignation or otherwise, it may be filled for the remaining duration of the term for which the vacating Board member had been elected, by a majority vote of the remaining Directors at any regular Board meeting or at any Special Board Meeting called for that purpose. No person may be appointed to fill a vacancy in the Board of Directors for more than two (2) consecutive Board fiscal years.

## **BY-LAW 6**

### **Board of Directors - Quorum.**

A two-thirds majority of the members of the Board of Directors shall constitute a quorum for the transaction of business. If a quorum is not present, no business shall be conducted. A director may be considered present if able to participate during the majority of the meeting via telephone or video conference.

## **BY-LAW 7**

### **Spending Authority.**

The President may authorize disbursements up to \$300.00 All disbursements greater than \$300.00 must be approved by the Board of Directors in advance.

## **BY-LAW 8**

### **Additional Officers.**

**League Information Officer.** The League Information Officer shall:

- (a) Manage the Local League's website, as authorized by Little League International;
- (b) Manage the online registration process and ensure that rosters are maintained on the site;
- (c) Assign administrative rights to league volunteers and teams;
- (d) Ensure that Local League news and scores are updated on a regular basis;
- (e) Collect, post and distribute important information on Local League activities including direct dissemination of fund-raising and sponsor activities to Little League International, district, public, league members and media;
- (f) Serve as a primary contact person for the Local League regarding optimizing use of technology for league administration and for distributing information to league members.

**Competition Officer.** The Competition Officer shall:

- (a) Represent the interests of coaches/managers in league meetings;
- (b) Present a coach/manager training budget to the Board for approval as warranted;
- (c) Work towards implementing training programs;
- (d) Order and distribute training materials to players, coaches and managers;

- (e) Coordinate mini-clinics as necessary;
- (f) Serve as the contact person for Little League and its manager-coach education program for the Local League.

## **BY-LAW 9**

### **League Directors.**

**Major League Director:** A Major League Director shall:

- (a) Timely coordinate pre-season, practice, and game schedules.
- (b) Not manage a Majors team unless approved by the Board of Directors.
- (c) Attend as many Majors games as reasonably possible and shall be observant as to how well the managers/coaches perform their duties, enhance the experience of players, and positively represent the Local League to the public.
- (d) Be reasonably available to managers and parents to address any questions or concerns.
- (e) Participate with the President and Majors managers in the selection process of tournament teams that include Majors players.

**Minor League Director:** A Minor League Director shall:

- (a) Timely coordinate pre-season, practice, and game schedules.
- (b) Not manage a Minors team unless approved by the members of the Board of Directors.
- (c) Attend as many Minors games as reasonably possible and be observant as to how well the managers/coaches perform their duties, enhance the experience of the players, and positively represent the Local League to the public.
- (d) Be reasonably available to managers and parents to address any questions or concerns.
- (e) Participate with the President and Minors Managers in the selection process of the tournament teams that include Minors players.

**AA Futures League Director:** A AA Futures League Director shall:

- (a) Timely, coordinate pre-season, practice, and game schedules.
- (b) Attend as many AA Futures games as reasonably possible and be observant as to how well the managers/coaches perform their duties, enhance the experience of the players, and positively represent the Local League to the public.

- (c) Be reasonably available to managers and parents to address any questions or concerns.

**A Farm League Director:** An A Farm League Director shall:

- (a) Timely coordinate pre-season, practice, and game schedules
- (b) Attend as many A Farm games as reasonably possible and be observant as to how well the managers/coaches perform their duties, enhance the experience of the players, and positively represent the Local League to the public.
- (c) Be reasonably available to managers and parents to address any questions or concerns.

**Tee Ball Director:** A Tee Ball Director shall:

- (a) Timely coordinate pre-season, practice, and game schedules
- (b) Attend as many Tee Ball games as reasonably possible and be observant as to how well the managers/coaches perform their duties, enhance the experience of the players, and positively represent the league to the public.
- (c) Be reasonably available to managers and parents to address any questions or concerns.

**Softball League Director:** A Softball League Director shall:

- (a) Present the game schedules to the managers and President;
- (b) A Director may not manage a Softball team, unless approved by the Board of Directors.
- (c) Attend as many Softball games as reasonably possible and be observant as to how well the managers/coaches perform their duties, enhance the experience of the players, and positively represent the league to the public.
- (d) Be reasonably available to managers and parents to address any questions or concerns.

**Babe Ruth League Director:** A Babe Ruth League Director shall:

- (e) Present the game schedules to the managers and President;
- (f) A Director may not manage a Babe Ruth team, unless approved by the Board of Directors.
- (g) Attend as many Babe Ruth games as reasonably possible and be observant as to how well the managers/coaches perform their duties, enhance the experience of the players, and positively represent the league to the public.
- (h) Be reasonably available to managers and parents to address any questions or concerns.

**Equipment and Merchandise Director:** An Equipment and Merchandise Director shall:

- (a) Work with managers and coaches to make sure all equipment is collected promptly at the end of each season.
- (b) Ensure that equipment is distributed to managers/coaches far enough in advance of it being used for them to inspect it and report any problems requiring replacement of equipment.
- (c) Receive input from managers/coaches and league directors regarding what equipment needs to be replaced.
- (d) Seek out vendors from whom the Local League can purchase equipment, uniforms, and merchandise at a competitive price.
- (e) Inform the Board as to who will be the vendor(s) for different kinds of equipment, uniforms and merchandise with an explanation of selection criteria.
- (f) Coordinate a review of all league equipment prior to the start of the next season. Equipment needs should be identified.
- (g) Assist the Treasurer in developing a budget for each upcoming season by estimating the equipment that might be needed and the cost to purchase such equipment.
- (h) Inform managers as to what the procedure will be for getting equipment. Managers need to understand that the equipment manager should not be expected to respond immediately to their needs, unless it is of an emergency nature.
- (i) Oversee the sale and production of all Local League branded merchandise in coordination with the Media and Marketing Committee.

#### **BY-LAW 10**

##### **Executive Committee.**

The Executive Committee shall consist of the President, Vice President, Treasurer, Secretary, Safety Officer, and the Competition Officer.

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

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

The Executive Committee shall have the authority to create additional committees that are deemed to be in the best interests of HWLL. Such committees shall only be created by the affirmative vote of two-thirds of the members of the Board of Directors then in office.

## **BY-LAW 11**

### **Other Committees.**

#### **Nominating and Membership Committee.**

Each year, the Board of Directors may appoint a Nominating and Membership Committee consisting of more than one (1) Director and other appointed Regular Members, if any. 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 shall also submit for consideration by the Board of Directors a slate of Officers and Committee Members.

The Committee shall also receive the names of prospective Honorary, Sustaining and Regular Members, investigate for eligibility and recommend those qualified for election at the annual, regular or any special meeting of the Members or the Board of Directors as the case may be.

#### **Financial Development and Fundraising Committee.**

Each year, the Board of Directors may appoint a Finance Committee consisting of not less than three (3) Directors and other appointed Regular Members, if any. The Treasurer and Vice President shall be ex-officio members of the Committee. The Committee shall investigate ways and means of financing the Local League including team sponsorships and submit recommendations.

It shall be responsible for taking up collections at games, if such collections are authorized by the Local League, and shall turnover said collections to the Treasurer immediately after each game.

It shall also be responsible for investigating and seeking financing opportunities related to the Local League's capital projects which shall include improvements related to existing physical infrastructure, new capital or infrastructure projects or any other capital or infrastructure project deemed appropriate by the Board.

#### **Building, Grounds and Property Committee.**

Each year, the Board of Directors may appoint a Building, Grounds and Property Committee consisting not less than three (3) Directors and other appointed Regular Members, if any. The Committee shall investigate and recommend available, suitable sites and plans for development, including ways and means, the latter in cooperation with the Finance and Fundraising Committee. It shall be responsible for repair and improvement recommendations, other than normal maintenance, and supervise the performance of approved projects. It shall also 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.

**Playing Equipment and Merchandise Committee.**

Each year, the Equipment and Merchandise Director shall chair the Playing Equipment and Merchandise Committee. The Board of Directors may appoint at least two (2) additional Directors and other appointed Regular Members, if any, to assist with any and all actions related to this Committee. The Committee shall secure bids and make purchases upon approval on needed supplies and equipment and make recommendations for their purchase to the Board of Directors.

The Committee shall be responsible for the proper issuance of such supplies and equipment and for the repair, cleaning and storage thereof during the off-season.

The Committee shall secure bids on branded merchandise and make recommendations for their purchase to the Board of Directors.

**Competition Committee.**

The Competition Officer shall chair the Competition Committee. Each year, the Board of Directors may appoint at least four (4) additional Directors to assist the Chair with any and all actions related to this Committee.

The Committee shall interview and investigate prospective managers and coaches for all baseball and softball levels of play and recommend acceptable candidates to the President, for appointment and subsequent approval by the Board of Directors

During the playing season, observe the conduct of the managers and coaches in coordination with the League Directors and report its findings to the President of the Local League.

It shall, at the request of the President or Board of Directors, investigate complaints concerning managers and coaches and make a report thereof to the President or Board of Directors as the case may be.

It shall be responsible to oversee the Local League's compliance with the Constitution. It shall also review and make recommendations related to competitive balance, player participation, speed of play, and player safety or any other changes or additions to the Board of Directors for discussion and adoption.

The Committee shall recruit, interview and recommend to the President for appointment a staff of umpires, including a chief umpire and replacements. When appointed, the staff of umpires shall be under the personal direction of the Local League President, assisted by the Chief Umpire who shall train, observe and schedule the staff.

Oversee relations and compliance with the Little League home office, including with the District Administrator.

The Committee shall assist the District Administrator related to interleague district functions including the selection of and cooperation including, but not limited to, selection of the tournament sites and area

tournament directors.

A member of the Board of Directors shall not be appointed to this Committee if such member has been appointed to any other Executive Committee position unless otherwise approved by the Board of Directors.

**Auditing Committee.**

Each year, the Board of Directors may appoint an Auditing Committee consisting of at least three (3) Directors. The President, Treasurer or signatories of checks are not eligible. The Committee may review the Local League's books and records annually prior to the Annual Meeting and attach a statement of its findings to the annual financial statement of the President and Treasurer; or may, if directed by the Board of Directors or Membership, secure the services of a Certified Public Accountant to accomplish such review.

**Softball League Committee.**

A Softball League Director shall chair the Softball League Committee. The Board of Directors may appoint at least four (4) additional Directors and other Regular Members, if any, to assist the Chair with any and all actions related to the Local League's softball program.

The Committee shall coordinate and oversee the Local League's participation in any other softball league or program approved and adopted by the members of the Board of Directors.

**Babe Ruth Committee.**

Each year, the Board of Directors may appoint a Babe Ruth Committee consisting of at least three (3) Directors and other Regular Members, if any. The Committee shall oversee and assist the local Babe Ruth league as determined by the members of the Board of Directors.

**Media and Marketing Committee.**

The League Information Officer shall chair the Media and Marketing Committee. Each year, the Board of Directors may appoint at least two (2) additional Directors and other Regular Members, if any, to assist the Chair with any and all actions related to this Committee.

The Committee shall determine the most suitable and descriptive overall public brand of the Local League.

The Committee shall develop and implement communication and promotional plans required for the management or operational success of the Local League.

The Committee shall also be allowed to utilize all relevant forms of social media.

The actions of this Committee shall be approved by the members of the Board of Directors and be implemented in accordance with all Little League Baseball, Incorporated, rules or guidelines related to communication, internet usage and social media usage.

**Special Events Committee.**

Each year, the Board of Directors may appoint a Special Events Committee consisting of at least five (5) Directors and other Regular Members, if any. The Committee shall be responsible for the scheduling, production and implementation of all special events determined by the members of the Board of Directors.

**Strategic Planning Committee.**

Each year, the Board of Directors may appoint a Strategic Planning Committee consisting of at least five (5) Directors and other Regular Members, if any. The Committee shall oversee both the short-term and long-term planning and goals of the Local League. The Committee shall submit recommendations for consideration by the members of the Board of Directors related to, but not limited to, league expansion, capital projects or any other matter determined by the members of the Board of Directors as necessary and appropriate.

**BY-LAW 12**

**Distribution of Property upon Dissolution.**

Upon dissolution of the Local League and after all outstanding debts and claims have been satisfied, the Members shall direct the remaining property of the Local League to another Federally Incorporated entity which maintains the same objectives as set forth in Article II of this Constitution, which are or may be entitled to exemption under Section 501(c)(3) of the Internal Revenue Code or any future corresponding provision.