

ARTICLES OF ORGANIZATION
OF THE
HAVERFORD TOWNSHIP HILLTOP
BASBALL, SOFTBALL and CHALLENGER LEAGUE

Article I

Name

This organization shall be known as the Haverford Township Hilltop Baseball, Softball and Challenger League, also referred to in the following provisions as "League."

Article II

History/Origin

Hilltop Baseball League (Hilltop Babe Ruth Baseball League) was organized in 1963 and then became a special activity of the Hilltop Civic Association. The provisions of Article VIII of the Hilltop Civic Association's by-laws, which were an integral part of the League's authorization and responsibilities as a special activity, governed the League. The League was given authority to establish its governing body with the President of Hilltop Civic Association being an ex-officio member of its governing body. The League was permitted to maintain a separate treasury and the treasurer was required to submit a monthly financial report in writing at the Hilltop Civic Association meetings. Hilltop Babe Ruth Baseball League was officially deleted from the by-laws of the Hilltop Civic Association as a special activity on February 25, 1980. Hilltop Softball began in 1987 and Challenger Division in 2001. In December 2019 Hilltop assumed the day to day operations of Haverford Township Baseball League (HTBL) ages 13-16 years of age.

Article III

Objectives

Section I The specific objectives of the Hilltop Baseball, Softball and Challenger League are:

- a. To make organized baseball available to all children, regardless of ability, residing in the local geographical area.
- b. To teach the fundamentals of baseball, softball and challenger.
- c. To encourage loyalty and competitive team spirit.

d. To teach good sportsmanship.

Section II The specific objectives will be achieved through supervised League games. In the conduct of League play, the development of future adults of high character is of primary importance and the development of exceptional athletic skills or the winning of games is of secondary importance.

Section III The League is organized exclusively for the attainment of the objectives cited in Sections I and II of this article and is limited to satisfy all requirements of Section 501 (c) (3) of the Internal Revenue Code.

Article IV

Eligibility for Participation

Section I The membership shall consist of adults who assist in the operation of the League. Each participating adult must: reside in the local geographical area; participate in one season of play; and be approved by the Board of Directors and have their background check completed.

Section II Membership will automatically terminate when a member fails to assist in the operation of the League for one season.

Section III The phrase "local geographical area" is defined in the League's Babe Ruth Charter (Cal Ripken Division or Babe Ruth Softball)

Article V

Fiscal Period

The fiscal period for the operation of the League shall be October 1 through September 30.

Article VI

Officers

The officers of the League shall be President, Vice President of Player Personnel, Vice Presidents of Baseball and Softball Operations, Financial Secretary, Secretary, Treasurer, Chief Umpire and Shack Supervisor.

Article VII

Directors

- Section I The governing body of the League shall be a Board of Directors, consisting of eight officers (one-year term) and fifteen other directors. These fifteen directors will be elected by the membership to assure that: five directors serve for three years; five directors serve for two years; and five directors serve for one year. Any director may be re-elected without limitation as to the number of terms. All officers and directors must reside in the local geographical area.
- Section II A President automatically becomes a member of the Board of Directors for one (1) year immediately after his/her final year as President. This is a special Director's position of a temporary nature. This position cannot be filled if it becomes vacant. Vacancies in offices and in the Board of Directors shall be filled by the Board of Directors for the non expired terms as they become vacant during the year.
- Section III Election of directors shall precede election of officers.
- Section IV Board of Directors may create a "special board of director" or "life term member" based on service time to the league. Vote must follow Article XVIII.

Article VIII

Election of Directors

- Section I The election of at least thirteen (13) directors shall be held at the general membership meeting in September.
- Section II The membership will elect nine (9) directors to serve a one (1) year term. Usually, these candidates are interested in serving as an officer of the League. Also, the membership will elect five (5) directors for three (3) year terms and any vacancies with one (1) or two (2) years remaining to serve.
- Section III A Nominating Committee, appointed by the President and chaired by the Vice President of Baseball and Softball Operations, shall present to the membership a list of recommended candidates for the Board of Directors at the September meeting. Additional nominations for the Board of Directors may be made and seconded from the floor by members at the October meeting.
- Section IV If more candidates are approved than there are existing vacancies, an election by secret ballot shall be held. Each member shall cast ballots for the number of candidates necessary to fill the existing vacancies, and the candidate or candidates receiving the greatest number of votes shall be elected.
- Section V In the event of a tie, a run-off election will be held between the parties who are tied.

Article IX

Election of Officers

- Section I The election of officers of the League shall be held immediately after the annual membership election of directors. The new Board of Directors shall elect the eight officers by secret ballot.
- Section II The new Board of Directors shall elect the officers of the League by majority vote of a quorum as designated in Article XIII. The term of office of all officers shall be one year and all officers may be re-elected without limitation as to the number of terms.
- Section III If the election of officers creates a vacancy or vacancies in the remaining Board of Directors positions (e.g., a Board member resigns because of failing to be elected as an officer) the new Board of Directors will fill the vacancy or vacancies as stated in Article VII, Section II.
- Section IV All executive and board officers must complete and pass the leagues background and sexual abuse check adopted in 2011.

Article X

Installation of Officers and Directors

The officers and directors of the League, duly elected under these Articles shall take office at the October meeting of the Board of Directors.

Article XI

Duties of Officers

- Section I President
- a. Shall be charged with the overall responsibility for the administration and operation of the League in accordance with the objectives of the League (Article III) and shall carry out all decisions of the Board of Directors.
- b. Shall preside over all regular and special meetings of the Board of Directors and appoint chairmen to all committees.

- c. Shall prepare the annual operating budget for the approval of the Board of Directors.
- d. Shall appoint a director to obtain all managers and coaches for the approval of the Board of Directors.
- e. Shall receive all mail and sign all correspondence pertaining to League matters, except those matters relating to the disbursement and receipt of League funds.
- f. Shall be an ex-officio member of all committees.
- g. Shall have the power to review all decisions made by any officer.
- h. Shall recommend disciplinary action to the Board of Directors against any player or League member.

Section II Vice President of Player Personnel

- a. Shall conduct tryouts for all players entering any subdivision of the League.
- b. Shall prepare a player draft system.
- c. Shall assign all players to teams.
- d. Shall assign managers and coaches to teams, subsequent to the approval of the Board of Directors.
- e. Shall determine the eligibility of any player and rule on any dispute regarding player participation.
- f. Shall recommend to the President disciplinary action against any player or other League member.
- g. Shall be an ex-officio member of the Rules Committee.
- h. Shall coordinate the registration of returning and new players.
- i. Shall obtain Coordinators for the league's subdivisions to assist him in performing the above duties (see Article XV, Section I). The Board of Directors will approve coordinators. Although not required, every attempt will be made to select coordinators from the existing Board of Directors.
- j. In the discharge of the above duties, shall perform them in

conjunction with and with the full knowledge of the President.

Section III Vice Presidents Operations

a. Vice President of Baseball Operations

1. Shall be responsible for assuring that procedures are followed at all meetings and advise the President of any deviations from these articles.
2. Shall conduct meetings in the absence of the President.
3. Shall devise and arrange the playing schedules for Baseball.
4. Shall be a member of the Opening Day and All Star Day Committees.
5. Shall be chairman of the Articles and Rules Committees. He shall evaluate League playing rules and the Articles of Organization and recommend changes to the Board of Directors.
6. Will be chairman of the Nominating Committee to solicit, receive, evaluate and recommend nominations for officer and director positions that become vacant each September.
7. In the discharge of the above duties, shall perform them in conjunction with and with the full knowledge of the President.

b. Vice President of Softball Operations

1. Shall be responsible for assuring that procedures are followed at all meetings and advise the President of any deviations from these articles.
2. Will conduct meetings in the absence of the President and Vice President of Baseball Operations.
3. Shall devise and arrange the playing schedules for Softball.
4. Will be a member of the Opening Day and All-Star Day Committees.
5. Will be a member of the Articles and Rules Committees. He will

evaluate Softball playing rules and the Articles of Organization and recommend changes to the board of directors.

6. Will be a member of the nominating Committee.
7. In the discharge of the above rules, will perform them in conjunction with and with the full knowledge of the President.

Section IV Financial Secretary

- a. Shall solicit funds from business organizations when deemed necessary by the Board of Directors.
- b. Shall be the chairman of any committee that is established to recommend ways and means to raise funds.
- c. Shall be the chairman of the Audit Committee responsible for the annual audit of League income and expenditures.
- d. In the discharge of the above duties, shall perform them in conjunction with and with the full knowledge of the President.

Section V Secretary

- a. Shall prepare all correspondence relating to League matters as requested by the President.
- b. Will conduct a roll call of all directors at each meeting.
- c. Shall take minutes of all meetings and present typed copies to all officers at the next scheduled meeting.
- d. Shall prepare and send to all directors any proposed change or changes to the Articles of Organization or Rules in accordance with Article XVIII.
- e. Shall be responsible for contacting all directors as to the time and location of all meetings.
- f. Shall assure that a meeting room is reserved for all meetings and special activities.
- g. Shall serve as a supervisor of all elections.

Section VI Treasurer

- a. Shall receive all income and disburse all funds relating to all activities carried on under the supervision of the League. Shall not be granted purchasing authority without approval from the President.
- b. Shall keep a record of all such receipts and disbursements as stated in Article XIV.
- c. Shall be responsible for the cash disbursements and deposits relating to the the Snack Bar.
- d. Shall prepare a report of all financial transactions that take place between meeting dates and present this report at each meeting. A copy of the report will be given to the Secretary for inclusion in the minutes of each meeting.
- e. Shall prepare a detailed annual report of all income and expenditures for the September meeting.
- f. In the discharge of the above duties, shall perform them in conjunction with and with the full knowledge of the President.

Section VII Chief Umpire

- a. Shall obtain qualified personnel to serve as umpires in League games.
- b. Shall instruct, from time to time, the League umpires in the proper conduct of League games.
- c. Shall prepare a schedule for umpires.
- d. Shall supervise the assignment of all umpires and any changes thereto.
- e. Shall serve as a judge of all elections.
- f. In the discharge of the above duties, shall perform them in conjunction with and with the full knowledge of the President.

Section VIII Shack Supervisor

- a. Shall be responsible for the organization and operation of the Snack Bar(s). Including the opening and closing of the shack(s) each year.
- b. Shall be the primary board contact for Shack Coordinators.
- c. Will work closely with Shack Coordinators to determine annual needs of the shacks – such as new equipment or appliances.
- d. Will work closely with coordinators to resolve all shack issues as they arise.
- e. Shall be responsible for the assignment of family volunteers at all shack locations during the spring season. Including, but not limited to, tracking all changes and updates to the volunteer assignments.
- f. Shall be responsible for re-assigning shack shifts due to missed shifts, weather or general game schedule changes.
- g. Shall send weekly reminders to volunteers assigned to shacks.
- h. Shall provide a weekly volunteer sign in sheet to the main shack.
- i. Oversees all shack related operations during the Fall Baseball season.

Article XII

Duties of Directors

The duties of the directors of the Hilltop Baseball, Softball and Challenger shall be as follows:

- a. To elect the officers of the League in accordance with Article IX.
- b. To determine all matters of general policy in accord with League objectives (Article III).
- c. To approve all budgets and major expenditures relating to the operation of the League.
- d. To rule on all matters relating to the registration of applicants for team play.
- e. To approve all proposed playing rules and changes thereto as per Articles XVII and XVIII.

- f. To approve all managers and coaches and when necessary to discipline or remove any League personnel.
- g. To approve all amendments to or changes in the Articles of Organization as per Article XVIII.
- h. To serve on committees when appointed thereto.
- i. To approve of any expansion or contraction of the League.
- j. To attend meetings called by the President. Any director, who misses three (3) regularly scheduled meetings, without being officially excused by the President, will be subject to automatic removal from the Board of Directors of the Hilltop Baseball, Softball and Challenger league. Removal of the individual shall become effective when the President advises the Board of Directors of his decision to vacate that office.
- k. To rule on any matter not specified in this Article or specifically placed in the jurisdiction of the President.

Article XIII

Meetings

- Section I All meetings of the Board of Directors shall be conducted in accordance with the Roberts Rules of Parliamentary Procedure.
- Section II The presiding officer at all meetings of the Board of Directors shall be the President. In his absence the Vice-President of Baseball Operations shall preside.
- Section III The Secretary shall take the minutes of all meetings, properly recording all statements of importance, recording all motions and votes upon motions. Upon editing the minutes they shall be read and distributed at the next meeting. If the Secretary is not present, the President shall designate a member of the Board to take the minutes.
- Section IV The quorum necessary for any meeting shall consist of any three officers and nine directors.
- Section V The League President shall call a minimum of five (5) meetings during the year, one (1) of which shall be the annual meeting in September. The topics listed as

subject matter for any meeting are not all inclusive. Any other matter of importance may be discussed at any meeting. The remaining four (4) meetings shall be called by the President.

- a. October Meeting. At this meeting all incoming officers and directors shall officially take office. The responsibility of chairmanships of standing committees and any other committees so created (see Article XV) shall be assigned by the President.
- b. January Meeting. At this meeting the President shall require a report by the chairman of each committee assigned at the October meeting in order to permit the smooth operation of all functions of the League. The President shall present to the Board of Directors, for its approval, a budget indicating his expectation of receipts and expenditures for the ensuing year of League operations.
- c. February/March Meeting. At this meeting the President shall present to the Board of Directors, for its consideration and approval, all procedures whereby the playing of all games shall be conducted. This includes: the registration of participants; the assignment of players, managers and coaches to teams; assignment and briefing of umpires; the scheduling of games; expansion or contraction of team structure; and, game playing rules.
- d. June Meeting. At this meeting the League shall wind up all operations including financial so that the books of the League may be substantially closed for the current year. At this meeting, nominations for any new officers and directors may be presented.

Section VI The above meetings shall be referred to as regular or membership meetings. The President, at his discretion, may call any special meeting of the Board of Directors.

Section VII The vote on any motion presented to the Board of Directors shall be carried by a majority of any legally constituted quorum, unless specified otherwise by any other article (Article XIII, Section IV). The vote on any motion may be by secret ballot if called for by the President or if any director, by motion, requests a secret ballot.

Article XIV **Financial Policy**

Section I All decisions which involve the spending of money shall be considered to fall within the scope of financial policy, the power over which shall be vested in the Board of Directors. Financial policy shall also include the responsibility of the

Treasurer and the keeping of the books for the League.

- Section II All receipts and expenditures of any activity carried on under the supervision of the League must pass through the Office of the Treasurer. All disbursements shall be made by check. When a cash transaction must be made, the Treasurer will assure that the transaction is fully documented.
- Section III The Treasurer shall keep in his possession the League checkbook and keep a historic record of all receipts and disbursements in a check journal or daybook. The Treasurer shall establish and maintain an accounting system to assure that a detailed statement of receipts and expenses can be easily prepared and verified.
- Section IV The Treasurer shall assure that financial transactions and/or purchases are authorized and executed only by officers acting within the scope of their authority. Any deviations shall be promptly reported to the President and Vice Presidents of Baseball and Softball Operations.
- Section V The Treasurer shall assure that the League has purchased adequate liability insurance to protect all League members/volunteers. The Treasurer shall assure that the League has purchased adequate accident/medical insurance that covers all League personnel. The Treasurer shall be responsible for reporting the purchase of both types of insurance to the Board of Directors at any meeting prior to the start of League play.
- Section VI The Treasurer shall submit a financial report of League operations to the Board of Directors at each meeting.
- Section VII Each year the financial books of the League shall be audited between October 15 and December 15 by the Financial Secretary and any two Directors appointed by the President but excluding the President, Vice Presidents, and Treasurer.
- Section VIII No part of the net earnings of the League shall inure to the benefit of, or be distributed to its officers, directors or other private persons, except that the League shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments in furtherance of the purposes set forth in Article III hereof. No substantial part of the activities of the League shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the League shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these articles, this League shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes of the League.

Article XV

Standing Committees

Section I The League shall have the following standing committees:

- A. Equipment. The League expends a considerable amount of money each year to purchase equipment (uniforms, bats, baseballs, etc.). Therefore, this committee shall be responsible for the purchase, distribution and accountability of all League equipment. Working closely with the Vice President of Player Personnel and his subdivision Coordinators, the committee will assure that:
- ◆ The best equipment is purchased at a reasonable price.
 - ◆ All equipment requests are submitted by a manager in writing with the initial approval of the Coordinator.
 - ◆ Old equipment is considered for repair before purchasing new equipment.
 - ◆ An inventory system is established and maintained to accurately account for each team's equipment.
 - ◆ By the September meeting, a report on the status of the League's equipment is presented to the Board of Directors. At this time, the committee should present an estimate of expenses for the upcoming year to assist the new President in forming the budget.
- B. Committee of Coordinators and Managers. This committee shall be composed of one (1) coordinator and the managers of all teams in each subdivision. They shall function primarily as a source of new ideas for improving the League. The Vice President of Player Personnel shall be the chairman of each committee. The Coordinator of each subdivision shall be responsible for assisting the Vice President of Player Personnel in performing all of his duties associated with the specific subdivision. Coordinators work closely with the managers in their subdivision to assure the smooth operation and conduct of the League.
- C. Rules Committee. Responsible for drafting and recommending playing rules and rules of conduct and the changes thereto. The Vice President of Player Personnel shall be an ex-officio member of this committee.
- D. Registration Committee. Responsible for the annual registration of participating players, the validation of all applications and the collection of the stipulated fees.
- E. Opening Day Committee. Responsible for the opening day program officially beginning the League playing season.

Section II Any committee, including a standing committee, shall be chaired by a member of the Board of Directors. The other members of any committee may be other directors, but may also include any other person connected with the League. The President shall be an ex-officio member of all committees.

Section III All committees must report, from time to time, to the President either at the meeting as specified by Article XIII or at any time at the discretion of the President.

Section IV Committees, other than those specified by this Article, may be formed at the discretion of the President and fall subject to the rules of this Article.

Article XVI

Other Guidelines

Section I Any child who resides in the local geographical area and who has attained the age of four (4) according to Babe Ruth Age Chart or Babe Ruth Softball Age Chart of any year or who has not reached the age of nineteen (19) according to Babe Ruth Age Chart or Babe Ruth Softball Age Chart of the current year shall be eligible to play in that year by timely submitting a valid application and paying the stipulated registration fee.

Section II Any adult requesting to manage or coach will be approved by the Board of Directors. Managers shall be assigned a team by the Vice President of Player Personnel provided they are residents of the local geographical area.

A. Managers will be elected by the board of directors via a ballot vote. (Article XIII, Section 1)

1. In house Managers who are voted in will remain with their team until they resign by requesting a new team, new division or step down.
2. Tournament managers will be voted on an annual basis.
3. Managers, assistant coaches, scorekeepers (in-house or tournament) can be removed via vote of board of directors with just cause at any time. (Article XII, f.)

Section III Any game involving a League team with an outside team may be permitted at the discretion of the President provided that such game does not jeopardize the insurance protection of those participating and the League.

Section IV The setting, naming, expansion and contraction of League subdivisions shall be within the discretion and power of the Board of Directors (see Article XII).

Article XVII

Rules

Section I The playing rules shall be the Official Haverford Township Hilltop Baseball, Softball and Challenger. These rules shall be detailed in separate documents according to the League's subdivisions.

Section II All rules which are deemed necessary for smooth play in the League, e.g., no balk rule, no stealing bases, etc., must be approved by the Board of Directors at a meeting. All proposed changes to the playing rules must be submitted in writing to the Vice Presidents of Baseball or Softball Operations, exactly as the rule would be incorporated into the Official Rules of each subdivision of the League. These Official Rules shall be distributed to the manager of each participating team before the season begins.

Section III The interpretation of any rule shall rest with the President and Vice Presidents of Operations with advice from the Rules Committee (Article XV, Section I).

Article XVIII

Amendments

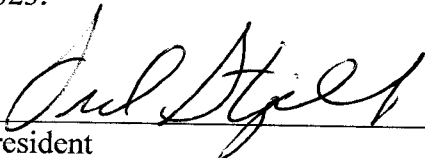
Any article or section thereof of this document may be amended or repealed by a two-thirds vote of the Board of Directors at any regular or special meeting—provided that, at a minimum, a written notice of any proposed change or changes over the signature of the Secretary shall be mailed to each member of the Board of Directors at least seven (7) calendar days prior to the meeting at which time such proposed change or changes shall be submitted to vote. Article II may be updated but will remain as an historic record of Hilltop Baseball, Softball and Challenger League.

Article XIX

Upon the dissolution of the League, the Board of Directors shall, after paying or making provision for the payment of all of the liabilities of the League, dispose of all of the assets of the League exclusively for the purposes of the League in such manner, or to such organization or organizations organized and operated exclusively for purposes as shall at the time qualify as an exempt organization or organizations under section 501 (c) (3) of the Internal Revenue Code of

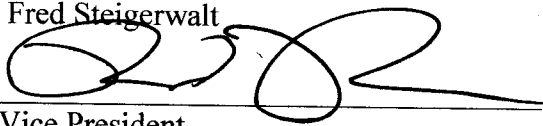
1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Board of Directors shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the League is located, exclusively for such purposes or to such organization or organizations, as said Court shall determine which are organized and operated exclusively for such purposes.

In witness whereof, we have hereunto subscribed our names this ___13___ day of September 2023.

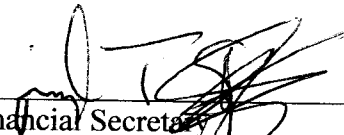


President

Fred Steigerwalt




Vice President
of Player Personnel
Rich Rezer



Financial Secretary


Joe Spitz



Secretary
Louis Lattanzio



Vice President
Of Baseball Operations
Mike Clark



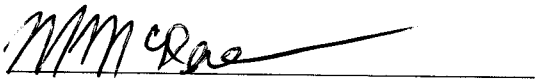
Treasurer
Mike DeNofa



Vice President
Of Softball Operations
John Berardoni



Chief Umpire
Ralph Tancredi



Shack Supervisor
Michael McDevitt