

FORWARD

This version is presented for approval by the Board of Directors on December 5, 2007

Since the forming of the **Berkley Dads' Club** in 1948, the bylaws have been revised in 1973, 1981, 1984, 1992, 2000, 2004 and now in the year 2008. During the period from 1948 to the present, little has changed in its function and purpose. The Dads' Club now provides recreational baseball to over 500 boys and girls.

The Berkley Dads' Club relies solely on volunteers to serve as managers, coaches, and on its Board of Directors.

Funding for the Organization is provided through player contract fees, sponsor fees, the annual fund-raisers, and through private donations that are not politically or commercially motivated.

Throughout its history, the Dads' Club has worked with the City of Berkley and it's Parks and Recreation Department to improve the recreational facilities used by its members. It has been a major financial contributor to the following:

- Installation and maintenance of playing fields
- Installation of sidewalks at the Community fields
- Installation of bleachers at all the playing fields
- Installation of nets at the Community fields
- Construction and maintenance of the Equipment Room and Concession Stand
- Purchase of the standings board
- Purchase of the dugout awnings
- Purchase and installation of the dugouts at Field #1 in 2000
- Purchase and installation of the scoreboard at Field #1 in 1978 and 2004
- Resurfacing of the infields at Community Fields 1, 2 & 3 in 2007

In the future, the Dads' Club will continue to work with the City to achieve its goal of giving the youth of this Community one of the finest baseball programs in the area.

We would also like to express our gratitude to the City of Berkley Parks and Recreation Department for all their help and cooperation over the years.

With this perspective in mind, we would like to dedicate this edition of the bylaws to those who were inspired to create this Organization, and to all the past Managers, Coaches, and Board Members, who, since 1948, have donated their time and talents and energy, laid the groundwork, set the example, and contributed to making this Program one that the entire Community can be proud of.

The Bylaws Committee:

Mike Dooley
Doug Provost
Steve Goedker
Bob LaFountain

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BYLAWS OF
THE BERKLEY DADS' CLUB

Approved on January 2, 2008

ARTICLE I
NAME

The name of this organization shall be the "BERKLEY DADS' CLUB."

ARTICLE II
OBJECT & STATUS

The Berkley Dads' Club's primary purpose shall be to provide recreational baseball to the youth of the City of Berkley and of the Berkley School District as determined by the Board of Directors.

It shall accomplish this while continually and always maintaining it's non-profit status. It shall maintain its status as a non-profit entity as required by the Internal Revenue Service, the US Postal Service, the State of Michigan, and the City of Berkley, Michigan.

ARTICLE III
MEMBERSHIP

Berkley School District residents of good character are eligible for membership in the Club. Any exception to the residency clause shall be subject to approval by the Board of Directors.

It may open eligibility to players of other Communities as deemed appropriate for individual Leagues.

The parents or legal guardians who sign the contract of any player taking part in Dad's Club activities shall also be members of the Club. Membership shall include managers, coaches and Board Members volunteering to fill those positions through appropriate appointment or election.

ARTICLE IV
GOVERNING BODY

SECTION 1. - The administration of the Berkley Dad's Club shall be vested in the Board of Directors. The Officers of the Club shall be as follows:

The President, the Vice President, the Secretary and the Treasurer.

SECTION 2. - The duties of the Officers shall be as follows:

A. The President shall perform the duties of the office, appoint all committee chairpersons, and make all appointments to fill vacancies on the Board of Directors, subsequent to Board approval. He shall preside over all regular and special meetings of the Club. He shall at all times be the Chief Executive Officer of the Club, and oversee all

regular business and special activities of the organization. His term of office shall be one year.

B. The Vice President shall, in the absence of the President, preside over regular and special meetings of the Club. In this instance, he shall perform all the duties and fulfill all the obligations normally given to the President in order to facilitate the smooth and continuous functioning of the organization. He will also perform any other duties assigned to him by the President or the Board of Directors.

C. The Secretary shall take the minutes of the General Membership meetings, all Board meetings and all special meetings. He will be responsible for keeping and maintaining a permanent record of all such meetings. He shall make a report at the General Membership meetings of all Board meetings and any action taken therein.

He shall notify members of all regular meetings. He shall maintain a list of all active members, officers, board members and committee chairpersons.

He will be responsible for all documents belonging to the organization when requested. He shall perform any other secretarial duties as assigned by the President or the Board of Directors. He shall give copies of the previous year's minutes to any newly elected Secretary.

D. The Treasurer shall receive and bank all moneys due the organization, and keep records of all such funds. He shall disperse all moneys as the organization directs. He shall report all financial conditions to State and Federal agencies as may be necessary. He shall provide the organization with a written report of its financial status each month. He shall serve on the Audit Committee and on the Budget Committee. He shall prepare an annual statement to that affect and present it at the January meeting. He shall be responsible for paying all charges for bonding of designated Club members when necessary, pay the annual insurance premiums by their due date, and report these payments at the next regular meeting of the Club. He shall perform all the duties of his office, and any other financial duties as assigned to him by the President or the Board of Directors.

ARTICLE V **BOARD OF DIRECTORS**

SECTION 1. In addition to the Officers, the Board of Directors shall include six elected Board members, the Equipment Manager, ~~the Social Chairman~~, the Directors of each League, any Director of any new baseball league or activity, and any position as appointed by the President and approved by the Board of Directors.

SECTION 2. The Chairman of the Board shall be chosen from the ranks of six elected Board Members. His term of office shall be one year.

SECTION 3. Any person appointed to a Board position by the President shall become a Board Member at the time of his appointment if he holds no seat at the time of said appointment. His term of office shall be one year.

SECTION 4. The immediate Past President shall automatically retain a seat on the Board. He shall retain the right to vote.

SECTION 5. The President shall appoint the League Directors, and if they do not already hold a seat on the Board, they shall become Board Members upon their appointment. This appointment is subject to Board approval, and the term of office shall be one year.

ARTICLE VI **DUTIES**

SECTION 1. The Chairman of the Board shall perform his duties of office, shall convene all Special Meetings. He shall also serve on all standing committees and on all special committees. He shall notify the Board of any and all special meetings including meetings of the Protest Committee

SECTION 2. The Board of Directors shall take an active part in deciding Club policy. It shall have the right to vote on any issue placed in front of the Board. Each Board Member will be required to act in the best interest of the youth he is volunteering to serve. They shall form the necessary committees, perform all duties as assigned by the President to accomplish the objectives of this organization.

SECTION 3. The League Directors shall be responsible for overseeing the operations of their respective Leagues. They shall provide every team with a manager, and shall place players on teams. They shall work with the Recreation Department in developing schedules for practice times and for games, and also for rescheduling when necessary. They shall insure that all team managers receive the pertinent information they need to run their teams, including contracts and game schedules, practice schedules, league rules and policies.

They shall report respective league status at every meeting of the Board.

They shall perform all duties as assigned to them by the President and by the Board of Directors.

The League Directors shall enforce Dad's Club policy and League rules. They may discipline managers, coaches and players for violation of these rules at their discretion and within the limits set by these bylaws.

SECTION 4. The Equipment Manager shall report directly to the Board of Directors. He shall oversee all activities relating to the proper maintenance of the equipment room and all Dads' Club equipment and uniforms.

He shall insure the return of all uniforms and equipment at the end of each season.

As a member of the Board of Directors, he will work with said Board to insure complete awareness of the status of equipment and uniforms. He will itemize repairable equipment, nonissuable equipment, and re-usable equipment. He will itemize all equipment needed to start the upcoming season. He will make the Board aware of all missing equipment not turned in by managers.

He shall be responsible for the security and tidiness of the equipment room. It will be his duty to monitor the overall efficiency of equipment maintenance, dispersal and return.

He shall perform any and all duties assigned to him by the President or the Board of Directors.

ARTICLE VII **ELECTIONS**

SECTION 1. All Officers and Directors shall be nominated at the September General Membership Meeting.

The President will select a Nominating Committee of 3 active members of the Club at the May Meeting of the General Membership. If this is not possible (due to lack of participation by the General Membership) the Board will accept nominees from the floor.

No nominations will be accepted after the September meeting.

A nomination will not be accepted if the nominee's consent to serve has not been obtained.

Nominees must be present at the election meeting in order to accept their nominations. Exceptions will only be made with the approval of the Board of Directors.

No member shall be nominated for more than 1 office.

SECTION 2. Election shall be by secret ballot, and is to be held at the regular October meeting of the General Membership of the Club. No write in candidates and no nominations from the floor will be accepted at this time.

Each voting Member shall be allowed to vote for one candidate in each Officer position, and one candidate for each vacant Board Member position.

The minimum age for voting in Dads' Club Board elections shall be 18 years.

SECTION 3. Each year, one Director will be elected to a 3-year term, one Director will be elected to a 2-year term and one Director will be elected to a 1-year term.

SECTION 4. The nominee collecting the most votes will fill a 3-year vacancy. The nominee with the second highest number of votes will fill a 2-year vacancy. The nominee with the third highest number of votes will fill a one-year vacancy.

If more than 3 vacancies exist for the Six Elected Members, the nominees collecting the next highest number of votes shall be elected as required.

SECTION 5. Immediately after the elections are complete, the Six elected Board Members will meet separately to select the Chairman of the Board for the upcoming fiscal year.

SECTION 6. The President shall appoint the Equipment Manager, League Directors, and any other position deemed necessary at the October meeting, and they will assume their seats on the Board of Directors at this time. As is the case with the Officers of the Club, they cannot serve as Chairman of the Board.

SECTION 7.

A. Any Member nominated for the office of President must have served a minimum of two (2) years as a Board Member prior to said nomination.

B. Any Member nominated for any office other than President must have served a minimum of one (1) year as a Board Member prior to said nomination.

SECTION 8. Officers and Directors so elected or appointed shall be installed at the October meeting.

SECTION 9. The Secretary shall keep the ballots for 30 (Thirty) days, after which time they shall be destroyed.

ARTICLE VIII
VACANCIES

SECTION 1. If a President resigns, the Vice President shall serve as President for the remainder of the term.

SECTION 2. If at any time an Officer or Board Member wishes to resign from his duties, he shall give notice in writing to the President or the Secretary. This notification shall be presented to the Board at the next meeting of the General Membership.

SECTION 3. The President may appoint a person to fill a vacancy occurring on the Board, including Officers. This must be done with the approval of the Board of Directors and shall be in effect until the next election.

SECTION 4. The absence of any Officer or Member of the Board of Directors from 3 consecutive monthly meetings, or 5 monthly meetings during the course of the fiscal year, shall be considered grounds for automatic expulsion from office, provided he cannot show just and reasonable cause for the absence.

The Secretary is charged with keeping attendance records, and will inform the Board of any transgressions.

The Secretary shall inform the Board Member in question in writing of the Board's intention to replace him and he must attend the next Meeting of the Board to speak on his own behalf.

Failure to attend the meeting, or convince the Board of his good intentions shall result in his being replaced on the Board. The President shall act on the matter of replacement as soon as is practical.

ARTICLE IX **MEETINGS**

SECTION 1. Meetings of the General Membership will be held monthly, August through May, immediately after the meeting of the Board of Directors. The Board of Directors shall determine the day of the week and the time of the day that the meetings are to be held. This shall be done at the November meeting. An effort shall be made to alert all interested parties as to the scheduling of the General Membership Meetings, including all team managers and coaches, parents, and any interested Community members.

SECTION 2. Meetings of the Board of Directors shall be held monthly August through May. The Board meetings shall immediately precede the General Membership Meetings. Any action taken by the Board shall be recorded by the Secretary, and read at the next General Membership Meeting. Unless the General Membership disapproves the minutes, they shall be considered approved.

SECTION 3. The President or the Chairman of the Board may call special meetings of the Board of Directors at any time. Three or more Directors may also call for a special meeting

SECTION 4. A special meeting of the General Membership may be called at any time at the request of the President or the Board of Directors. At the written request of 5 or more members of the Club, a special meeting may also be called. The Members must state the purpose of the requested meeting, and only those subjects enclosed will be discussed.

SECTION 5. During the baseball season, the Board will meet in active session when:

- A. Meetings of review are needed.
- B. Any manager or coach is expelled from a game and the incident and surrounding circumstances must be investigated.
- C. A complaint from the Director of Umpires regarding a manager or coach requires automatic review.

ARTICLE X **COMMITTEES**

SECTION 1. AUDIT COMMITTEE

A. The Audit Committee is to be appointed by the President at the November meeting of the Board, and will serve in that capacity for 1 year.

B. The function of the Audit Committee shall be to balance the financial statement of the Club. This shall be completed during the month of October, and the final state of finances shall be reported at the November meeting.

C. The members of the Audit Committee shall be the President, the Treasurer, the Chairman of the Board, and 2 Board members appointed by the President.

SECTION 2. BUDGET COMMITTEE

A. The President shall appoint a Budget Committee at the November meeting of the Board of Directors. The Committee shall include the President, the Treasurer, the Chairman of the Board, each League Director & 2 volunteer Board Members,

B. The function of the Budget Committee will be to submit to the Board of Directors a working budget for the coming year.

SECTION 3. RULES COMMITTEE

The President shall appoint the Rules Committee as deemed necessary. It shall consist of the President, Vice President, Chairman of the Board and two volunteer Board Members. They shall solicit and take under advisement any requested changes that are submitted to them by any member of the Club or any Committee thereof. They shall report to the Board at the regular March meeting. The Board shall discuss the aforementioned changes and vote on them according to Club Directives.

SECTION 4. PROTEST COMMITTEE

The Chairman of the Board shall preside over the Protest Committee, and it shall be made up of the League Directors and 3 Board Members, none of who are involved in the League in which the protest occurs. The Chairman of the Board shall notify the Protest Committee of the incident in question, and set the time and place of the meeting. The protest must be ruled upon within 72 hours.

SECTION 5. NOMINATING COMMITTEE

At or before the May meeting of the Club, the President shall appoint a Nominating Committee for the purpose of nominating Club Members willing to serve as Board Members and officers of the Club. The Committee shall consist of 3 Members of the Club, none of who shall be Board Members or Officers of the Club.

*NOTE: As was stated in Article VII, Section 1, the formation of this Committee is dependent on the participation of the General Membership. In the event that there is not sufficient attendance to form this Committee, nominations shall be accepted from the floor at the September Meeting of the Board of Directors.

SECTION 6. EQUIPMENT COMMITTEE

A. The Equipment Committee shall consist of the President, the Chairman of the Board, the Equipment Manager and two members of the Board as appointed by the President. They shall assist the Equipment Manager in performing the duties necessary to insure accurate and adequate maintenance of all Dads' Club Equipment.

B. They shall obtain quotes for new equipment and be responsible for the purchasing of said items. They will be entrusted with the obligation of procuring such equipment with the best interest of the Club in mind.

C. They shall maintain accurate records of all equipment and uniforms belonging to the Club. They shall maintain an up to date inventory of all items that will include new and used equipment, uniform jerseys and pants. They will use this information to assist the Board in determining the needs for the upcoming season.

D. A maximum of three (3) sets of keys to the Equipment Room will be made available, and they will be distributed at the discretion of the Board of Directors.

ARTICLE XI
APPROPRIATIONS AND EXPENDITURES

SECTION 1. All appropriations and expenditures shall be in accord with the adopted budget.

SECTION 2. The President shall the have authority to spend an amount established by the Budget Committee that will not exceed the amount of \$500.00, for the purpose of miscellaneous expenses.

SECTION 3. There shall be no dispersal of the properties of this Club without approval of 2/3 majority of the full Board of Directors.

SECTION 4. An appropriate contribution shall be made by the Treasurer upon the death of an immediate family member of any past or present Officer, Board Member, manager or close associates of the Club. The amount shall be established by the Budget Committee, but shall not exceed \$100.00.

SECTION 5. The Fiscal Year for the Berkley Dad's Club shall be November 1 of the current year until October 30 of the following year.

SECTION 6. Appropriations and expenditures shall be limited to the guidelines set forth in these bylaws.

SECTION 7. All donations made by the Club shall be in the best interest of its purposes. They must also be made in the accord with the budget.

SECTION 8. Two signatures shall be required on all disbursement checks that are written against funds belonging to the Club. All Officers shall be empowered to co-sign Club checks, and will have their signatures on file with the financial institution holding Dad's Club funds.

SECTION 9. Should the Officers and Directors decide to no longer provide recreational baseball, all assets of the Organization shall revert to the City of Berkley Parks and Recreation Department. These assets will include, but not be limited to, all cash held, uniforms and equipment.

ARTICLE XII
DUTY CALENDAR

SECTION 1. The Berkley Dad's Club will function in accordance with an established Duty Calendar. Specific dates are to be determined by the appropriate Officers, League Directors, Board Members or special Committee Chairpersons. The monthly functions will be as follows:

- | | |
|----------|--|
| JANUARY | <ul style="list-style-type: none">*Treasurer presents financial statement.*Budget Committee presents final budget decisions.*Board of Directors votes to approve Budget.*Equipment Manager or other designated Board members submit 3 quotes for equipment needed for up coming season. |
| FEBRUARY | <ul style="list-style-type: none">*Rules Committee appointed (if necessary) |
| MARCH | <ul style="list-style-type: none">*All league rules are submitted to the Board for approval.*League Directors obtain and distribute all pertinent information to their managers. |
| APRIL | <ul style="list-style-type: none">* All league rules not approved at the March meeting are submitted and voted on. |
| MAY | <ul style="list-style-type: none">*President selects nominating Committee. |
| JUNE. | |
| JULY | |
| AUGUST | <ul style="list-style-type: none">*Teams turn in uniforms and equipment. |
| SEPT. | <ul style="list-style-type: none">*Nominations for Officers and Board Members are submitted. |
| OCT. | <ul style="list-style-type: none">.*Election and installation of new Officers and Board Members.*New Board of Directors selects its Chairman.*Equipment Committee inventory is presented to the Board.*Fiscal Year ends Oct. 30th*Equipment Committee inventory is presented to the Board |
| NOV. | <ul style="list-style-type: none">*Equipment manager submits requisition for new equipment*Audit & Budget Committee selected and meets. |

ARTICLE XIII
PARLIAMENTARY PROCEDURE

SECTION 1. The rules contained in "Robert's Rules of Order, Newly Revised" shall govern the Berkley Dad's Club in all cases to which they are applicable and in which they are not inconsistent with these bylaws or any rules of order that this Club may adopt.

SECTION 2. ORDER OF BUSINESS

- A. Meeting called to order.
- B. Reading of the minutes of the previous General Meeting and Board Meeting.
- C. Reports of Officers and League Directors.
- D. Reports of Standing Committees.
- E. Reports of Special Committees.
- F. Unfinished business.
- G. New business.
- H. President's comments.
- I. Adjournment of meeting.

SECTION 3. QUORUM.

Two - Thirds (2/3) of the members of the Board of Directors, which must include 2 Officers of the Club at any meeting, shall constitute a quorum of the Club.

ARTICLE XIV
AMENDMENTS

SECTION 1. These bylaws may be amended at any regular meeting of the Board of Directors by a 2/3 vote, provided the amendment has been submitted in writing at the previous meeting.

(Requires a 28 day period between original submission and final vote)

ARTICLE XV
POLICIES AND RULES

SECTION 1. The Berkley Dad's Club shall be a non-partisan organization and shall at no time endorse or actively support any political candidate for election. The Club shall not lend the use of its name to any purpose other than those outlined in these bylaws.

SECTION 2. It shall be a function of the Berkley Dad's Club to support the rights of the child. These rights are as follows:

- A. The right to participate
- B. The right to be respected for his ability.
- C. The right to voice his opinion.
- D. The right to a safe playing environment.
- E. The right to be taught.
- F. The right to strive for success.
- G. The right to be treated with dignity.

- H. The right to responsible leadership
- I. The right to have fun.

SECTION 3. The Berkley Dad's Club shall know and understand that the value of sports to a child is greatly dependent on the attitudes of its managers and coaches. It shall strive to provide a staff of managers that convey the value of time, the success of perseverance, the pleasure of effort, the dignity of humility, the worth of character, the power of kindness, the wisdom of honesty, the influence of example, the virtue of patience and the joy of competition.

SECTION 4. PLAYING TIME: All eligible players must play at least twelve outs per completed game. They will bat at least once each week, provided that there are at least two games each week including playoffs and World Series play. Disciplinary action on the part of the manager may supersede this rule. Failure to comply will result in forfeiture of the game in which the infraction occurred. The Board of Directors will review said violations.

Playing time minimum requirements will not be applied to Connie Mack or Tournament Teams.

SECTION 5. PITCHERS: In order to avoid injury to the young athlete, these maximums shall be adhered to:

- a. Major League players may not pitch more than three (3) innings in one game. They may pitch in every game, and one pitch shall constitute an inning pitched. This will apply to Playoffs and World Series games, but All-Star games will retain their two (2) inning limit.
- b. Pitchers in the Junior League will be limited to pitching a maximum of 7 innings per week.
- c. The pitchers in the Senior League will be limited to pitching a maximum of 10 innings per week, with a minimum one day's rest between games. This includes playoffs and World Series play, but will not include the All-Star game.

Failure to comply will result in the forfeiture of the game in which the infraction occurred. The Board of Directors will review the violation.

In all Leagues, one pitch shall constitute an inning pitched.

SECTION 6. The T-Ball, Minor, Major, Junior and Senior Leagues will be made available to residents of the Berkley School District, and any other communities as deemed appropriate by the Board of Directors.

- a. Any managers' son or daughter residing outside of the Berkley School District will be permitted to play in the Berkley Dads' Club with the approval of the Board of Directors. This courtesy will also be extended to sons and daughters of members of the Board of Directors.

SECTION 7. LEAGUE RULES: The rules governing play in the Berkley Dad's Club Baseball games will be distributed yearly, and as they are revised. They shall be considered an addendum to these bylaws upon approval of the Board of Directors.

SECTION 8. Any member of The Berkley Dad's Club charged with behavior adverse to the cause of civic well being, or out of harmony with the purpose of the Club may be expelled by a 2/3 majority vote of the Board of Directors. A written statement that

includes the charges of misconduct and the pending consequences must first be delivered to that person, and he shall have an opportunity to defend himself before the Board. Any member charged with gross misconduct or extremely bad judgement will be given an opportunity to defend himself to the Board.

SECTION 9. Managers shall be invited to return to their teams on a year-to-year basis. Managers and coaches who are not invited to return to their teams may attend a Meeting of the General Membership for an explanation of the decision.

ARTICLE XVI **DAVE BARBER AWARD**

SECTION 1. The Berkley Dad's Club shall make available a minimum of \$1000.00 each year for the purpose of funding the Dave Barber Scholarship Award. The Treasurer is responsible for the disbursement of these funds.

SECTION 2. Any 16-year-old player in the Berkley Dad's Club Senior House League, and who is a resident of the Berkley School District will be eligible to receive the award. In order to be nominated, he must display the following:

- A. Exemplary sportsmanlike conduct
- B. An excellent on and off the field attitude
- C. Respect toward his managers, coaches, umpires and fellow players

SECTION 3. Managers will submit their nominations in writing to the League Director before the last day of June. No manager shall nominate more than 2 players.

SECTION 4. The Director of the Senior League will determine the time and place of the meeting for the purpose of selecting a recipient for the award. He will notify the managers of said meeting, and 65% of the active managers must be present and able to vote. This meeting must take place before the end of the regular season.

SECTION 5. Managers shall vote for 5 players on a point system of 1 to 5. The player with the highest score will be considered the winner. In the event of a tie, the managers will vote again, using a system of 2 points for their first place selection and 1 point for their second place selection.

SECTION 6. The League director shall notify the President of the results immediately after the voting. A letter of congratulations shall be sent to the winner, and it shall also contain procedures outlining use of the award. A certificate shall also be given.

SECTION 7. This scholarship must be claimed and used before the recipients 23rd birthday.

- A. This scholarship is non-transferable.
- B. This scholarship is to be used only at an accredited university, college or trade school.

ARTICLE XVII
PROTESTS

SECTION 1. Only rules interpretations may be protested, not judgment calls. Every attempt must be made to settle the point in question between the managers and the umpire on the field in order to avoid the protest.

SECTION 2. The protesting manager must notify the opposing manager and the umpire at the time of the call being protested, and before the next pitch. Both managers will take note of the entire game situation at the time the protested call occurs such as score, position of runners, count on the batter, number of outs, inning, name of the batter and the pitcher, umpires name, and any other information that may help to settle the dispute.

SECTION 3. In the event that the dispute cannot be settled on the field and protest is in order, the protesting manager must submit his protest in writing to the League Director. This must be accompanied by a protest fee of \$50.00, (refundable or non-refundable?) and given to the League Director within 24 hours of completion of the game in question. A written statement from the presiding umpire is also required.

SECTION 4. Upon receiving written notice of the protest, the Chairman of the Board will call a meeting of the Protest Committee.