

Bylaws of Sultan Youth Baseball

First adopted May 6th, 2020

ARTICLE I – NAME AND AUTHORITY

This organization shall be known as Sultan Youth Baseball (hereinafter called The Club). The address of the Club shall be Sultan Youth Baseball, PO Box 792, Sultan WA 98294. The authority and legality for the existence of the Club is vested in these Bylaws. The Club shall operate in accordance with the Bylaws. The Club shall adopt the rules and laws of the game according to the National Federation of High Schools, except as specifically noted the Bylaws. The Club’s meetings shall be conducted in accordance with the “Robert’s Rules of Order for Parliamentary Procedures.”

ARTICLE II – PURPOSE

The purpose of the Club shall be to promote, develop, govern and represent the game of Baseball under the jurisdiction of the Club. The Club shall be a non-profit organization.

ARTICLE III – BOUNDARIES

The boundaries of the Club shall coincide with the Sultan School District.

ARTICLE IV – MEMBERSHIP

SECTION 1: Every person interested in the sport of baseball and in the promotion of related baseball activities within the Club’s boundaries, and abiding by these Bylaws shall be eligible for membership in the Club.

SECTION 2: Members of the Club include players, parents and legal guardians of players, board members, elected officials and committee members, coaches and assistant coaches.

ARTICLE V – MEETINGS

SECTION 1: All meetings of the Club shall be held at such place and time as shall be determined by the board.

SECTION 2: The Annual General Meeting (AGM) of all members of the Club shall be held in June, for the primary purpose of electing the Board and the Club’s Officers and to conduct such business as may come up. Elected Officers are considered the Board.

SECTION 3: The Board shall have discretionary power to call and hold meetings as they may desire or as the affairs of the Club may require from time to time. The time and place of such meetings shall be determined by the Board.

SECTION 4: Special meetings of the Board may be called by or at the request of the President or any three members of the Board. The person or persons authorized to call special meeting of the Board may fix any place, within the jurisdiction of the Club, as the place for holding any special meetings of the Board called by them.

SECTION 5: Notice of time, place and agenda items of meetings shall be given not less than three days prior to and not more than thirty days prior to such meetings. In the event of a special meeting, notice shall be given not less than three days prior to such meeting. Notice of any meeting shall be given either in person, via email, or by mail. If the notice is sent by mail, it will be deemed delivered at the time it is deposited in the United States Post Office, addressed to the board member at his or her address as it appears on the records of the Club. If the notice is sent by email, it will be deemed delivered at the time the email is sent, addressed to the board member at his or her email address as it appears in the records of the Club.

SECTION 6: A majority of the Board shall constitute a quorum for the transaction of business at any meeting of the Board, but if less than a majority of the Board is present at the meeting, no business can be lawfully conducted, and a majority of the Board present may adjourn the meeting without further notice. Any action required by law or these Bylaws to be taken at a meeting of the Board, may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be signed by all the Board entitled to vote with respect to such matter as presented. A 60% majority affirming such action shall be necessary to pass the act and each member of the board must sign the petition to validate the action.

ARTICLE VI – VOTING

SECTION 1: Paid in full Club members are eligible to vote on the Club's issues.

SECTION 2: Financial issues shall be voted on by the board members only.

ARTICLE VII – OFFICERS

SECTION I: Number. The officers of the Club shall consist of: a President, Baseball Director, Local Administrative Director, Field Coordinator, Equipment Coordinator, Softball Director, Umpire Coordinator, Sponsorship/PR Coordinator, Secretary and Treasurer.

SECTION 2: Term of Office. All officers shall be responsible for the following:

PRESIDENT

- a. Shall oversee all activities of the Club.
- b. Shall delegate duties to other members of the Board.
- c. Shall have the power to appoint special committees and assistants as may be required.
- d. Shall be the official spokesperson for the Club.
- e. Shall fill vacated offices of the Board, subject to membership approval.

Baseball DIRECTOR (Grades Pre-K thru 8th Grade):

- a. Work w/ admin director on scheduling.
- b. Recruiting coaches.
- c. Communicating with “pony contacts” for outside scheduling
- d. Assist Field Coordinator w/ Set-up of fields
- e. 1st Line of defense for complaints by parents/coaches
- f. Instructing coaches in skills progressions through development of “SYB Program Folder” and potentially an annual coaching clinic.
- g. Coaching evaluation – making sure progressions are being taught. Make recommendation to the Board.
- h. Working with coaches on roster selection & evaluations.

ADMINISTRATIVE DIRECTOR (Grades Pre-K thru 8th Grade):

- a. Assist the Baseball Director as needed.
- b. Complete schedule and enter on teamsnap
- c. Complete Facility Use Forms
- d. Collect Registrations via teamsnap for camps and league.
- e. Ordering uniforms with assistance of the treasurer.
- f. Compile roster information via teamsnap.
- g. Scheduling Pictures or program pics.
- h. Communication via e-mail to parents about schedules and SYB events.
- i. Turn in background checks for all volunteers

Sponsorship/PR COORDINATOR:

- a. Elicit Sponsorships from Community.
- b. Advertising for SYB.
- c. Work with community groups to help promote SYB. Ex) Community awards night.
- d. Spirit wear.

SECRETARY:

- a. Shall be responsible for the administration of the Club and shall maintain comprehensive and complete minutes of all meetings.
- b. Shall be responsible for the general correspondence of the Club, the preparation and maintenance of all summaries of minutes in other actions of the Board, and all other matters of record of the Club.
- c. Shall call all Board meetings and membership meetings. The Secretary is responsible for securing appropriate facilities for the meetings and shall provide an agenda stating the order of business for the meeting. The Secretary is responsible for the preparation and mailing of all notice required by these Bylaws.
- d. Shall be the custodian of the minute books and other records of the Club except such records as are specifically assigned to others, as the Treasurer's books.
- e. Should have at each of the Club's meetings, a list of all committees as are in existence at the time.
- f. Shall maintain and attendance log at all meetings.

TREASURER:

- a. Shall administer the funds of the Club as authorized by the Bylaws. Administration of funds shall include collection, disbursement and accounting. Accounting shall be accomplished through the maintenance of appropriate ledgers and the practice of sound accounting procedures.
- b. Shall present a summary of accounts of all the Club's funds on the request of the President within 72 hours after notification. The Treasurer shall present a summary of accounts of the Club at each regular meeting and a full financial report shall be prepared by the AGM.
- c. Funds of the Club shall be maintained in a bank of approved by the Board. All disbursements shall be done by check and all checks require two signatures. The President, Secretary,-Admin Director and Treasurer shall be authorized signers. The Treasurer shall deposit all collected receipts promptly into the bank of the Clubs' account.
- d. Shall prepare a budget for the coming year.

FIELD COORDINATOR:

- A. Communicate with admin director on field schedules
- B. Coordinate work parties at local fields
- C. Make sure fields are stocked with essential equipment.
- D. Communicate with coaches for field prep.

EQUIPMENT COORDINATOR:

- a. Communicate with board on equipment needs
- b. Pre-season inventory by 12/1 of each year
- c. Post-season inventory by 7/1 of each year
- d. Coordinate a pick-up and drop off of equipment by coaches.
- e. Act as a liason between coaches and board for equipment needs

Softball Director:

- a. Essentially this is the same position as the Baseball Director but with softball. At the youngest ages of our "in house" league we will be coed. Once we get to the kid-pitch level we will attempt to field girls softball teams.
- b. Recruiting coaches.
- c. Communicating with "pony contacts" for outside scheduling
- d. Assist Field Coordinator w/ Set-up of fields
- e. 1st Line of defense for complaints by parents/coaches
- f. Instructing coaches in skills progressions through development of "SYB Program Folder" and potentially an annual coaching clinic.
- g. Coaching evaluation – making sure progressions are being taught. Make recommendation to the Board.
- h. Working with coaches on roster selection & evaluations.

UMPIRE COORDINATOR:

- a. Recruit Umpires
- b. Work with local pony association when needed
- c. Train Umpires

- d. Evaluate Umpires
- e. Act as liason between parents, coach, umpires and the board

MEMBERS AT LARGE:

- a. Shall perform all duties as assigned by the President, or as agreed upon by the Board.
- b. Shall be a voting member at Board meetings.
- c. There shall be as many as 3 members at large, representing both local and pony baseball

EXECUTIVE BOARD: The following duties shall be performed by the Executive Board as a whole.

- a. Shall be responsible for the approval of coach selection for the Club by the Baseball Director
- b. Shall have general oversight responsibility for the financial affairs of the Club, including but not limited to, presenting an annual operating budget to member present at the AGM.

ARTICLE VIII - COMMITTEES

SECTION 1: Standing Committees. The Club shall have the following standing committees appointment by the Board.

DISCIPLINARY COMMITTEE:

- a. Shall be responsible for scheduling all disciplinary actions and for hearing and investigating all complaints involving the Club.
- b. Duties can be delegated to committee members.
- c. Baseball Director & Admin Director shall chair this committee.

REVISION COMMITTEE:

- a. The Revision Committee shall be appointed by the Board and shall have the authority to propose revisions to the Bylaws as needed. Revisions and Amendments are to be presented for voting at the Annual General Meeting.

ARTICLE IX – GRIEVANCE AND CONDUCT

SECTION 1. COMPLAINTS:

- a. All complaints or disputes involving a coach must be first addressed directly to the coach. However, it is not appropriate to address these concerns during a game/practice or immediately before/after. Please refrain from approaching the coaches during these times. Contact the coach and ask to schedule a time for discussion.
- b. If after an attempt has been made and not resolved through the coach, the issue should be brought to the Baseball Director
- c. If the matter cannot be resolved at this point, the issue should be presented to the Board President.
- d. External issues involving umpires, coaches/players/fans of other teams, as well as concerns with leagues or tournament operations must be registered with the Board, and then will be directed to the proper authority by the Board President.
- e. Generally, it is best to register complaints or concerns in writing. Oral notification is acceptable, however, a written letter or e-mail submission stating the facts is important to address the situation effectively as long as you have taken the appropriate steps, starting with the Coach. Any written complaint will be addressed by the Board within 10 days of receipt of this letter.

ARTICLE X – AMENDMENTS

The Bylaws, the Club’s Operating Policies and Procedures, and the Modified Rules of Play may be amended from time to time in such manner as may be determined by the Club. Proposed changes to the Bylaws and Operating Policies and Procedures may be presented and discussed at any meeting, and shall be voted on at the next AGM, or at special meeting called for by the Board for such purpose. Notice of all amendments shall be given in writing to all Board members and made available on the Club website prior to such meeting, and again at the meeting. Said note shall contain the statement of the complete text of the new and amended Bylaws. Amendments shall be included in the ensuing meetings’ minutes.

ARTICLE XI – CHARITABLE NATURE OF THE CLUB

SECTION 1: The Club is organized exclusively for charitable and educational purposes within the meaning of section 501(c)(3) of the Internal Revenue Code

SECTION 2: Notwithstanding any other provision of these articles, the Club shall not carry on any other activity, not permitted by an association exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code.

SECTION 3: Upon the winding up and dissolution of the Club, after paying or providing for the debts and obligations of the Club, the remaining assets shall be distributed to a non profit fund, foundation or corporation which has established its exempt status under Section 501(c)(3) of the Internal Revenue Code.

ARTICLE XII – ADMINISTRATIVE AND FINANCIAL PROVISIONS

SECTION 1: Fiscal Year: The last day of the fiscal year of the Club shall be June 30th.

SECTION 2: Loans Prohibited. No loans shall be made by the Club to any Board member, officer or committee member.

SECTION 3: Books and Records. The Club shall keep as its Secretary’s office the following: current Bylaws; a record of Board members, officers and committee members names, addresses, phone numbers and e-mail addresses; and minutes of the meetings of the Board and if maintained, any minutes of the meetings of the committees of the Board. The Club shall keep at its Treasurer’s office the correct and accurate records of accounts and finances. All books and records of the Club may be inspected by any member of the Club, or its agents or attorney for any purpose at any reasonable time.

CERTIFICATION

These Bylaws of the Club have been amended and duly adopted by the Board on this ___th day of _____ in the year 20__.

BOARD MEMBER _____
BOARD MEMBER _____
BOARD MEMBER _____
BOARD MEMBER _____
BOARD MEMBER _____
BOARD MEMBER _____
BOARD MEMBER _____
BOARD MEMBER _____