

By-Laws of the South Range Baseball Association

Article 1 - Government

The government of the South Range Baseball Association (SRBA), formerly known as Green Beaver Baseball Association, shall be vested in its Officers and Executive Committee.

- A. Executive Officers shall consist of President, Boys Vice-President and Girls Vice President, Secretary, and Treasurer. The Executive Officers are also known as the Executive Board.
- B. The Executive Committee shall consist of ten (10) Trustees and two (2) Player Agents.
- C. Executive Officers and the Executive Committee members in "A" and "B" above will be known as the BOARD of DIRECTORS.
- D. As to the bank account for the said Corporation, any two (2) or three (3) signatures from the President, Vice Presidents, Secretary, and Treasurer can appear on this account. If any of these positions are held by members of the same family, only one (1) will be allowed on the bank account. Any withdrawals from this or any bank accounts associated with this Corporation must require a minimum of two (2) of the above-mentioned officers. If the bank requires more than two (2) signatures, then all mentioned officers will be on the account/s; but again, if multiple family members hold an office only one (1) will be allowed to sign for any withdrawals.
- E. The Association Membership is made up of the Board of Directors, parents of players, managers, coaches, umpires and anyone else involved with the SRBA.

Article 2 - Meetings

- A. The Annual Meeting will be a MANDATORY meeting, which shall be held on the 3rd Tuesday of October. Time will be announced. Officers, Trustees, and Player Agents shall be elected by the ASSOCIATION MEMBERSHIP at this meeting. Nominations will be accepted no later than one week prior to the elections. Nominations must be in writing on paper or submitted electronically and will be signed and dated by one (1) of the Officers. The Vice Presidents will be the only people to accept these written nominations. If there are not enough nominations submitted by the deadline, write in candidates may be allowed by the Board of Directors through a majority vote. The vote will be SECRET BALLOT unless the position is run uncontested. Any nominee that fails in his/her bid for said position MAY NOT be nominated for any other positions being voted on at this meeting. The results of the election must be announced before the meeting is adjourned.
- B. Nine (9) members of the Board of Directors will constitute a quorum. If less than nine (9) members of the board of directors are not at the executive meetings, the executive officers will be empowered to vote on the issues at hand.

- C. Regular meetings shall be held on the 3rd Tuesday of every month from January through December.
 - 1. All meetings are open to the Association Membership and/or those seeking membership.
 - 2. Voting at regular meetings shall be done by the "VOTING" membership (i.e. Board of Directors)
- D. Board of Directors meetings may be called by the President or any of the executive officers. Nine (9) members must be present to constitute a quorum.
- E. ROBERT'S RULES OF ORDER shall govern the proceedings of all meeting except where it conflicts with the By-Laws of this Corporation Managers and/or any other members of the coaching staff of all teams in this Corporation should attend the monthly meetings during playing season.
- F. Special Executive Board meetings can be made by the President if approved by the MAJORITY vote of the President, Boys and Girls Vice Presidents, Secretary and Treasurer. There shall be a notification to the Board of Directors for assembly of the special Executive Board meeting for issues to be discussed, acted or voted upon. Nine (9) members must be present to constitute a quorum.
- G. Any special meetings and/or decisions that are made by the Executive Board, without a vote from the Board of Directors, must be disclosed to the Board of Directors. Meeting minutes must be kept whenever possible.
- H. The Board of Directors must always vote on the following:
 - 1) Any dollar amount that is disbursed over \$1000.
 - 2) Any decision that will alter any changes to rules or By-Laws.
- I. The Board of Directors must attend at least one half of the monthly meetings in order to vote beginning the fiscal year. (November to October)

Article 3 - Officers

Officers and Player Agents of this Corporation shall be elected at the Annual Meeting and shall hold office for one a (1) year term to begin November 1 and ending October 31. Trustees of this Corporation shall also be elected at the Annual Meeting and shall hold office for a two (2) year term to begin November 1 ending October 31. Each is eligible for reelection. Should an Officer and/or Trustee resign or fail to perform his/her duties, a successor shall be appointed by the President and must be voted upon by the Board of Directors to serve until the next Annual Meeting, except for the office of President, where then the Vice Presidents are to choose which of the two will take office or calls a special meeting to elect a new President with majority vote of the Board of Directors.

- A. PRESIDENT shall;
 - 1. Preside at all meetings of this Corporation; supervise the government and activities of this Corporation.
 - 2. Appoint ALL committee members and chairpersons.
 - 3. Appoint ALL commissioners, the equipment manager, and Field Maintenance

manager.

4. Shall NOT be on either the Nominating Committee or Audit Committee.
5. Perform all other duties incidental of such office.
6. Deliver ALL records and materials with this office of this Corporation to the elected successor.
7. Appoint ALL managers and grounds keepers with the approval of the Board of Directors.
8. Must be a member in good standing with the SRBA and meet all requirements thereof.

B. VICE PRESIDENT of BOYS shall;

1. Perform the duties of the President in case of absence or inability of the President to perform his/her duties.
2. Assume the office of the Presidency should the President resign or be removed from office, until the next Annual Meeting, unless covered by Article II, Section G, or if the Vice President of the Girls is to assume the presidency.
3. Oversee the duties of all Trustees and Committees of this Corporation and report all associated activities to the President.
4. Oversee the Audit Committee, appointed by the President to audit the Treasurer's books once a year in October, reporting the results back to the Board of Directors at the next scheduled meeting.
5. Appoints a committee to choose "person(s) of the year" and/or "honorary person(s) of the year". This committee shall be chaired by the Vice President and must meet prior to Opening Day ceremonies, consisting of not less than four (4) and not more than seven (7) persons.
6. Assist the President as deemed necessary with any duties incidental to this Corporation.
7. Deliver ALL records and materials associated with this office and this Corporation to the elected successor, which also includes the keys to this Corporation.
8. Must be a member in good standing with the SRBA and meet all requirements thereof.
9. Oversee all affairs associated with the boy's leagues and assist the boy's player agents as necessary, reporting those affairs to the President.

C. VICE PRESIDENT of GIRLS shall;

1. Perform the duties of the President in case of absence or inability of the President to perform his/her duties.
2. Assume the office of the Presidency should the President resign or be removed from office, until the next Annual Meeting, unless covered by Article II, Section G, or if the Vice President of the Boys is to assume the presidency.
3. Oversee the duties of all Trustees and Committees of this Corporation and report all associated activities to the President.
4. Oversee the Audit Committee, appointed by the President to audit the

Treasurer's books once a year in October, reporting the results back to the Board of Directors at the next scheduled meeting.

5. Appoints a committee to choose "person(s) of the year" and/or "honorary person(s) of the year". This committee shall be chaired by the Vice President and must meet prior to Opening Day ceremonies, consisting of not less than four (4) and not more than seven (7) persons.
6. Assist the President as deemed necessary with any duties incidental to this Corporation.
7. Deliver ALL records and materials associated with this office and this Corporation to the elected successor, which also includes the keys to this Corporation.
8. Must be a member in good standing with the SRBA and meet all requirements thereof.
9. Oversee all affairs associated with the girl's leagues and assist the girls' player agents as necessary, reporting those affairs to the President.

D. SECRETARY shall;

1. Keep complete minutes of ALL meetings and other business of this Corporation.
2. Give notice to MEMBERSHIP of ALL meetings of this corporation.
3. Keep an up-to-date copy of this Corporation's By-Laws and Robert's Rules of Order present at all meetings.
4. Maintain insurance records, records of all injuries, and claims and shall give a copy to the President.
5. Conduct all correspondence of this Corporation.
6. Prepare amendments to the By-Laws for consideration of the membership and Board of Directors.
7. Perform all other duties as they pertain to the office of the Secretary and as may be required by the Board of Directors.
8. Assist the appointed banner/sponsor coordinator for securing team sponsorships for this Corporation.
9. Deliver all records and materials associated with this office of this Corporation to the elected successor, which also includes keys to this Corporation.
10. Must be a member in good standing with the SRBA and meet all requirements thereof.

E. TREASURER shall;

1. Receive and safely keep all funds, securities, and like properties of this Corporation.
2. Disperse from funds, with the approval of the Board of Directors, any monies deemed necessary to pay bills and efficiently run this Corporation.
3. Keep accurate records of such receipts and disbursements of this Corporation, reporting all activity at each monthly meeting, with itemized listings of starting and ending balances and disbursements, and hand-copies of these records made available at each monthly meeting.

4. Assist the Secretary in maintaining all insurance records, injuries, and claims and shall give a copy to the President.
5. Assist the appointed banner/sponsor coordinator for securing team sponsorships for this Corporation.
6. ALL records shall be open to examination at anytime by the Board of Directors and/or Audit Committee.
7. Responsible for getting all books to the Accountant after the fiscal year end, but no longer than 30 days after fiscal year ends.
8. Deliver ALL records, materials, and any outstanding bills or deposits associated with this position of this Corporation to the elected successor, which also includes the keys to this Corporation.
9. Must be a member in good standing of SRBA and meet the requirements thereof.

F. **PLAYER AGENT SHALL;**

1. Check on and verify the eligibility of each player selected for regular season and tournament play.
2. Keep accurate team rosters and records.
3. Rule on eligibility of players moving from one league to another.
4. Be the authorized means of placing players on all teams fairly and presenting to the executive committee for a vote, all necessary means to accomplish the fair placement of those players.
5. Deliver ALL records and materials associated with this position of this Corporation to the successor, which also includes the keys to this Corporation.
6. Must be a member in good standing of SRBA and meet the requirements thereof.

All records, materials, and keys associated with this Corporation must be returned by November 1ST.

Article 4 - Trustees, Commissioners, Managers and Coaches

Trustees of this Corporation shall be elected at the Annual Meeting to serve for terms of two (2) years. The compliment of trustees will always consist of 10 members. Five (5) members will be elected one year, and five (5) will be elected the following year, and that order thereafter.

A. **TRUSTEE shall;**

1. Assist the appointed banner/sponsor coordinator for securing team sponsorships for this Corporation.
2. Be the negotiator between the sponsors and this Corporation.
3. Help maintain the GOOD relationships between the personnel and spectators.
4. Oversee and/or assist with fund raising activities of this Corporation.
5. Responsible for assisting the Field Maintenance manager of ALL fields and grounds areas associated with this Corporation. If need be, the Vice President

will assign field duties to Trustees for one year.

6. Must be a member in good standing of SRBA and meet the requirements thereof.
7. Serve as the Umpire Commissioner or as a Commissioner in one of the following leagues: Girls or Boys 8U, 10U, 12U, 14U or Instructional.

B. COMMISSIONER shall;

1. Work with commissioners of all leagues of other areas.
2. Oversee rules and rule changes.
3. Help in finding managers and coaches for teams.
4. Assist player agent with his/her duties.
5. Assist umpire commissioner.
6. Responsible for re-scheduling games and notifying the umpire commissioner.
7. Handle any issues within their league deemed necessary with the assistance of the Board of Directors if necessary.
8. Must be a member in good standing of SRBA and meet the requirements thereof.
9. Acting Chairperson on the Grievance Committee.

C. MANAGERS shall;

1. Be responsible for the SAFETY of the players on their respective teams and their opposition.
2. Abide at all times by the SRBA Code of Conduct.
3. Make certain ALL equipment from this Corporation is kept clean and safe for the players.
4. Work with the Equipment Manager on an inventory of ALL equipment on a yearly basis and replacing anything that is defective, not discarding any equipment without the approval of the Equipment Manager.
5. Remember you are associated with this Corporation and it is your duty to oversee yourself, coaches, players, and fans to ensure everyone represents this Corporation responsibly, professionally, and ethically.
6. Instruct, teach, and discipline the players of your respective team. SPORTSMANSHIP is a MUST.
7. Be responsible of the collection of any fund raising programs of this Corporation and should appear at the Corporation's monthly meetings.
8. Assist the Player Agents with team player contracts and medical forms.
9. Deliver ALL records, materials, and equipment of this Corporation associated with your team to the Equipment Manager.
10. Must submit a completed *Volunteer Application* form in order to allow for a background check to be done PRIOR to first practice.
11. Must be a member in good standing of SRBA and meet the requirements thereof.

D. COACHES shall;

1. Remember you are associated with this Corporation and it is your duty to oversee yourself, players, and fans to ensure everyone represents this

- Corporation responsibly, professionally, and ethically.
2. Abide at all times by the SRBA Code of Conduct.
 3. Assist the Manager with any duties requested and assist in instructing and teaching the players of your respective team.
 4. Must submit a completed *Volunteer Application* form in order to allow for a background check to be done PRIOR to first practice.
 5. Must be a member in good standing of SRBA and meet the requirements thereof.

Article 5 - Committees

Special Committees shall be appointed by the office of the President. These committees include, but are not limited to, an AUDIT and a NOMINATING Committee. Other Committees can be appointed as deemed necessary by the President.

- A. AUDIT COMMITTEE shall;
 1. Audit the Treasurer's records once a year (when all records are available) and report all findings to the Board of Directors by at or before the October meeting.

Article 6 – Grievance Procedure

Complaints and disputes may be handled through a formal grievance process when deemed necessary, in accordance with South Range Baseball Association By-Laws and any local guidelines associated with the parks or grounds in which South Range Baseball conducts its activities. Any complaint against another member or player must be submitted in writing to the President or Board of Directors. Any complaint filed by one member against another must be filed within ten (10) days of the incident. Otherwise it will be at the discretion of the Board of Directors as to the relevance of the matter. The Board of Directors will investigate and may appoint a committee to oversee and decide if it is necessary to discipline, suspend or terminate the membership of any member when the conduct of any individual is deemed detrimental to the best interest of SRBA. The Board of Directors may temporarily suspend a member if deemed necessary. Any member ejected from a game by an umpire may serve a mandatory one-game suspension.

Article 7 – Code of Conduct

A. General

The Board of Directors will review all infractions of the SRBA Code of Conduct. Depending on the seriousness or frequency, the board may assess additional disciplinary action up to and including expulsion from the league.

No Board Member, Manager, Coach, Player or Spectator shall;

- At any time, lay a hand upon, push, shove, strike, or threaten to strike an umpire.

- Be guilty of verbal or physical abuse upon any umpire for any real or imaginary belief of a wrong decision or judgment.
- Be guilty of an objectionable demonstration of dissent at an umpire's decision by throwing of gloves, helmets, hats, bats, balls, or any other forceful unsportsmanlike-like action.
- Be guilty of using unnecessarily rough tactics in the play of a game against the body of an opposing player.
- Be guilty of a physical attack upon any board member, umpire, manager, coach, player or spectator.
- Be guilty of the use of profane, obscene or vulgar language in any manner at any time.
- Appear on the field of play, stands, or anywhere on a SRBA complex while in an intoxicated state at any time. Intoxicated will be defined as an odor or behavior issue.
- Be guilty of gambling upon any play or outcome of any game with anyone at any time.
- Smoke while in the stands or on the playing field or in any dugout at any time. Smoking will only be permitted in designated areas, which will be 20 feet from any spectator stands or dugouts.
- Be guilty of discussing publicly with spectators in a derogatory or abusive manner any play, decision or a personal opinion on any players during the game.
- Speak disrespectfully to any manager, coach, umpire or representative of the league.
- Be guilty of tampering or manipulation of any league rosters, schedules, draft positions or selections, official score books, rankings, financial records or procedures.
- Shall challenge an umpire's authority. The umpires shall have the authority and discretion during a game to penalize the offender according to the infraction up to and including removal from the game.

B. Fighting

Any parent, guest, spectator, coach, or official at any SRBA event who initiates a fight, scuffle, or any type of physical abuse or threats of abuse towards any player, coach, umpire, parent, or spectator may be banned from attendance at all SRBA events for a period not exceeding 12 months from the date of the incident.

C. Entering The Field of Play

Any parent, guest, spectator, coach or official at any SRBA event who enters the field of play, for the purpose of physically or verbally abusing or confronting coaches, players or umpires may be banned from attendance at all SRBA events for a period not exceeding 12 months from the date of the incident.

D. Obscene or Profane Language

Any parent, guest, spectator, coach, or umpire at any SRBA event who verbally abuses umpires, players, or spectators, including the use of obscene or profane

language or gestures, or racial, ethnic or sexual slurs, may be reprimanded from the date of the incident and may be subject to discipline as provided by this Code of Conduct.

E. Throwing Objects

Any parent, guest, spectator or umpire at any SRBA event who throws or causes to be deposited any object on the field of play, during any SRBA event may be banned from attendance at all SRBA events for a period of 12 months from the date of incident and may be subject to such discipline as provided by this Code of Conduct.

Article 8 - Amendments to By-Laws

These By-Laws may be amended by having the proposed changes presented in writing at two (2) consecutive meetings. An open discussion is to be held followed by a vote by the membership with a 2/1 vote of approval needed for passage.

Article 9 - League Playing Rules

All boys ages seven (7) through twelve (12) will play under the guidelines of the Williamsport, PA playing rules and associated official regulations. Local league rules will supersede the above rules and guidelines as deemed necessary by South Range Baseball Association.

A. Coaches and/or managers are to act as base coaches instead of the players.