

# **RICHLAND BEAN BLOSSOM YOUTH SPORTS**

## **"Excellence in Youth Sports"**

AMENDED AND RESTATED BYLAWS AS OF \_\_\_\_\_

### **Article I**

**A. Name and Objective.** The name of the organization shall be Richland Bean Blossom Youth Sports ("RBBYS"). This Association shall be a non-profit unincorporated association. The Association shall adhere to all applicable by-laws established within RBBYS.

**B. Purpose.** The purpose of the Association shall be set forth in its Articles and shall include but are not limited to the following:

1. To broaden the involvement of youth, their families, and the community in youth sports programs;
2. To support, promote, and maintain a high standard of integrity and good sportsmanship in all youth sports programs within the community;
3. To create a balance to play, provide equal opportunity for all, provide reasonable safety and protection, and create an atmosphere of sportsmanship and fair play;
4. To promote and encourage better attendance and support of all activities by parents, friends, and the general population of the community;
5. To promote and encourage physical activity and to get our youth involved in sports, either as a participant or as a volunteer in some capacity;
5. To promote active participation of as many parents as possible in support of the individual sports programs.
6. To perform any purpose which nonprofit corporations are authorized under the Nonprofit Corporation Act of 1991 as may be amended or otherwise permitted by statute.

### **Article II**

#### **ADMINISTRATION AND OFFICERS**

The Association shall be administered by an Executive Board consisting of four (4) elected officers. The Executive Board officers shall consist of those persons elected to the following offices:

- |                    |         |
|--------------------|---------|
| (1) President      | elected |
| (2) Vice-President | elected |
| (3) Secretary      | elected |
| (4) Treasurer      | elected |

(5) Vice President over Sports

elected

Any two or more offices may be held by the same person except the offices of President and Secretary. Each Executive Board officer shall meet qualifications for office as may be established from time to time by the members. To assist the Board in the conduct of this Association, the Board may establish such committees, as the Board deems as necessary as provided in Article IV. The President shall preside over meetings of the Board, and in his/her absence; the Board shall be presided over in the ascending numerical order of executive board members as listed above.

### **Article III ELECTED OFFICERS**

The elected officers of this Association are to be elected by a majority of the vote of eligible board members at the annual meeting and their duties are set forth below. For appointment to the RBBYS board, any member seeking to be appointed to a specific office should turn in his/her name with the desired position, at least three days in advance of the annual meeting. The submission of their name should include the reasons they believe they would be beneficial to the organization and their qualifications for the position being sought. This information should be submitted in writing to all board members and can be submitted via email. The only exception to this rule will be anyone seeking to become a member of the general board, not a specific office position within the board.

All elected officers shall hold office for one year and are eligible for consecutive reelections. Terms of elected officers shall commence on December 1 and expire on November 30. Elected officers are voting members to issues relating to RBBYS. Officers, directors and board members receive no salary or compensation for services rendered to the League as an officer or director. Each executive officer and general board member shall comply with the bylaws, policies, and accreditation requirements of the league.

**President-** To preside at all regular and special meetings of the Association and the Executive Board. The President shall be responsible for the operational and financial well-being of the league. The President shall ensure all executive board members comply with board policies. The President shall maintain the league's nonprofit status. The President shall schedule all board meetings and be made aware of all committee meetings. The President shall also sign checks, and disbursements, subject to the approval or satisfaction of the Executive Board. The President shall assist the Secretary in preparing an agenda for each meeting. The President and Vice President or any other regular board members shall work together on sponsorship requests and maintaining a list of sponsors with their contact information. With Board Approval, the President may manage or coach a team when no other manager or coach is available. The President shall serve as advisor to all committees. A newly elected President shall assume duties as of January 1.

**Vice President-** The Vice President shall assume the duties of the President, if/when necessary. The Vice President shall oversee the passing out, collecting, and counting of ballots at any elections of the Board. The Vice President shall assist the President in any necessary duties. The Vice President works with the Head of Concessions to help organize coaches and volunteers to

run the concession stands. The Vice President will assist when Commissioners when finding officials for their specific sport for home games. The Vice President shall review and maintain the appropriate levels of insurance coverage for league and ensure all necessary coverage forms are distributed to the appropriate people. The Vice President shall be in charge of scheduling the appropriate facilities for practices and games. The President, Vice President or any regular board member shall work together on sponsorship requests and maintaining a list of sponsors with their contact information. The Vice President shall be available to sign checks and disbursements as needed with the president. The Vice President shall assist the secretary and commissioners in maintaining rosters and organization within the league.

**Secretary-** The Secretary shall handle all correspondence of the Association, keep accurate listing of the officers of the Executive Board, send out notices of Executive Board and board meetings, take minutes at all meetings, prepare and distribute all publicity for the Board. The Secretary shall be responsible for all meeting attendance records and oversee Risk Disclosure Statements. The league Secretary shall maintain all registration forms as confidential. The Secretary shall assist in drafts and shall be responsible for maintaining the master team rosters and well as working with the commissioners for any additions to rosters after drafts.

**Treasurer-** The Treasurer shall furnish, prepare, and keep complete and accurate accounts and records showing in detail all receipts and disbursements by the Board League in accordance with sound accounting practices. The Treasurer shall receive all monies due to the League and deposit them at a local approved banking facility. The Treasurer shall disburse funds in accordance with the yearly budget and present the budget at the Annual Board Meeting.

**Vice President Over Sport (“VPS”)** - Serves on the Executive Board of the Association as a representative of a specific sport. The VPS plans and assists with schedules each specific event/sport. The VPS shall help coordinate all events for the sport. The VPS shall organize and assist in scheduling the draft. The VPS shall be sufficiently knowledgeable of the sport's rules and shall act as mediator or advisor to the coaches. The Commissioner shall promptly present an unbiased accounting of unsettled grievances from concerned parties to the rest of the Executive Board for review and abatement. The VPS may manage or coach a team with the Executive Board Approval. The VPS will work with Head Coaches to ensure proper safety, participation, and rules of the organizations are followed. Each VPS may ask to have a board member who is in good standing act as his/her assistant, but it is not required. The VPS assistant shall not be a member of the executive board by their appointment as assistant.

**All-Stars Commissioner** – The All-Stars Commissioner shall be responsible for working with the board for the selection and approval of the All-Star coaches. Upon submission of proposed rosters from the coaches, this position shall work with the league Secretary to verify eligibility of all proposed All-Star players and communicate with the coaches regarding the same. This position shall work with the All-Star coaches and commissioner of baseball/softball in scheduling practices, scrimmages, and tournaments. Should any issues arise with any All-Star team, coach or child, this position shall be the first contact and the liaison between them and the Executive Board.

**Equipment Director** – The Director of Equipment shall distribute equipment to the coaches at the beginning of each season. He/she shall also collect the equipment at the end of each season and

ensure that any equipment is in good order. He/she shall also inform the league President / sport vice president of any equipment needs and shall inventory all equipment via written log.

**Concessions Director** – The Director of Concessions shall be responsible for creation and maintaining a schedule of volunteers for working the concession stands. A copy of the schedule should be given to the President and each sport commissioner. He/she shall be responsible for working with the President, Treasurer, and/or Secretary to set the prices and menu for the season. The Director of Concessions shall ensure that the concession stands are appropriately stocked, shall work with the President and/or Treasurer along with any Concessions Committee volunteers to purchase food items for each season. The Director of Concessions shall keep record of the income and expense reports and turn in all receipts to the Treasurer. He/she shall ensure that all volunteers are properly trained in running the concession stands and shall direct the storage, preparation and serving of refreshments by the volunteers. The Concessions Director may choose to work with another board member as his/her assistant to open and close the concession stands each day.

**Director of Umpires** – This position shall be in charge of hiring, scheduling, and overseeing umpires for our games.

**Player Agent** – The Player Agent shall be the first line of contact for coaches and parents who have problems and/or concerns. The Player Agent shall work with the Commissioners of each sport and/or the executive board to resolve any issues or disputes that may arise. The Player Agent shall assist in enforcing the league rules.

All elected officials will assist one another in their duties as needed and requested.

## **POWERS OF THE EXECUTIVE BOARD**

The executive board shall consist of the President, Vice President, Secretary, and Treasurer as well as the Vice President of Sports. For voting purposes, the executive board shall have the right to override or veto any decision if they believe it in the best interest of the league as a whole. For the executive board to override a decision of the general board there must be a majority vote in favor of the veto.

During any working events, such as drafts, all members of the executive board shall be made aware of the schedule and if available, shall work the event.

The Executive Board shall have all powers conferred by law and these bylaws. Without limiting the general powers of the Executive Board, the Executive Board shall have the following powers:

1. To transact necessary League business;
2. To make and change regulations for management of the League's affairs and the operation of the leagues conducted by it, not inconsistent with these bylaws;
3. To appoint, remove, or suspend officers, board members, coaches;
4. To appoint committees;
5. The Executive Board members reserve the right to handle matters of confidentiality

pertaining to personal issues and complaints which have been unresolved or cannot be resolved by said commissioner of a specific sport;

The Executive Board shall be the management body of RBBYS and as such are responsible for dealing with the larger USSSA organization, the Athletic Director for RBBCSC, the Department of Parks and Recreation, township trustee, directing and managing the affairs of this organization. All executive board members have full voting rights.

The Executive Board shall monitor the activity levels of all board members. The Executive Board shall have the authority to look at the activity level of a board member and deem them inactive if the member fails to fulfill their duties and responsibilities.

**Vacancies** - In the event an executive board position becomes vacant due to an officer stepping down, the respective remaining executive board shall have the authority to appoint a replacement to fill the unexpired term. Any current active board member may make his or her request known if they desire begin considered for appointment.

#### **Article IV MEETINGS**

**Annual Board Meeting** – An annual meeting shall be held sometime between October 15 and November 30 of each year. Notice of said meeting shall be publicly announced via written notice to all voting board members at least two (2) weeks prior to the meeting date. Election of the officers shall occur at the Annual Meeting. Those eligible to vote or run for office are all current officers, and current board members who are active and in good standing at the end of the most recently concluded season. The executive board positions shall be those first voted into position, followed by the commissioner positions and lastly the general board. Any new board member who is voted into position, who had not previously served on the RBBYS board in the session immediately prior to the annual meeting, shall not be permitted to vote until the first meeting after the annual meeting.

**Regular Board Meetings** – Regular board meetings shall be held throughout the year with a minimum of 4 per year. The purpose of the meetings will be to manage the affairs of the League and receive committee reports. Notice of Board Meetings shall be provided five (5) days in advance. Failure to attend three (3) consecutive board meetings will result in a member being deemed inactive for voting purposes. If circumstances arise and you cannot attend a board meeting, you should contact the President or Vice President as soon as possible to notify them, obtain an agenda for the meeting, and discuss your thoughts/concerns if applicable. Prior notification of a missed meeting may deem your absence excused. Once a board member misses three (3) consecutive board meetings, he/ she may attend the next scheduled board meeting to request reinstatement, by majority vote. All regular board meetings shall be open to the general board.

**Roberts' Rules of Order shall govern the proceedings of all meetings, except where such rules conflict with the Bylaws of this league.**

**Removal of Board Member** – Any member of the Board of Directors may submit a written notice to the President outlining his/her concerns regarding any other board member. If an officer of the League does not fulfill duties required as described herein, that member will be notified in writing of a meeting at which suspension or removal from office will be discussed and voted upon. At that meeting, the member may present statements to the board in an effort to retain their position. Removal will occur if so voted by majority of the board present at the meeting or voting by appropriate proxy. Upon removal, a terminated board member may not seek reinstatement until the next annual board meeting.

**Resignation** – Any member may resign from the board by submitting a written resignation to the Secretary. If any board member fails to attend two of every three consecutive meetings, he/she is automatically deemed inactive. Once deemed inactive, a board member may not seek reinstatement until the next annual board meeting.

**Special Meetings** – Periodically there may be need for special meetings of the executive board or committee meetings.

**Quorum** - The minimum number of board members/officers who must be present for valid transaction of business, or vote shall be three, two of which must be a member of the executive board.

**Manner of Acting** – The act of a majority of Directors present at a meeting at which a quorum is present, shall be the act of the Board of Directors.

**Voting** – The majority of voting shall take place by raise of hand. If a member of the board requests a vote by secret ballot, that request shall be honored.

## **Article V MEMBERSHIP**

**Qualification of Board Members** – Participation is defined by USSSA. Any adult who agrees to be bound by the Articles of this League and these Bylaws and by the rules and regulations adopted by the Executive Board and meets one of the following requirements shall have the opportunity to be a member of this Association:

1. Officer(s) of the Executive Board, elected or appointed to office;
2. Managers and Coaches who have been approved by the Board;
3. Recognized sponsors;
4. Umpires;
5. scorekeepers; and
6. Any other person approved by the Board who is interested in and supportive of the purposes of this organization.

This association shall not issue membership certificates. Members shall not be required to pay annual dues to be an officer in this League. No member shall have any right or interest in any of the property or assets of this League. No member of this League shall be personally liable for the

debts, liabilities, or obligations of this League. The maximum number of active voting board members shall be no more than twenty (20).

Each member shall be entitled to one vote on each matter submitted to a vote of the members. Each member shall be entitled to one (1) vote during elections.

Proposed Board Members/officers shall attend the annual meeting and request appointment to the board. The annual meeting shall be the only time upon which new board members are elected. Each prospective board member shall make their request for appointment known, then be voted upon by majority vote. Each board member's term shall be renewed annually.

All elected board members shall be expected to attend regular meetings, sign in for attendance, participate objectively and respectfully in discussion at meetings, review the agenda and available information, listen with an open mind to the opinions of others and seek common ground and shared solutions; volunteer for tasks where help is needed; follow through with your responsibilities as assigned, and attend League events as often as possible. Board Members shall conduct themselves appropriately at all times when participating in any League function. If a board member sees a task that needs to be done or a problem that needs resolution, he or she shall take steps to resolve the issue.

It is the intent of the League to deny any person who has been convicted of a crime of violence, a crime against a person, or crimes involving the possession or sale of illegal substances from serving on the Board. The disclosure statement must be updated at least every two years. It will be the duty of the Secretary to oversee Risk Disclosure.

*\*\*Any member who knowingly fails or disregards following the League By-Laws and/or Rules may be subject to immediate termination as an active member. This decision shall be made by the Executive Board on a case by case basis depending on the situation. Any board member who is removed from his/her position by termination as stated above, shall not be permitted to seek reinstatement until the next annual meeting of the board\*\**

**Definition of Board Duty** – All members of the board shall be periodically responsible for board duty. During sporting seasons board duty includes attending games during specific dates/times, emptying trash where required, cleaning bathrooms and picking up trash where needed, and answering any questions and dealing with any issues that may arise. Board members are expected to participate in cleaning days at the fields, registrations, and evaluations days when possible. All RBBYS board members shall conduct themselves appropriately and not disparage the program in public. Any board member who fails in maintaining these duties, shall at the discretion of the executive board, be removed as an active board member. Board duty will be a requirement, is expected, and attendance will be tracked.

**Resolution of Disputes** – In any dispute between members relating to the activities of the league, all parties involved shall cooperate in good faith to resolve the dispute. If the parties cannot resolve the dispute themselves, they shall cooperate to select one or more of the executive board members to serve as mediators to help resolve the dispute. Each party to a dispute should remain tactful and respectful at all times. At no time should any dispute be argued or discussed in front of league

parents or non-board members.

## **Article VI FINANCIAL POLICY**

The Executive Board shall decide all matters pertaining to the finances of the League. The President and one other member of the executive board must authorize all expenditures of equipment and materials for the League use.

Financing of the Association will be accomplished primarily through donations, player fees, fundraisers, concession stand profits, and sponsor donations, and any other legitimate nature that may be devised, upon approval of the executive board.

RBBYS shall be a nonprofit organization. Any funds received over and above current operating expenses shall be used to foster and attain the objections of RBBYS.

Funds of RBBYS may not be used for the personal benefit of any member or members. The Treasurer of the executive board shall prepare and submit or cause to be prepared and submitted, all tax return forms for RBBYS. A Treasurer's financial report shall be rendered at each regularly scheduled meeting. Funds and accounts held by the Treasurer shall be subject to audit as deemed necessary by the President or by a 2/3 vote of the general board membership at a general meeting, at which time the vote is taken.

**Petty Cash** - unbudgeted expenditures in amounts of less than \$300 will not require prior approval by any board, provided that such purchase received prior concurrence by the President.

**Association Funds** – Association Funds will be used for RBBYS liabilities, such as insurance, electric, phone, water, building funds, and other costs that benefit RBBYS and/or all programs associated therewith.

RBBYS and its respective leagues or teams will use the RBBYS nonprofit tax ID number. The fiscal year shall begin on the 1<sup>st</sup> day of January and run through the 31<sup>st</sup> day of December each year for tax purposes.

## **Article VII RULES AND REGULATIONS**

The Board may adopt such additional rules and regulations as may be deemed necessary or desirable for the operation of any of the leagues consistent with those for the sport at hand. All rules and regulations that shall be adopted, shall be in writing, and shall be made available to each member upon request.

A majority vote of the members present at the general meetings will be all that is necessary to adopt rule changes, such changes to be effective immediately, unless otherwise specified in the rule change.



## **Article VIII GENERAL**

These By-laws will be reviewed at least once per year and amended/added to as decided by a majority vote of the executive officers. The Secretary shall be the custodian of the By-laws; however, each member of the Executive Board and other committees shall be given a copy. Each member of the Association may request a copy at any time.

In the event of dissolution of this organization, the assets, if any, shall be distributed to some non-profit organization in accordance with guidelines provided by the Federal Tax Guide Reports and directed by the Executive Board.

To the extent not inconsistent with the laws of the State of Indiana, every person (and their heir(s), and personal representatives) who is or was a director or officer of the League, shall be indemnified by the Corporation as provided in the Act.

The League shall keep correct and complete books and records of account and shall keep minutes of the proceedings of the Board of Directors, and committees having any of the authority of the Board of Directors and shall keep at the principal office a record giving the name and address of the Directors entitled to vote. All meetings of the Board may be tape recorded and said recordings kept for at least four (4) weeks. Any taping of the meeting by any individual must be announced prior to the starting of the recording device. It is up to the discretion of the individual how long he/she maintains their personal recording of the meeting. At NO time should any member record a meeting or conference in any non-member without prior notification to the entire board present.

All questions of interpretation of the bylaws shall be decided by the Executive Board.

## **Article IX COACHES BYLAWS**

The coaching staff of any team, be it baseball, softball, basketball, or an all-stars teams under RBBYS, is in complete charge of the team whenever it is together on the practice or playing field, whenever it is traveling as a group, or whenever it is together for any other team function, such as a banquet. The coaching staff is under the direction of RBBYS. All coaches must abide strictly by the RBBYS Bylaws, Rules and Guidelines. Coaches are expected to adhere to a code of conduct which will be provided to them by the sport commissioner at drafts. All coaches, including all-star coaches, must complete a coaches application and be approved by the general and executive board. Final decision making on all coaches falls upon the President and sport Vice President and/or executive board. A head coach must be at least twenty one (21) years of age. Official assistant coaches must complete a coaching application if at any time they will be in a supervisory position of the children. Teams are permitted to carry parent-assistants, who must conduct any assisting of the team in the presence of the head coach or official assistant coach. Parent-assistants are not permitted to supervise the team independently at any time. Players may not be left in the sole care of a parent-assistant at any time. Coaches are appointed and supervised by the Commissioner of each sport, executive board and general board. All coaches must apply annually. All regular season coaching positions are automatically terminated at the close of each season.

All-star coaches shall remain in position until the selection of the new coach the following season. Coaches do not make policy, rather they carry it out. On the playing field, the coaching staff is in complete charge and shall not be interfered with, except in cases of rules violations and any other conduct deemed by a higher authority to be harmful/adverse to the welfare of youth. In cases of rules violations and any other conduct deemed by a higher authority to be inappropriate/adverse, immediate notice shall be given to a member of the executive board and written notice shall be given to the coach in question within forty eight (48) hours. The intent of these rules is to ensure that issues are addressed appropriately and off of the playing field, rather than in front of the youth and spectators.

All coaches will hold practice. Before regular season games begin, practice may be one evening per week and on Saturdays. Practice days/times will be assigned. After the regular season games begin, you may practice on Saturday only.

The head coach has the final responsibility for his/her actions, the actions of his/her official assisting coaches, and team members during games. Any coach, game official, parent, or other spectator who believes inappropriate activity is occurring during a RBBYS activity should immediately contact a member of the RBBYS Board of Directors (ie one who does not have a child participating in the activity). The Board member shall then sit and observe the activity to its conclusion. If the Board member observes any further inappropriate behavior, the activity shall be temporarily suspended while it is announced that further inappropriate conduct will result in the expulsion from the premises of each person participating in the inappropriate behavior. All complaints against any coach will be considered by the executive board, and if necessary be brought before the general board. RBBYS now has the policy of ZERO TOLERANCE with unsportsmanlike behavior. **This policy of zero tolerance will be strictly enforced.**

Coaches will be provided with keys to open some of our facilities as well as being provided with equipment for use during the season. At the end of the season, all coaches are expected to return their keys and equipment. Any coach who does not return his/her keys and equipment may be subject to having their child's registration status placed on hold or subject to a monetary fine.

Game officials will also have the authority to expel individuals exercising inappropriate behavior by first issuing the same warning as above, if a non-biased board member is not available. The expulsion of a coach or parent from an RBBYS activity will also result in said coach/parent's expulsion from his or her child's/team's next RBBYS activity. Two expulsions in one RBBYS season will result in expulsion from the remaining portion of that RBBYS season.

Any adult, who coaches for an RBBYS league team and also for a non-RBBYS team or program, has first responsibility to RBBYS. If a coach misses games or practices because of other program/team commitments, that coach will be subject to suspension or possible removal from the program.

When placement with coaches, parents may specify one coach for which they do not want their child to play. Other special requests will be individually reviewed and considered. This request must be made prior to drafts. If a parent removes a child from participation after the drafts, they will not receive a refund of the registration fee.

The baseball/softball season will begin early spring and end by the last week of July, including playoffs, unless rain dates have interfered.

Basketball will begin on the first available Saturday in November and conclude before baseball practices begin including playoffs. Approval of extension or additional time will require executive board approval.

Verification of residency will be required for any child wishing to play for an RBBYS recreational all-stars team. It will be the responsibility of the all-star coaches to assist the league Secretary in obtaining the information required for geographic eligibility verification. This information must be on file with the RBBYS office prior to any child playing in an all-star tournament.

### **Article X AMENDMENTS TO BYLAWS**

These Bylaws may be amended by the affirmative vote of a majority of the Executive Board, provided that the text of the proposed amendments shall have been sent to all Board members within the call for the vote at least ten (10) days in advance of such vote.

### **Article XI EFFECTIVE DATE**

These policies are effective as of \_\_\_\_\_ and will remain in effect until changed by a two-thirds majority vote of the Board of Directors.

Board Member name written:	Board Member name signed:	Position held:	Date:
		President	
		Vice President	
		Treasurer	
		Secretary	
		VP of Sports	


### **Acknowledgment of Receipt of By-Laws**

*I, \_\_\_\_\_, do hereby accept a position with Richland Bean Blossom Youth Sports as \_\_\_\_\_. I understand this is a not for profit origination and that I will receive no compensation for my position. I do hereby acknowledge receipt of a copy of the Richland Bean Blossom Youth Sports By-Laws and do agree to abide by all terms and consequences as outlined in the By-Laws. By my signature below, I agree to uphold the name of Richland Bean Blossom Youth Sports and conduct myself in a professional and respectful way. I agree that I will be required to participate in meetings as well as working events and having board duty. I understand that if I fail to uphold my responsibilities as a board member, I may be dismissed as an active board member and removed of my position with Richland Bean Blossom Youth Sports. I understand that this form will be kept in the RBBYS office.*

\_\_\_\_\_  
*Signature*

Date: \_\_\_\_\_