

Templeton Youth Baseball League
Constitution and By-Laws
(Updated February 15, 2010)

Bringing the community together through youth baseball

The mission of Templeton Youth Baseball is to act in the best interest of the youth and the community to foster, develop, promote and regulate amateur baseball for all children age 16 and under. TYB will encourage players, coaches and members to develop qualities of good citizenship and sportsmanship. Our goal is to promote and develop each player's skill, success, interest, and enjoyment of baseball.

Constitution

Article I : Name

The name of this organization is Templeton Youth Baseball League. AKA: "Templeton Youth Baseball", "Templeton Baseball", TYBL, and TYB.

Article II : Purpose

The purpose for which this league is organized, is to develop and operate a baseball program to the benefit of the youth in Templeton, California and surrounding communities. In conjunction with such purposes, the objective of this league is to instill in the youth of the community ideals of good sportsmanship, honesty, loyalty, courage and reverence, so they may be finer, stronger and happier youths who will grow to be good, clean, healthy adults.

Article III : Statement of Affiliation

This league shall be affiliated with Cal Ripken, Pony and Babe Ruth League.. This league shall review and establish the affiliation each year based on the best interest of the children and community.

Article IV : Sites of Principal Operations

The principal operations of this league shall be in and about the town of Templeton, County of San Luis Obispo, and the State of California. However, it

may extend into such areas as provided for by the State, Regional and National Headquarters rules and regulations.

Article V : Powers

This league shall have the following powers in addition to the powers expressly or implicitly conferred on it by law.

To make and enforce rules and regulations to govern itself on a local basis, but consistent with and not contrary to any rules and regulations promulgated by charters held by TYBL.

To solicit contributions, enter into contracts and to own and hold personal and real property.

Article VI : Membership in the League **League Members & Playing Members**

League Members:

Membership in the league shall be extended to all those persons serving the league in a coaching, umpiring, administrative or volunteer of any capacity, including those serving as Board Members. Membership will include parents of current players (a current player is defined as a child of correct league age who has filed proper paperwork and paid the required fee for the present year) Membership shall continue until the end of the present year.

Playing Members:

Playing members shall consist of registered baseball players properly registered with TYBL. A youth becomes a registered member within the program by verification of age and residence within league boundaries, through the registration process set forth by TYBL.

Each participating player shall pay a registration fee determined by the TYBL. The Board shall set fee prior to registration each year. These fees shall be sufficient to enable the league to meet its basic financial obligations, though fundraising may also be required. For those players not able to pay the registration fee, the Board will provide alternatives as stated but not limited to scholarships, partial scholarships or volunteering in some manor. Full refunds will be given to paid registered players, if the child is under or above the eligible age, if there is an insufficient number of players to field a team or if a player wishes not to play and the players wish is known not later than two weeks prior

his/her teams first scheduled pre season or league game (whichever should occur first).

Article VII : Officers

The Board shall consist of as a minimum the following Officers:

President Vice President Treasurer Secretary Player Agent

Past President: The Past President may serve on the new board as a non-voting advisor to the Board.

Eligibility: Any league member in good standing having the desire to become a Board Member Officer, shall have the right to run in an election. See by-laws for election process.

Time of Election, shall occur during the months of April, May or June and officers will take their elected positions in August.

Term of office: Each newly elected officer shall begin his or her term of office in August following the election. This allows the newly elected person to learn about the position before taking over. The term will run for approximately one year until a newly elected officer takes over the position at the August board meeting.

Vacancies: The Board shall elect/assign new officers as vacancies or new positions occur (2/3 of a board quorum vote required). Including assigning any At Large voting Board Positions (no vote required to fill "At Large" positions). At Large positions would be held by someone having a very good working knowledge and experience in league operations.

Article VIII : Meetings and Quorum

Section 1: Regular Meetings. Regular meetings are held each month. These meetings are open to all league members, subject to space availability or unless the Board decides to hold a closed session. The Board shall fix at its first meeting of each year, the time, date and place of each regular meeting.

Section 2: Annual Meeting: The board will hold its annual meeting either in April, May or June at which time a new Board will be elected. League members

running for office will have an opportunity to express ideas and concerns. At minimum, the community will be notified via the newspaper or other means, one to two weeks before said election.

Section 3: Special Meetings: As situations and circumstances arise the Board, at its option may elect to have “special meetings”. The Board in the best interest of the league shall determine the feasibility of notifying league members that a “special meeting” will take place.

Section 4: Quorum. A quorum for voting exists if 2/3 of the elected officials are present.

Article IX : Committees

Committees shall be formed each year. Typical committees are:

Fund Raising Committee: Helps the Fundraising Board official with all fundraisers, concessions, fence signs, banners and sponsorships

Tournament Committee: Helps the Vice President with field preparation, field marshals, scheduling, division coordinators, clean up and any other tasks related to a tournament.

Article X : Amendments

The constitution and by-laws of this organization may be amended by a two-thirds majority vote of quorum of the Board officers present. If a Board member cannot be present, then his or her vote must in be writing for their vote to count. A copy of any constitutional or by-law amendment must be delivered or verbalized to each Board Member at least 1 week prior to a meeting, for its consideration. It is also recommended that any major amendments have input from league members.

Major Amendments would be but not limited to:

- Affiliation
- Election procedures
- Terms of office

Supplemental and local rules may be amended each year by a simple majority vote when the need arises, provided there is a quorum. However major changes in the Supplemental & Local Rules should also use this same guideline of

informing not only Board Members but also League members at least one week prior to get proper input.

Major changes in Supplemental Rules would be but not limited to:

Changing the draft or keeping teams together.
Changing base paths and pitching distances from previous year.
The exclusive use of wood bats.

Changes in the By-Laws to the "Time line Guide" and Board Position Duties do not require a special vote or quorum.

By-Laws

Article I : Officers

Section 1. Nomination and Election procedures

The outgoing President will chair or appoint an official to chair the annual meeting. This meeting will be publicized in the local newspaper, by mailer, by email, on the league website or all four methods. All league members in good standing, will have the opportunity to nominate or be nominated for all Board positions. Nominees must accept the nomination. Elections shall be held by ballot. If there is but one nominee for any office, the ballot for that position may be dispensed with. All members present at the meeting and in good standing with the league shall have a voting right.

Section 2. Terms

The term of each official shall begin at the August board meeting after being elected and shall run for approximately one year until the next August meeting is held.

Section 3: Vacancies

The Board shall elect/assign any vacancies that occur in the election process, to fill new positions or as vacancies occur (2/3 of a board quorum vote required).

Section 4: Removal and Good Standing

Whenever it is judged to be in the best interest of Templeton Youth Baseball, any Board official, League or Playing member may be removed by a vote of 2/3 of quorum of Board members present.

A board official is considered in “good standing” when he or she attends regular and special meetings, performs the duties of the elected office and abides the Purpose of this League. The Board determines whether fellow Board Members, Playing and League members remain in “good standing.” A Player or League member is considered in “good standing” when he or she attends games and practices, is not disruptive, does not do anything to negatively impact the League and also abides by the Purpose of this League as outlined in the Constitution of Templeton Youth Baseball.

Section 5: Financial

5.1 Expenditures over \$250 requires board approval by 2/3 vote.

5.2 All checks are required to have two signatures. Board positions that have check signing privileges are President, Vice President, Treasurer and Secretary.

5.3 Deposits are to be made from time to time to the credit of TYBL in a federally insured bank or credit union as determined by the TYBL board.

Section 6: Officers Duties

President:

- Preside at all league meetings
- Assume responsibility for the operation of the league.
- Appoint all committees and supervise the activity thereof. This includes but not limited to: Selection of league managers, All-Star managers, All-Stars, protest committees, etc.
- See that league adheres to rules and regulations of each of the league's affiliations.
- Responsible for continuation of annual charter(s)
- Review finances with Treasurer
- Coordinate manager and player distribution with league reps
- Has check writing privileges and is designated as a co-signer
- Delegates or meets with City and School officials for field usage and permits

Vice Presidents:

- Hires field prep personal
- Creates the league schedule for all divisions, including make-ups and playoff
- Chairs or delegates practice schedule allocation

- Chairs or delegates all aspects of the annual all-star tournament
- In the absence of the President, the Vice President will perform the Presidents duties
- Has check writing privileges and is designated as a co-signer

Secretary:

- Records minutes of meetings and maintains an official record of the league activity.
- Notifies officers of meetings.
- Works with city officials to obtain permits for meetings
- Coordinate/assist in registration process. Which includes the duplicating and distribution of registration flyers, composing press releases announcing the beginning of registration and assists in data entry
- Maintains email list, address list
- Has check writing privileges and is designated as a co-signer

Treasurer:

- Prepares or finds qualified person to file tax returns promptly
- Responsible for making sure tax filings and exempt status is maintained
- Prepares budgets and reports on the financial status of the league
- Receive and safely keep all funds of TYBL
- Pay out the Funds on the order of the President and or 2 board members
- Collects registration money and applications.
- Periodically checks Post Office Box for mail.
- With the help of the President and Player Agent, secures insurance with the rosters of all players in the league
- Has check writing privileges and is designated as a co-signer

Players Agent:

- Conduct or Supervise annual league registration. Assists the Secretary in the duplicating and distribution of registration forms to schools and youth centers
- Allocates scholarships when requested in writing.
- Arrange and supervise player tryouts. This includes notifying registered players and walk-ups and supply managers with player lists as needed for evaluation and recruit help for tryout days
- Helps organize league drafts and assists with distribution of players on teams for coach pitch
- Arrange clinics in conjunction with Players Agent
- Responsible for handling player/parent and manager disputes
- Place late registration players and fill vacancies with input from the

President.

- Assist secretary and what ever volunteers in keeping team rosters and league data base current and accurate.
- In concert with Managers Agent, recruits managers for all divisions. On Player Agent's recommendation, managers will be granted positions with Presidents or committee approval as established by TYBL Board
- Review and make recommendations to Board on "local" rules.

Umpire Coordinator:

- Responsible for hiring, training, scheduling and supervising all umpires.
- Uses this guideline for selection process: 13 year olds or older kids with little to at least one year experience are given lower division games.
- Holds clinic for all umpires that will be hired
- Make sure umpire are familiar with the rules.
- Applies the feedback from coaches and parents to improve umpire skills
- Is present at as many games as possible for ongoing assessment of umpires

Manager Agent:

- In concert with Players Agent, recruits managers for all divisions. On Manager Agent's recommendation, managers will be granted positions with Presidents or committee approval as established by TYBL Board
- Review and make recommendations to Board on "local" rules.
- Arrange clinics in conjunction with Players Agent
- Call regular meetings of managers to discuss issues
- Assist league with issues related to managers.
- Reports box score to newspaper, Web site and keeps tracks of standings
- Arrange annual Photo Day, each division representative coordinates this day with Vice President in hopes of creating an opening day atmosphere. Photo company chosen should supply nice plaques for sponsors
- Organizes any season activities in coordination with Players Agent
- Keeps division reps and managers up to date on any necessary information
- Make sure managers know they are to keep all storage sheds clean

Fundraising:

- Assist board in making decisions regarding fundraising events

- Assist board to develop a comprehensive approach to develop sponsorship support
- Chair or recruit chairperson(s) & committee to solicit sponsorships
- Chair or recruit chair person(s) to handle concessions for Opening Day, throughout the season and any tournament we host

Equipment Manager:

- Supply and keep supplied medical kits at all fields including ice packs
- Supervise all aspects in collecting, distributing, repairing and ordering of all equipment. This includes: regular season and all-star uniforms, batting helmets, catcher's gear, baseballs, trophies for regular season and tournament, bases, rakes, chalk, pitching rubbers, drags, pitching machine up keep, etc.
- Make sure all equipment is in proper condition and safe for use
- Has locks and keys for all sheds and distributes keys to managers and board members
- Make sure all storage sheds are properly equipped
- Supervises equipment inventory day(s)

Field Manager:

- Insures proper field maintenance
- Organizes field clean up day(s)
- Coordinates with school district of TCSD maintenance on any filed issues
- Insures that fields and field equipment are safe
- Develops procedure for taking care of facilities
- Insures that base pegs, mounds, fences, etc. are proper dimensions

Information Manager:

- Maintains website
- Assists in the maintenance of the email list, address list
- Facilitate flow of information to TYBL Board, Managers, Coaches and members as needed

Article II : Conflicts of Interest

Whenever a board member or other volunteer of TYBL has a financial or personal interest in any matter coming before the board of directors, the affected member shall disclose that interest and the board shall ensure that:

1. The interest of said member or volunteer is fully disclosed to the board of directors.
2. No interested board member may vote or lobby on the matter or be

counted in determining the existence of a quorum at the meeting of the board of TYBL at which such matter is voted upon.

3. Any transaction in which a board member or volunteer has a financial or personal interest shall be duly approved by members of the board of directors not so interested or connected as being in the best interests of TYBL.
4. Payments to the interested board member or volunteer shall be reasonable and shall not exceed fair market value.
5. The minutes of meetings at which such votes are taken shall record such disclosure, abstention, and rationale for approval.

Article III : Local Rules

Section 1: Supplemental Rules

In conjunction with the Cal Ripken and/or PONY Rules and Regulations Handbook, the League has adopted on separate cover its local rules and provisions. This document will titled TYBL Supplemental Local Rules.

The Board each year at its option may amend this document. Some instances that constitute amending our local rules are: concerns of league members, number of participating players, safety, field allotment and to constantly strive for making the League adhere to our purpose set forth in our constitution.

Section 2: Protocol for Local Rule Amendment

Any Board official or league member may make a motion to the Board to adopt a new rule or amend an old rule. The Board will examine the pros and cons of said motion before voting on the motion. A quorum with a majority vote would allow passage of said motion. On major issues, constitutional protocol should be followed-see Article X in the Constitution.

Article IV : Parliamentary Authority

“Roberts Rules of Order” shall be the parliamentary authority on matters not covered by the Constitution and By-Laws of this organization.

Article V : Order of Business

In order to assist the Board with organization, the following suggests the usual order of business at the regular meetings:

Call to Order by the presiding officer
Roll call by the Secretary
Reading of the minutes of the previous meeting, by the Secretary
Public comment (limited to 5 minutes each)
Treasures Report
Reports of committees and any correspondence received
Unfinished business
New business and announcements
Adjournment

Article VI : Dissolution

Should there be a point where the TYB organization is to be dissolved and after any outstanding debt is resolved, the assets of the TYBL are to be donated to an organization that can make best use of the assets to benefit the youth of Templeton. The donation may be made in whole to one organization or split between a number of deserving organizations. A majority vote of the existing Board at that time would be needed to ratify both the dissolution and subsequent donations.

Time Line Guide for League Events and Board Duties

January: Make any orders for necessary equipment and jerseys. Need to check mailbox at least 4 times a week. Have plans in place for umpires. Adjust data base to make ready for this years draft and payments. Input players into data base. Secure opening day pictures company, coaches clinics, skills clinic for players and volunteers for tryouts. Start heavy push sponsorship solicitations. Advertise dates for all-star tournament.

February: Hold skills clinic (if any), tryouts. Make decision on the number of teams per enrollment and try-outs. League schedule should be finalized after the number of teams and field use is determined. Hold drafts, hold managers meetings, set practice schedule. Have in place a contract with picture company and opening day agenda. Make any final Rule Changes.

April-June: Annual election. Presiding officer will elaborate on job descriptions to make clear what each position does. Will ask all in attendance what concerns if any do they have. Presiding officer will address concerns stating policy or reserve the issue for the new Board. Nominees wishing to voice their opinions to address said concerns will have opportunity. Once opinions have been stated, presiding officer will run elections. New Board will take their positions at the

August meeting and decide that night as to what time, day and place monthly meetings will be held. Hold managers meetings for progress reports. Send out notices on any tournaments we may host and find out about other tournaments so as to not overlap any brackets. Order trophies. Enroll in July tournaments. Start all-star process. Check into and secure hotels for July tournaments. Managers meeting. Selection of all-star players. Have our tournament plans in place with volunteers for field Marshall's, field prep, fences, mounds, scorekeepers, umpires, concessions, etc. Play-offs and city championship. All-Star practice begins. Collect equipment bags.

July: Address concerns that were brought out at the annual meeting. Decide on fall ball. If yes, questions to be addressed: How many teams and what age brackets? Need to get, equipment to managers, drags, bases, baseballs, chalk machine, chalk to fields. Need a coordinator. Need field permits. Send in letter and rosters to Babe Ruth headquarters notifying them of intentions that you would like to have a fall ball season so that everyone is covered by insurance. Need umpires, field prep and possible clinics. Pass out current constitution, by-laws and local rules and begin discussing any rule changes. Collect equipment bags and all-star uniforms after tournaments are complete.

August: New Board takes office. Out going president hands over duties and all records to new board. Review fall ball as needed. Submit field use forms as needed to each school site.

September: Review charters.

October: Begin registration form discussions. Topics may include fees, uniform sponsors, what kids need and tryout information. Treasurer starts checking PO Box for mail. Shed(s) clean-up should be done. Start to formulate what equipment we need. Vote on any outstanding concerns or issues. Finalize any rule changes.

November: Finalize registration form. Form should include, dates for walk up registration, last day to register, tryout dates, who needs to tryout, day of skills clinic before tryouts (if any), liability and medical release, return address and other propoganda. Start to solicit advertisers for uniform sponsorship.

December: Mail out registration form using data base in 1st part of month. Assign help for walk up registration. Send in approximate number of teams to headquarters to get charter and insurance. Pay for insurance. (Need insurance for field use permits). Make calls to attend meetings on fields and get all the fields you can. Continue aggressive fundraising campaigns. Start to solicit all managers. Give registration forms to schools to pass out the first week that kids

come back to school.

March: Put up fences where possible and hold a field prep work day and check storage sheds. Submit final rosters to headquarters. Make any adjustments for charter and insurance. Decide on any mid year or end of year activities, such as all-star day, etc. Play Ball!

Rev215.001