

By-Laws
Of
Bigfork Youth Baseball Association

Article 1: NAME & PURPOSE

- The "Bigfork Youth Baseball Association", hereinafter referred to as the BYBA, has been established as a non-profit organization.
- BYBA plays baseball under the sanctioning of CalRipken Baseball, subject to modification or cancellation by official action by the Board of Directors.
- The purpose of the BYBA is to provide good leadership and training for boys and girls living in Bigfork and the surrounding areas, that will result in a basic knowledge of the fundamentals of the game of baseball, and a positive quality baseball experience. The attainment of exceptional athletic skill or the winning of games will be considered secondary.

Article 2: MEMBERSHIP

- A member of BYBA may be a parents or guardian of an active player, an approved volunteer adult leader or anyone who chooses to pay an annual membership fee, which will be determined by the Board of Directors. Membership is restricted to those who are at least 18 years of age and whose membership has not been specifically banned by the Board of Directors. Qualified members may attend board meetings, run for election to the Board, and vote at the annual membership meeting, which time and date will be determined by the Board of Directors. Yearly membership records are to be maintained by the secretary of the Board of Directors.
- The BYBA shall not discriminate based upon age, gender, national origin, race or religion.
- The Board of Directors has the authority to determine whether a member's actions are in compliance with the code of conduct, if they may be detrimental to the best interests of the players and the BYBA, and whether to terminate a member's membership.
- Membership termination will be by due process. A member subject to termination will be served notice of the general nature of the alleged charges at least 48 hours prior to a meeting of the Board, where an opportunity to respond to the charges will be granted. The Board may vote to approve termination and fee forfeiture whether the member appears at the meeting or not.

Article 3: SPECIAL MEETINGS AND VOTING

- The Board of Directors shall meet no less than once a month in an executive session as scheduled. It is the responsibility of the President and Secretary to coordinate the meeting site and publishing the pertinent facts relating to the monthly meeting after their July elections.
- Special Meetings may be called by the President, at any time or, if requested by any Board member and approved by 50% of the Executive Board. These meetings will be closed to the General Membership and public. These instances include, but are not limited to, censoring an Executive Board member, At-Large Board member or a General member, investigations in process of findings of said investigations, personnel matters or probation-suspension conferences.

- Attendance at the regularly scheduled meetings is mandatory for all Board members. Any member who cannot attend a scheduled meeting shall notify the Secretary or other Executive Board Member.
- Any Board member who misses two consecutive meetings may be removed by a quorum vote of the remaining Board members upon recommendation of the Executive Board.
- At all meetings of members, each member may vote in person or by proxy. All proxies shall be in writing and filed by the Secretary. Every proxy shall be revocable and shall automatically cease upon adjournment of the meeting specified by the written proxy. Faxed copies and e-mails with signature and date of specific meeting will be acceptable. They may or may not be agenda specific.
- Definition of Quorum:
- A quorum is defined as 50% plus one of the Board of Directors. The Secretary will notify all BYBA Board members of upcoming meetings to ensure a quorum will be present. A quorum of the Board of Directors must be present at any meeting where decisions on expenditures of \$250, or more, will be authorized. A quorum will be required for disciplinary actions to be discussed. If a quorum is not met, the discussion must be tabled until a quorum can be met.

Article 4: FINANCES

- The BYBA shall operate financially on a yearly basis, beginning August and ending July 31st. The financial records shall be closed July 31st.
- Financial management is the responsibility of the Treasurer, overseen by the Executive Board. All income shall be placed in a common Association treasury.
- The fiscal report shall be given at the August Board of Directors meeting and may contain estimates for the operations of the upcoming year.
- The President or any member of the Executive board may spend up to \$249 per incident in operating expenses with the consent of at least two (2) other executive board members. Any amount over \$250, unless in an emergency situation, can be approved by a unanimous vote of the Executive board or majority vote of the Board of Directors.
- The Board of Directors shall not permit the disbursement of BYBA funds for other than the conduct of baseball or normal business expenses to keep the BYBA running smoothly and properly.
- No officer or board member shall receive directly or indirectly any salary, compensation or emolument from the BYBA for services rendered as officer, Board member or other type of member.
- All monies received shall be deposited to the credit of the BYBA in a designated local banking facility, and all disbursements shall be made by check. The President and Treasurer or other officer as determined by the Executive board shall sign all checks. Two authorized signors shall sign all checks.

Article 4: FINANCES-Continued

- All monies with supporting documentation received shall be turned in to the Treasurer as soon as possible for the proper recording. All monies received shall be deposited weekly by an

Executive Board member. All monies for deposits shall be counted and verified by an Executive Board member and another Board member. All receipts shall be exchanged immediately. No members will be reimbursed for purchases made unless pre-approved by majority of the Executive Board.

Article 5: DUTIES OF THE BOARD OF DIRECTORS & OFFICERS

- The governing body of BYBA shall be the Executive Board of 4.
- The Executive Board shall consist of the following positions: President, Vice President, Secretary, and Treasurer. The board of directors will consist of executive board and up to Eleven (11) additional board members.
- Vacancies of Board of Directors can be filled by vote of existing board members.
- In the event that no one runs for an executive position, due to eligibility requirement, the current Executive Board has the authority to approve a candidate for election.
- Board of Directors: Their responsibility is to conduct this association in strict accordance to the by-laws, policies, rules, and regulations of the BYBA. The Board shall vote on all issues during a Board meeting, with the exception of the President. The Board will attend all scheduled meetings. The Board will perform other duties as prescribed by the Executive board. The Board is responsible for the safe and effective operation of the BYBA.
- The Board of Directors may approve the appointment of committees and individual service positions as necessary for the operation of the association.

Article 6: Duties of the Officers

1.) President:

- Is the chief executive officer of the Organization (Organization shall mean BYBA) (subject to the control of the remaining members of the Board of Directors) and shall have general charge and supervision of the affairs of the Organization.
- Shall preside at all meetings of the Board of Directors and shall be primarily responsible for executing such policies and procedures that may from time to time be established by the Board of Directors.
- Shall (with the assistance if the Treasurer) prepare and submit an annual budget to the Board of Directors for its approval and be responsible for the proper execution thereof.
- Shall represent the Organization at any district, national or other baseball program of which the Organization is associated.
- Shall assure that all necessary permits are attained to allow the efficient operation of the Organization regarding fields, fund raising, snack stand and opening day parade activities.
- Shall delegate the task of examination of the applications and supporting proof-of-age document of every player candidate and certify to the age and residence eligibility before the player may be accepted for selection.
- Shall appoint member (s) or preside over the tryouts, draft selection of All-Stars for all the divisions.

2.) Vice President:

- Shall have and may exercise all of the powers and duties of the President during the absence of the President or in the event of his/her inability to act.
- Shall be responsible for acting as a liaison between the Organization and the township of Bigfork by keeping them informed of league activities.
- Shall have such additional duties and powers as the Board of Directors may from time to time delegate.

3.) Treasurer:

- Shall be the chief financial officer and the chief accounting officer of the Organization.
- Shall be in charge of the Organization's financial affairs and shall safeguard all funds, securities, and valuable papers.
- Shall keep full and accurate records thereof.
- Shall report on the financial affairs at each meeting of the Board of Directors.
- Shall assist the President in the preparation of an annual budget for submission to the Board of Directors.
- Shall receive all monies and securities and deposit these funds in a depository approved by the Board of Directors.
- Shall monitor and administer the monies allocated to the operation of the snack stand, umpires, fundraising activities, etc.
- Shall perform other duties and powers as may be delegated by the Board of Directors.

4.) Secretary:

- Shall be responsible for recording the activities of the Organization and maintaining appropriate files, mailing lists and necessary records.
- Shall maintain a list of the members of the Board of Directors, committee members, managers and coaches.
- Will give notice, keep the minutes, maintain records and conduct such correspondence as may be required of all Board of Directors and committee meetings of the Organization. If the Secretary is absent from any meeting, a temporary secretary will be chosen at the meeting who shall exercise the duties of the Secretary at the meeting.
- Shall maintain and uphold the Bylaws of BYBA. This shall include any new rules and motions as voted on and passed by the Organization.
- Shall be responsible for scheduling umpires for games for each division.

Article 7: ELECTIONS/VOTING

- The elections will be held on the second Tuesday of June at end of the Spring season.
- A member may only vote once in any election.
- Serving Board members may stand for re-election.
- The results of the election must be posted within twenty-four (24) hours of tabulation.
- Newly elected Board members will attend the July General Board meeting for the purpose of selecting Executive Officers. This will be the last item on the July agenda.
- The fifteen (15) members will select, by secret ballot limited to the newly elected eleven (11), the four (4) Executive Officers.

- The eleven (11) members and VP, Treasurer and Secretary (3) are the only members of the board that have a vote. The president will vote only to provide a tie break.
- The ballots will be counted by the current President and recorded by the current Secretary.
- In the event a board member resigns prior to the end of the season, the board of directors may appoint an individual to fill the position for the remainder of the season.
- In the event the President resigns prior to the end of the season, the Vice President will assume the position of President for the remainder of the season.
- In the event the Vice President does not accept the President's position, the Board of Directors will appoint the President.

Nominations for board members and executive board will follow this schedule:

June- will seek nominees

July- will provide/submit nominee list

August- post to all members potential nominees

September- membership vote for all positions

Article 8: CODE OF ETHICS

- As a manager, coach, parent, player, elected officer, or volunteer for the BYBA, we will be expected to abide by the Code of Conduct as specified in the policy manual.

Article 9: DISSOLUTION

- If at any time it becomes necessary or advisable to dissolve the BYBA, all funds and assets shall be donated to a specified non-profit organization determined by the board of directors. Dissolution would require a super majority vote of all Board of Directors.

Article 10: AMENDMENTS

- These by-laws or any section thereof may be amended or repealed by a two-thirds vote of the BYBA Board members present at any duly constituted meeting; provided that written notice of such proposed changes over the signature of the Secretary shall be mailed or e-mailed to each member of the BYBA at least fifteen (15) days prior to the meeting of which such proposed changes shall be submitted to vote.

IN WITNESS WHEREOF, THESE BYLAWS HAVE BEEN DULY ADOPTED THE 15th DAY OF December 2015
BY CONSENT OF THE MEMBERSHIP OF THE Bigfork Youth Baseball Association.