

ARTICLE 1
SWNASBORO BASEBALL AND SOFTBALL ASSOCIATION
BY LAWS

SECTION 1 – NAME

The name of this association: “Swansboro Baseball and Softball Association.” In this document it will be known as the “Association”

SECTION 2 – OBJECTIVE “Mission Statement”

This Association shall be to firmly implant in the children of the community the ideals of good sportsmanship, loyalty, courage, honesty, and respect; so that they may be finer, stronger, confident, happier children and that this positive seed will be left to take into their adulthood. At the same time the association will implement and teach the instructional and competitive game of what is known as “America’s Greatest Pastime” the game of baseball and Softball. It will do so through patient, humble, amicable, understanding, respectful, and reserved leadership via our coaches and parents.

ARTICLE 2
MEETINGS AND MEMBERSHIP OF THE ASSOCIATION

SECTION 1 – ANNUAL MEETING

The Annual Meeting of the Association shall be held in the month of October of every year. At this time the Association’s elections shall be held. This meeting shall be opened to the public. All residents of the Association’s Babe Ruth district that are present shall vote for all seats up for election. See section six.

SECTION 2 – REGULAR MEETINGS

Regular meetings of the Board shall be held monthly or whenever the Board deems necessary. A specified date and time to be determined by the Board. These meetings shall be opened to the public of the Association’s Babe Ruth district who are considered the Association’s members.

SECTION 3 – SPECIAL MEETINGS

Special meetings of the Board may be called at any time by the President or upon written request of not less than three members of the Board. Special meetings may not be opened to the public however; minutes of these meetings must be made or accessible to the public of the Association’s Babe Ruth district.

SECTION 4 – NOTICE OF MEETINGS

Notice of all meetings shall be given at least five days prior to the date of such meeting to all Board members of the Association and any member who requests to be notified.

SECTION 5 – MEETING ORDER

The issues at hand shall dictate executive meetings. Board members are free to express opinions and vote on issues intended to govern any aspect of the association activity as deemed necessary. The General meetings shall have, but is not limited to, the following format:

- Meeting Called to Order
- Roll Call
- Report of Secretary
- Treasurer's Report
- Bingo Report
- Resolution of Outstanding Business
- General Communications
- New Business
- Questions and Answers
- Adjournment

SECTION 6 – QUORUM

A quorum shall consist of fifty percent of the members of the Board plus one. A majority of those present shall decide all questions. The President has authority to sequester all members to vote on an issue or issues without a meeting being in session. All members will have fourteen days to respond or they will be considered absent. All voting subjects must be documented and made accessible to the public of the Association's Babe Ruth district.

SECTION 7 – MEMBERSHIP

- (A) Regular membership in this Association shall be opened to any resident of the Association's Babe Ruth district. Membership of non-residents will be subject to the approval of the Board.
- (B) Any adult residents of the Association's Babe Ruth district who are contributors to the Association shall be members thereof for the fiscal year in which their contributions are made. A contributor shall be defined as one who donates time, effort or money for the good of the Association.
- (C) A corporation, association, firm or other duly constituted body which contributes to this Association may designate a resident of the Association's Babe Ruth district to represent such corporation, association, firm or other duly constituted body and such designated representative shall be a member of the association during the fiscal year in which such contribution is made. (Translation: Any non-resident whom wishes to become a member of the Association must be put to vote for the Board.) Only an Association's Babe Ruth district resident may put this issue to the floor for voting.
- (D) Members shall be qualified to vote at the annual meeting in the election of the Board and the transaction of such other business as may be presented at those meetings. Each member shall be entitled at all times to one vote.

SECTION 8 – ABSENCE FROM MEETINGS

Any member of the Board who shall be absent from three regular consecutive meetings, without adequate excuse, sent to the President and who is not in the meantime rendering definite service to the Association, may be regarded as resigning from the Board, subject to the discretion of the Executive Board. Notification of extended leave of absence shall be sent to the President

ARTICLE 3 EXECUTIVE BOARD

SECTION 1 - MANAGEMENT

The management of the Association shall be vested in the Executive Board. This Board shall consist of four members who shall be elected by the Association membership for three-year terms: they are the President, Vice President, Secretary, and Treasurer. Board of Directors, this board shall consist of seven members who shall be elected by the Association membership for a two-year term.

SECTION 2 – ELECTIONS

- (B) All the Association's Babe Ruth district residents will be canvassed for available seats, if only one candidate volunteers to take a seat on the Board, only a nay vote will be sequestered. If the nay votes are less than the number of potential voters in the room then that seat shall be filled. If two or more volunteers vie for one and the same seat then a written vote must be sought.
- (C) The election of the expiring Board members shall be by ballot at the annual meeting. A majority of votes cast by those present shall be necessary to elect. All the Association's Babe Ruth district may vote.
- (D) Vacancies occurring through death or resignation or otherwise in the Board shall be filled by the President and ratified by the Executive Board. The person so appointed shall hold office until the next annual election. The Board shall have the power to fill temporary vacancies caused by leave of absences an otherwise.
- (E) The Executive Board shall have power to appoint from its membership an officer to fill the unexpired term should there be a vacancy.

SECTION 3 – TERM OF OFFICE

- (A) The term of office for an elected management shall be three years. (President, Vice President, Treasurer, and Secretary).
- (B) The term of office for all others shall be two years. (Baseball Commissioner, Softball Commissioner, Chairperson, and four other board members)

SECTION 4 – DUTIES

The Executive Board of the Association shall be President, Vice President, Secretary, and Treasurer whose duties shall be such as are usually performed by such officers and such other duties as prescribe.

- (A) The President shall be the executive office of the Association and shall preside at all meetings of the Board, with the deciding vote in case of ties, and at the Annual and Special meetings of the Association. The President shall present to the Board of Directors an annual report; appoint all chairmen of committees (not otherwise provided for in the by-laws) with the approval of the Board of Directors; and shall perform all duties generally incident to the office.
- (B) The Vice President shall perform all the duties of the President in his/her absence or inability to serve and shall assist him/her as necessary. In the event that the office of the President becomes vacant, the Vice President shall assume the office.
- (C) The Secretary shall conduct the general correspondence of the Board and shall perform all such duties as are incident to the office.
- (D) The Treasurer shall receive and disburse all funds of the Association; shall keep a true and accurate account thereof; shall pay all bills duly authorized and approved; shall report at each regular meeting of the Board; shall submit an annual report based on the books and accounts; and shall perform all such duties are incident to the office.
- (E) Commissioners are responsible for league functions such as: Organizing draft, scheduling games, selecting managers for regular season, ensuring rules and behaviors are followed and will have final decision on protest as long as the Player Agent does not have any special interest. If Player Agent does have a conflict of interest for example; Player Agent's child participates within his league, and then the protest will be decided by the Rules Committee.
- (F) All other Board of Director seat's responsibilities such as Banners, Concession, and Uniforms etc.... will be designated/delegated/discussed by the President on a year to year basis.
- (G) Any Board member who does not fulfill his duty for any reason whatsoever, will be subject to disciplinary action leading up to including removal. Disciplinary action will be decided by the Executive Board.

ARTICLE 4 COMMITTEES

SECTION 1 – APPOINTMENT

The President shall appoint, with the approval of the Board of Directors, the chairperson and member of all necessary committees.

SECTION 2 – STANDING COMMITTEES

- (A) Finance Committee – The Finance Committee shall consist of three members of the Board of Directors plus the Treasurer. It shall recommend to the Executive Board a yearly budget and any changes in financial policy. It shall review each month the financial statement of the treasurer and recommend to the Board an increase or decrease in expenditures when necessary. No expenditure in the budget shall be made without approval of the Finance Committee first. All out of the ordinary expenditures must be cleared by the Executive Board.
- (C) Fund Raising Committee – This Committee shall consist of two members. Its duties will be to secure sponsors and other methods to raise money for the Association. The Executive Board must clear all projects.
- (D) Equipment Committee – the Equipment Committee shall consist of an appointed Chairperson and/or the Commissioner of each league and they shall be in charge of all the equipment of the Association, and are subject to the approval of the Finance Committee, shall procure all the equipment necessary for the activities of the Association. The Finance Committee does not need clearance through the Executive Board as long as the equipment is considered normal business necessity; for example; helmets, balls etc. A pitching machine is considered out of the ordinary and would have to clear the Executive Board.
- (E) Registration Committee – The Registration Committee shall consist of one board member who is empowered to secure such assistance as may be required and shall be in charge of registration for all the leagues.
- (F) Rules Committee – the Rules Committee shall consist of the Commissioner from each league and the President and his/her designee. The Rules Committee shall meet at least once prior to the beginning of each season to review the rules for each league and present a proposal (if necessary) for additions and deletions to the rules to the Board. The Rules Committee shall distribute copies of the rules for each league to the Board for approval prior to the opening of each season. The Rules Committee shall meet at least during the season to review the rules and disciplinary methods however; would not authorize disciplinary action. Only the Executive Board can do so.

ARTICLE 5
LEAGUE ORGANIZATION AND RULES OF PLAY

SECTION 1 – LEAGUES

See rules for each League.

SECTION 2 – GOVERNMENT

Each league will be presided over by an elected Commissioner from the Association membership. Each league shall be subject at all times to the direction and control of the Board in all phases of play, provided that the leagues shall be organized in accordance with the official rules of their respective national organizations, where such affiliation exists; i.e. Babe Ruth, Little League, Alliance, etc. In leagues where there is no affiliation with a national organization, the Board will adopt the playing rules of one of the national organizations.

SECTION 3 – RULES OF PLAY

The Rules Committee shall submit to the Board for their approval rules regarding the make-up of all baseball and softball teams, equipment, selection of players, number of managers and coaches and playing rules, provided, however, that the leagues shall be operated in accordance with the official rules of Babe Ruth.

SECTION 4 – QUALIFICATIONS

- (A) No person shall act as a manager or coach, or have charge of any team, league or Association function unless approved by the Board. All managers and coaches must be certified.
- (B) At the February regular meeting the Commissioner of each league must submit to the Board a slate of qualified managers and coaches. The Commissioner shall select the managers for each league. Criteria for which a manager will be selected shall be followed: Knowledge of baseball or softball fundamentals & rules, certified, teacher of good sportsmanship, amicable field behavior.
- (C) The Commissioner, will have the power to suggest to the Executive Board disciplinary action to be taken against any team manager, coach, or any other person for misconduct, poor sportsmanship's or failure to comply with the rules and regulations set up by the Board within his/her league. The offending person shall be heard and answer to such charges ASAP. Upon hearing all relevant testimony, the Executive Board will render a decision.

ARTICLE 6 FUNDS

The use of funds shall be limited solely to the operation of the Swansboro Baseball and Softball Association. It is to be borne in mind that this Association is a non-profit organization; that its activities are to encourage the healthful and character-building playing of baseball and Softball for the children of the Association's Babe Ruth district; and that raising of funds to promote this program is purely incidental. The funds necessary for the operation of the Association shall be raised as follows:

- (A) From sponsors who contribute to the furtherance of particular teams in any of the leagues, in accordance the rules and regulation set up by the Executive Board.
- (B) From contributors who may wish to make voluntary contributions to furtherance of the activities of the association.
- (C) From such other activities and programs as may be promulgated by the Executive Board for example; raffle, concession stand profits and or any legal venue for that of a non-profit organization.

ARTICLE 7 RECORDS AND EXECUTION

SECTION 1 – PESSISION OF RECORDS.

The Association shall maintain adequate and correct records to account for all business transactions. The Treasurer shall maintain and keep in their possession all receipts, correspondence and any other materials to assure accuracy of the records. Records must be made available to Board members, if requested, at the next Executive meeting. Archive files of past Association proceedings shall be kept by the Secretary and made available at the next Executive Meeting if requested.

SECTION 2 – SIGNATURE AUTHORIZATION

Authorization to sign any documentation on behalf of the Association must be granted with expressed written consent by the President.

SECTION 3 - LOANS

Swansboro Baseball and Softball Association shall offer no personal loans of funds to any Association, Board member or member. Swansboro Baseball and Softball Association may grant a loan to a Board member or any one that the Board votes in favor of. The purpose of the loan shall be for the business and governing of the Association only. All funds must be accounted for to the Treasurer within 60 days of the distribution of funds. The Board reserves the right to request accountability within 30 days.

SECTION 4 – FISCAL YEAR.

The fiscal year of Swansboro Baseball and Softball Association shall be October 1 to September 30.

ARTICLE 8 AUDIT

The books of the Association shall be audited annually by the Financial Committee, with the approval of the Executive Board. The report of such committee shall be filed with the records of the Association. The audit shall be conducted under the guidance of the President and made attainable to the people of Association's Babe Ruth district.

ARTICLE 9 NON PROFIT AMENDMENT

“This Association is organized exclusively for charitable purpose within the meaning of section 501 (c) (3) of the Internal Revenue Code.”

“ Notwithstanding any other provision of these Articles, the Association shall not carry on any other activities not permitted to be carried on by an organization exempt from federal income tax as an organization described in section 501 (c) (3) of the Internal Revenue Code (or corresponding section) of any future federal tax code.”

The Bylaws of Swansboro Baseball and Softball Association is attainable to the people of Association's Babe Ruth district, County of Onslow, State of North Carolina in the United States of America.

I swear as Officers of Swansboro Baseball and Softball Association, in this document, that the Association shall follow the constructs of these here Bylaws.

ADDENDUM A PRESIDENT

Position Responsibilities

- Responsible to chair all Executive, General and special meetings.
- Responsible to approve all correspondence to board members, associations presidents, area heads, coaches, or parents.
- This is a position with voting rights on all board issues.
- Requires the approval of a budget for the current season.
- Responsible to co-sign all checks.
- Responsible to assure insurance coverage (for board members and players).
- Responsible to hold elections annually.

ADDENDUM B VICE PRESIDENT

Position Responsibilities

- Responsible to facilitate meetings and attends to all board matters in the absence of the president.
- This is a position with voting rights on all board issues.
- Requires attendance of all regularly scheduled meetings.
- Vice-president may be appointed by the President, or elected during the election period with a majority vote.

ADDENDUM C SECRETARY

Position Responsibilities

- Responsible to record and mail out minutes of all meetings to board members.
- This is a position with voting rights on all board issues.
- Requires attendance of all regularly scheduled meetings.
- Provide annual calendar of events with monthly due dates.
- Responsible to provide an agenda at all meetings.
- Responsible to record and maintain all electronic files and paper documents.
- Secretary may be appointed by the President, or elected during the election period with a majority vote.

ADDENDUM D TREASURER

Position Responsibilities

- This is a position with voting rights on all board issues.
- Requires the submittal of a budget for the current season.
- Requires attendance of all regularly scheduled meetings.
- Responsible to record all expenses and incomes.
- Responsible to pay all bills approved in budgets, or by the President.
- Responsible to provide donation receipts to board members for seeking donations.
- Responsible to provide account status at board meetings.
- Responsible to co-sign all checks for Swansboro Baseball and Softball Association.
- Responsible to have the books audited at least once per year.
- Treasurer may be appointed by the President, or elected during the election period with a majority vote.

ADDENDUM F CHAIRPERSON OF THE BOARD OF DIRECTORS

Position Responsibilities

- This is a position with voting rights on all Board issues.
- Requires attendance of all regularly scheduled meetings.
- Responsible to lead special projects as assigned by the President.

- Responsible to provide information and suggestions to enhance Association programs.
- Responsible to monitor field activities at games (umpires, coaches, players, and fans) as assigned by the President.
- Chairperson of the Board of Directors is appointed by the President.

Officers

President: David Washington

Vice President: [Signature]

Secretary: [Signature]

Treasurer: _____