

# Muscatine Youth Baseball

## Bylaws



Revised spring season 2021

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# **Muscatine Youth Baseball**

## **Bylaws**

### **Article I: Name, Purpose and Nature of Organization**

The organization is known as Muscatine Youth Baseball (known for purposes of this document as “the organization” or as “MYB”) and is a nonprofit organization.

The organization exists exclusively for charitable and educational purposes within the meaning of Section 501(c)3 of the United States Internal Revenue Code.

MYB shall remain nonprofit, noncommercial, nonpartisan, and secular in nature.

### **Article II: Mission Statement and Objectives**

MYB’s mission is to promote the growth of baseball at all levels of competition for the Muscatine community. The development of sportsmanship, teamwork, honesty, courage, respect for authority, and physical fitness are the organization’s priorities. In order to accomplish this mission, we seek to attain the following objectives:

- To govern the league in a manner that puts the development of our players, as both athletes and persons, above other considerations.
- To provide our players with volunteer coaches who work with players of all ability levels and who remember that development of exceptional athletic skills and winning games is secondary to the development of players and to providing our players with positive examples and a positive baseball experience.
- To provide our players with volunteer coaches who seek to teach those players the rules of the game along with proper baseball fundamentals.
- To provide high-quality facilities and equipment for the use of our players.

## **Article III: League Membership**

Player members: Any child meeting the age requirements for one of MYB's leagues (see Article V) is eligible for active player membership.

General members: General members of MYB include, but are not necessarily limited to:

- Parents and guardians of player members.
- Coaches of teams participating in MYB divisions
- Members of MYB's Board of Directors

MYB Board members or umpires have the authority to eject any member from any MYB event. The umpire or MYB Board member who ejects any member from any event shall notify the Vice President of the appropriate division if the ejection occurs at a game or the MYB Board of Directors if the ejection occurs at any other event. Any member who is ejected from any MYB event (including but not limited to MYB games) shall be suspended for at least one game.

## **Article IV: Government**

Board of Directors: The Board of Directors shall govern the division. The Board of Directors shall be comprised of the following members:

Officers:

- President
- Vice-President
- Treasurer
- Secretary

Other Officers/Directors: (as needed. Officers can assume other roles below.)

- Past President
- Safety Officer
- Vice President- Minor Division
- Vice President- Central Division
- Vice President- Major Division
- Vice President- Junior Division
- Vice President- Senior Division

- Equipment & Uniform Manager
- Sign/Sponsorship
- Information/Scheduling
- Sponsorship Director
- Head Umpire in Chief
- Player Agent
- Coaching Officer

## **Article V: Board of Directors Election Process**

MYB will hold the election at the annual meeting, generally in early October. This is because the fiscal year for Little League Baseball, Incorporated, starts on October 1 of each year. Here is the sequence of events that should take place for a proper Election:

### Prior to the Annual Meeting:

- The Board of Directors should identify and/or recruit volunteers to serve on the board as necessary.
- The Secretary issues and collects all Absentee Ballots prior to the Annual Meeting.

### At the Annual Meeting:

- Determine if a quorum is present. The quorum requirement is 2/3 of eligible Board of Directors. Absentee ballots count towards a quorum.
- If a quorum is not present, the election cannot be held, another meeting must be scheduled. The number of Members present at this “second” meeting is deemed to meet the quorum requirement. (Robert’s Rules of Order.)
- Appoint an election Chairperson. (May or may not be the current president.)
- The Board of Directors presents its list of those who are willing to serve. Nominations are not by position. There will be nominations for
  1. Board of Directors- general volunteers for action based work
- Nominations are opened to the floor. Any Member in good standing is eligible for nomination. (Robert’s Rules of Order.)
- Nominations are closed by vote of the Board of Directors.
- Every Regular Member in good standing receives one ballot.

- Absentee ballots are included in vote.
- Nominees must receive at least 51 percent of the vote to be elected.
- New board is announced.

After the Annual Meeting:

At the first Board of Directors meeting following the October annual meeting in which elections are held, the board shall meet to determine board assignments for the following year.

- All remaining Board of Director positions can be filled as necessary.
- Establish meeting dates for board.
- First official responsibilities: Notify the District Administrator, Regional Headquarters and Little League International, by mail or through the data center, of the results of the election. (Must include proper addresses and telephone numbers of Board Officers). If the league has a PO Box (recommended), supply headquarters with a physical address so packages can be shipped.
- At this time, the Board of Directors should also appoint a committee to conduct the background checks of board members and other volunteers and/or hired workers who provide regular services to the league and/or have repetitive access to, or contact with, players or teams.

Board resignations: Any member of the Board may resign his or her position by notifying the Board of their resignation verbally or in writing. Such resignations are effective immediately upon such notification.

## **Article VI: Regular Organizational Activities**

Board meetings: Regular Board meetings shall be held on a monthly basis at a location to be determined by the MYB President. The purpose of regular Board meetings shall be to conduct any administrative and financial business of MYB. The MYB Secretary will notify all Board members of meeting times and locations and will issue the agenda, preferably not less than one week in advance of each regularly scheduled meeting. Regular meetings shall follow the following general order / agenda:

1. Roll call
2. Public forum
3. Approval of previous meeting's minutes
4. Reports of Vice Presidents

5. Reports of other directors
6. Old business
7. New business (to include election of directors at October meeting and in other months when necessary)
8. Adjournment

The President may add other categories to the agenda as he or she deems necessary.

Members of the public may attend any regularly scheduled MYB Board meeting. The dates of such meetings will be publicized on the MYB web site not less than ten days before the meeting's scheduled date. The Board will address the requests and/or concerns of the public prior to completing the agenda in private.

At the regularly scheduled October meeting, the Treasurer will provide a general report on MYB's financial status and operations. This report should include a summary of revenues and expenses with sufficient detail to allow the reader a basic understanding of MYB's major categories of revenues and expenditures as well as a report of available balances in all MYB bank accounts. The public notice of the regularly scheduled October meeting shall include notification that the Treasurer will make his or her annual report of league finances at such meeting.

The President or any group of Board members consisting of one-third (1/3) of the Board of Directors, may call a special meeting. All Board members must be made aware of such a meeting. Attendance at special meetings, unless otherwise specified, is limited to members of the MYB Board of Directors. Any administrative or financial business of MYB may be conducted at a special meeting.

Board votes: In order for any vote, other than elections of Board members, to be binding a quorum of a simple majority. Two-thirds of eligible Board of Members must be present in order for elections to be valid.

Meetings and voting shall follow Robert's Rules of Order general principles. There will be no voting by telephone permitted. Voting outside of board meetings will be permitted via email or text per *Robert's Rules of Order* for special circumstances, which are to be determined by the local league President. All other voting procedures will be adhered to as set forth in the Muscatine Youth Baseball by-laws.

Any Board member holding more than one Board position shall be entitled to only one vote. If the President holds more than one Board position, he or she shall only vote in case of a tie vote.



Approval of expenditures: A Board of Directors vote shall be necessary to approve any expenditure of **\$500 or more**. If he or she deems it necessary, the Treasurer may ask for Board approval of expenditures under this amount.

## **Article VII: Board Members' Duties**

The President shall

- Preside at all regular meetings of the MYB Board of Directors
- Set the agenda for all regular meetings of the MYB Board of Directors
- Serve as an ex officio member of all standing or ad hoc committees
- Act as a liaison to other organizations and agencies, including, but not limited to the Muscatine Parks & Recreation, Muscatine Community School District, and Little League
- Work with MYB legal counsel as necessary.
- With approval of at least one other member, have authority to receive and disburse monies in the absence of the Treasurer

The order of succession, should the President leave or be dismissed from the Board, shall be as follows: Vice President, Secretary, or Treasurer.

The Vice-President shall:

- Serve as an ex officio member of all standing or ad hoc committees
- Act as a liaison to other organizations and agencies, including, but not limited to the Muscatine Parks & Recreation, Muscatine Community School District, and Little League.
- Work with MYB legal counsel as necessary.
- With approval of at least one other board member must have authority to receive and disburse monies in the absence of the Treasurer

The order of succession, should the Vice-President leave or be dismissed from the Board, shall be as follows: Secretary, Treasurer.

The Secretary shall:

- Be responsible for keeping an accurate record (Minutes) of each regular or special meeting of the MYB Board of Directors.
- Record the results of each roll call vote and maintain a record of all Board members' attendance at meetings during each term.
- Ensure that copies of MYB's bylaws and league rules are available at each MYB Board of Directors meeting.
- In the absence of the Secretary at any meeting, the President (or presiding officer) shall appoint another member of the Board of Directors to keep an accurate record (Minutes) of the meeting.

The Treasurer shall:

- Receive and disburse all monies of MYB
- Maintain an accurate record of all MYB financial transactions
- Prepare for presentation at all regularly scheduled monthly meetings a summary of MYB revenues and expenses on a year-to-date basis as well as a report of all available balances in MYB bank accounts.
- Prepare for presentation at the regularly scheduled annual meeting, a set of MYB financial statements. Such financial statements must include, at a minimum, a balance sheet as of the most recent month end, a year-to-date income statement for the fiscal year. These financial statements should be prepared on a comparative basis so Board members can easily compare MYB's financial position and results to the budget and to the previous fiscal year.
- Pay those expenditures authorized by the Board.
- Work with the Fundraising Director and Sponsorship Director in planning the collection of player dues, sponsorship fees, and fundraising monies.

The Past President shall:

- Be responsible for advising the President as both he or she and the President see fit and for any other duties as determined by the President

The league Vice Presidents (Minors, Central, Major, Junior, and Senior) shall:

- Act as administrators and oversee the management of their leagues for both in-house and tournament play. These duties include, but are not limited to:
  - Organizing player evaluations as well as compiling and distributing such evaluations prior to the division drafts.
  - Assisting in registration as necessary.

- Assigning managers and assistant managers.
- Organizing and scheduling division drafts.
- Scheduling games.
- Assigning fields.
- Resolving protests.

The Equipment and Uniforms Director shall be responsible for:

- Ordering, distributing, and collecting team and umpiring equipment owned by MYB.
- Before ordering uniforms, the Equipment and Uniforms Director shall consult with the Board of Directors.
- Working with the Treasurer and obtaining proper Board approval for equipment, uniform, and other related expenditures.
- Maintaining field boxes and storage space.
- Providing keys for access to field lights, field boxes, and storage spaces.
- Keeping an accurate record of all equipment owned by MYB.

The Fundraising Director shall be responsible:

- For coordinating and scheduling all fundraising activities during the year.
- Shall collect funds provided by fundraising activities and remit those funds to the Treasurer. The Fundraising Director and the other Board member who collect such funds shall both sign a receipt for those funds. Such receipt shall indicate the date the funds were collected, the amount collected, and from whom the funds were collected. The person who remits such funds to the Fundraising Director shall also sign and receive a copy of such receipt.

The Tournament Director shall be responsible:

- For coordinating all activities connected with any tournaments hosted by MYB.
- Shall work with the owners of all tournament facilities, schedule tournament games, coordinate the recruitment and duties of volunteers, concessions sold at the tournament(s), and trophies / awards for teams participating in the tournament(s).
- Work with the Board of Directors and the Equipment and Uniforms Director in ordering uniforms, as necessary, for MYB Tournament teams.
- Identify tournaments in which MYB tournament teams might play. Before committing MYB Tournament teams to play in any tournaments, other than those hosted by MYB, the Tournament Director must receive Board approval. Board approval in such cases will be determined by majority vote.

The Sponsorship Director shall be responsible:

- For procuring sponsorships for all MYB teams and shall work with the Tournament Director to procure sponsorships for any tournaments hosted by MYB.

The Projects / Special Events Director shall organize and coordinate

- MYB's annual picture day
- Coaches' and / or players' clinics
- Special events / days at area professional baseball games

The Umpire Coordinator shall:

- Oversee the recruitment, hiring, scheduling, and if necessary, dismissal of umpires for MYB games.
- He or she shall also consult with the Board of Directors as to rates of pay for MYB umpires.

The Website Administrator shall:

- Be responsible for the operation of and information contained on the MYB website, Facebook, or any other social media content.

## **Article VIII: Leadership Expectations**

### Leadership and Participation Expectations

MYB depends upon its Board of Directors to act in the best interest to further the growth and development of our entire program. It is vital that the Board of Directors demonstrate positive leadership within the community. It is understood that these roles are voluntary, but it is crucial for active participation by all to complete the work.

### Absence at Board Meetings

The League Secretary shall maintain a log of all Board Members present for each meeting. All Board Members are required to attend all monthly meetings, unless previously arranged absence. Any Board Member who is absent from two (2) regularly scheduled board meetings with unexcused absence (no advance notice by phone or email), will be subject to removal from the Board, following the rules set forth in the Muscatine Youth Baseball by-laws.

The Board of Directors are encouraged to attend as many monthly meetings as possible, and required to attend the annual meeting unless previously arranged absence.

Board disciplinary actions: Any member of the Board Member may be removed by the whenever, in their judgment, the best interests of MYB would be served by such action. Such removal must be with cause and without prejudice.

## Grounds for Dismissal of Board of Directors

The following shall be considered as grounds for dismissal of Board Members:

- Lack of attendance at regularly scheduled monthly meetings
- Lack of participation in scheduled special events (unexcused absence [no advance notice by phone or email])
- Failure to follow the Codes of Conduct(s)
- Failure to follow the Muscatine Youth Baseball Constitution/Bylaws

## **Article IX: Administrative Rules and Regulations**

### Insurance:

The Local League Board of Directors shall be required to carry a policy of officers and directors liability insurance, insuring the officers and directors against any claims made against them whatsoever, except claims of willful negligence and misfeasance of office. **Note:** Players are covered under insurance with Little League International.

### Invoices:

The related committee Chairman must receive a written approval from the Board, unless purchase item has been itemized in the budget, prior to purchasing a product or service with a purchase order signed by the President. The President will not sign a blank purchase order. All invoices, with the exception of reoccurring monthly expenses, must contain the name of the individual who ordered the product or service, the date of approval, and the purchase order number. At each Board of Directors meeting, the Board of Directors will review all invoices, whether paid or pending approval, that are received between meetings.

### Purchases by the League President without Previous Board Approval:

The League President may purchase equipment or items required by the league without prior board approval if the entire purchase price of the item is less than \$500. The President should immediately make the Treasurer aware of the purchase and inform the remaining members of the board at the next scheduled meeting of the Board of Directors.

### Player registration

Players who are registering with MYB must complete the registration process in person at the predetermined registration location or on the Internet website.

### Payment of Registration Fees:

Registration fees are due at the time of registration, and all documents must be completed and turned in together. Player uniforms will not be ordered unless the player is properly registered.

### Volunteers:

It is mandatory that anyone that is a coach, manager, board member, umpire, team parent, etc. or anyone that will be on the field or in the dugout in contact with players on a regular basis fill out a volunteer application and pass a background check. A rostered volunteer manager or coach must be in the dugout at all times.

**Article X: Divisions and Age Requirements** MYB will operate the following divisions open to both boys and girls meeting the indicated age requirements. MYB will utilize the Little League age chart. MYB will generally operate under general age break down, but in effort to maximize the effectiveness of the divisions, may flex players between divisions.

DIVISIONS	Age (Subject to change)
Minors	6-8
Major	9-12
Junior	13-15

Parents or guardians may request that their children be allowed to “play up” one level. For example, the parent or guardian of a player who is 8 years old, designated in Minors may request to play in the Central.

## **Article XI: Facility rules and Usage**

All field usage must be approved and scheduled by the league:

Field preparation and usage by MYB will follow Little League International and Muscatine Parks & Recreation guidelines. Manager and Coaches will follow procedures set forth by Muscatine Youth Baseball

Game Rules and Schedules:

No games shall be canceled or rescheduled by managers, coaches or parents without approval from the board. Games that need to be rescheduled will be done so through the League Scheduler. The League President must be notified, in advance, should there be a need to cancel a game for any reason. In the event of field availability issues, the League President will make any necessary adjustment to game start times and the length of games.

## **Article XII: Playing Rules and Facilities**

MYB divisions shall use the rules set forth by Little League International, as amended from time to time with Board approval. The Board shall approve amendments that, in its opinion, change the Little League International rules so they are better suited to MYB's circumstances.

MYB recognizes that policies, rules, and regulations at any facilities utilized by MYB could supersede MYB's policies, rules, and regulations, particularly where facility policies, rules, and regulations are stricter than those of MYB.

MYB Board members or umpires have the authority to eject any person from any MYB event. The umpire or MYB Board member who ejects any person from any event shall notify the Vice President of the appropriate division if the ejection occurs at a game or the MYB Board of Directors if the ejection occurs at any other event. Any person who is ejected from any MYB event (including but not limited to MYB games) shall be suspended for at least one game. The MYB Board may impose a lengthier suspension for any such incident after considering factors including but not limited to the nature of the reason for the ejection and any previous ejections of the same person.

## **Article XIII: Managers and Coaches**

The manager (head coach) of any MYB team must be at least 18 years of age prior to the season starting. In order to coach an MYB team, any person over the age of 18 years must submit to a background check, the results of which must be found acceptable to the MYB Board of Directors. A person under the age of 18 years may serve as a team's assistant coach. However, at any practice,

game, or other team event, at least one person who is at least 18 years of age, has submitted to a background check and has been approved by the MYB Board of Directors, must be present.

The Board of Directors shall vote on a policy as to items in a background checks that may disqualify individuals from coaching in MYB. The list of such items shall include any felony conviction.

Managers and Coaches who disregard these bylaws will face possible suspension:

- Managers, Coaches, and Umpires will be required to attend meetings and appropriate training as required by division officials and/or the Board of Directors. Managers and Coaches of the Minor division and above are required to attend one (1) umpire clinic to maintain good standing as a manager or coach.
- A list of interested Managers and Coaches shall be collected by the League President. The League President, Vice President, Player Agent and Coaching Coordinator shall submit a final list of Managers and Coaches to the Board of Directors for approval. Final approval by the Board of Directors shall be made prior to the start of the season.
- Managers and Coaches shall **NOT** be considered as having seniority. All Managers and Coaches must remain in good standing. Any Manager or Coach not in good standing with the League shall be subject to removal from their position by the Board of Directors.
- A list of interested Umpires shall be reviewed by the appropriate committee and/or Umpire in Chief and forwarded to the League President. The League President, Vice President, Player Agent, and Coaching Coordinator shall submit a final list of League Umpires to the Board of Directors for approval. Final approval by the Board of Directors shall be made prior to the start of the season.
- While holding such office, the Player Agent shall not manage, coach or umpire in their respective divisions.
- The Local League's Umpire in Chief will be responsible for scheduling the umpires.

## **Article XIV: Amendments**

These Bylaws may be amended in part or in whole by a two-thirds vote of the MYB Board of Directors, provided that written notice of such proposed changes is delivered to each Board member at least seven days prior to the vote. Prior to such a vote, each member shall be allowed three uninterrupted minutes to discuss his or her position.



## **Article XV: Dissolution**

Upon dissolution of MYB, the organization shall, after paying or making provisions for the payment of all liabilities of the organization, dispose of all the organization's assets exclusively for charitable, educational, religious or scientific purpose as shall at the time qualify as an exempt organization or organizations under section 501(c)3 of the United States Internal Revenue Code and as the Board of Directors shall determine. Any such assets not so disposed shall be disposed of by the court of common pleas of the county in which MYB's principal office is located.