

CONSTITUTION AND BYLAWS

OF THE

ALDEN YOUTH BASEBALL AND SOFTBALL LEAGUE

OF THE

ALDEN RECREATIONAL DEPARTMENT

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ARTICLE I. NAME, PURPOSE AND NATURE OF ORGANIZATION

The name of the organization shall be ALDEN YOUTH BASEBALL AND SOFTBALL LEAGUE (known for purposes of this document as “ the organization” or as “AYBS”) and is a non-profit organization.

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

AYBS shall remain non-profit, non-commercial, non-partisan and secular in nature.

ARTICLE II. MISSION STATEMENT AND OBJECTIVE

The purpose of Alden Youth Baseball and Softball (AYBS) is to provide a developmental, fun, appropriately competitive and safe environment for the enjoyment of the games of baseball and softball.

Objectives:

1. Skill Development: To offer structured training and practice sessions that help young athletes improve their baseball and softball techniques, from fundamentals to advanced skills.
2. Teamwork and Sportsmanship: To instill the values of teamwork, fair play, and mutual respect both on and off the field, encouraging positive behavior in competition.
3. Character Building: To develop qualities such as leadership, perseverance, and discipline in each player, preparing them for challenges in sports and life.
4. Community Engagement: To create a welcoming environment that brings together players, families, coaches, and volunteers, fostering community spirit and support.
5. Inclusion and Fun: To ensure that every child, regardless of skill level, feels valued and has fun while playing, making the experience enjoyable for all participants.

This mission and set of objectives would emphasize both personal development and athletic growth for the kids involved.

ARTICLE III. MEMBERSHIP

Player Members: Any child meeting the age requirements for one of AYBS's teams is eligible active player membership once necessary registration fees and birth certificate are submitted to AYBS prior to the season start date. The season start date is in conjunction with whatever league AYBS participates in. Should we leave one organization for another organization then our season start date defaults to January 1st for times when we may be in transition from one league to another until we are established with this new organization and we adopt their listed season start date.

General Members: General membership is open to anyone interested in fostering and promoting the ideals and objectives of the organization. General members of AYBS include, but are not necessarily limited to:

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

ARTICLE IV: VOTING

Placement onto the General Board of Directors and voting rights are earned after participation in three consecutive AYBS regular monthly board meetings and/or general membership meetings. A member may then vote on issues at what would be their fourth meeting.

All Board members (General and Executive) must be a parent or legal guardian of a registered player(s) or pass a background check.

Members with voting rights may vote and only one vote per person is allowed. Voting rights are forfeited if a member miss three (3) consecutive AYBS regularly monthly board meetings and/or member voluntarily resigns for the General Board during October elections meeting. Voting for the Executive Board of Directors will be done at the October general membership meeting and will be by secret ballot. Voting members need to be present for their vote to count. In the event there is a no-contest election, there will be no need for a silent vote.

ARTICLE V. MEETINGS

- Section 1. REGULAR BOARD MEETINGS. There shall be a regular monthly meeting of the Executive Board of Directors which will be open to the General Membership. Notification of the date of the board meeting will be advertised two weeks before the scheduled meeting.
- Section 2. SPECIAL MEETINGS. Special meetings may be called by the President or upon written or e-mail request of three (3) of the voting members. Each voting member requesting the special meeting shall be notified by the Secretary, or designated person, of the time and place of the special meeting.

ARTICLE VI. ORDER OF BUSINESS

- Section 1. The order of business for Regular Board Meetings shall be as follows:
- a. Call to order
 - b. Roll Call
 - c. Approval of Minutes from previous meeting
 - d. President report
 - e. VP report including committee reports
 - f. Secretary Report
 - a. Old business
 - b. New business
 - g. Treasurer's report
 - h. Elections (October meeting)
 - i. Open Floor Discussion
 - j. Adjournment
- Section 2. The order of business for Special Meetings shall be as follows:
- a. Call to order
 - b. Transaction of business notice
 - c. Adjournment
- Section 3. The order of business may be altered or suspended at any meeting by a majority vote of the general members present. The usual parliamentary rules as laid down in Robert's Rule of Order shall govern all debates when not in conflict with the written By-Laws.

ARTICLE VII. EXECUTIVE BOARD OF DIRECTORS

Section 1. ELIGIBILITY. To be eligible to serve of the Executive Board of Directors a person must be a voting member of the organization.

Section 2. EXECUTIVE BOARD OF DIRECTORS. Members of the board shall consist of the six (6) members elected at the October General Membership meeting. The members shall consist of the following:

- President
- Vice President
- Administrator
- Secretary
- Sergeant at Arms
- Treasurer

Nominations from the floor will be accepted at the September Board meeting and voting will be held at the October General Membership meeting.

Section 3. LENGTH OF TERMS. All Officers of the Executive Board shall be elected to office for a two (2) year term or until their successors are elected. The President, Treasurer, Sergeant at Arms will be elected in odd numbered years. The Vice President, Secretary and Administrator will be elected in even numbered years.

Section 4. VOTING. A majority of the Executive Board shall constitute the quorum. The President of the Board will vote only to break ties.

Section 5. RESIGNATION. Any board member at any time may give written notice to the Secretary to withdraw from the Executive Board of Directors

Section 6. VACANCIES. In the event of a permanent vacancy on the Executive Board, the President will appoint a temporary replacement for a maximum of sixty (60) days. The nominations will then come from the general membership.

Section 7. MANNER OF ACTING. Except as otherwise stated in the By-Laws, the meeting of the Executive Board of Directors shall be governed by Robert's Rules of Order.

ARTICLE VIII. RESPONSIBILITIES AND DUTIES OF THE EXECUTIVE BOARD OF DIRECTORS

Section 1. EXECUTIVE BOARD OF DIRECTORS. The management, activities, property, policies, rules and affairs of the organization shall be managed by the Executive Board of Directors under the supervision of the Alden Recreational Department.

Section 2. EXECUTIVE BOARD OF DIRECTORS MEETINGS. The Executive Board of Directors shall meet for an Organizational meeting within one month after the October General Membership meeting. Other regular meetings of the Executive Board of Directors shall be held as set out in Article IV, Section 2. The President may when deemed necessary or the Secretary shall at the request of the majority of the Directors, issue a call for a special meeting of the Executive Board and only five (5) days' notice shall be required for the special meeting.

Section 3. BOARD MEMBERS' DUTIES

The President Shall:

- Preside at all regular meetings of the AYBS Board of Directors
- Set the agenda for all regular meetings of the AYBS 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 Alden Town Board, Alden Schools, Alden Parks Department
- With approval of at least one other member of the Executive Board, have authority to receive and distribute monies in the absence of the Treasurer.

The Past President shall be responsible for advising the President as both he or she and the President see fit for any other duties as determined by the President. The order of succession, should the President leave or be dismissed from the Executive Board, shall be as follows: Vice President, Secretary, 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 Alden Town Board, Alden Schools, Alden Parks Department.
- Report from committees to general board during regular board meetings.
- With approval of at least one other member of the Executive Board, have authority to receive and distribute monies in the absence of the Treasurer.

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

The Administrator shall:

- Work with baseball/softball coordinators in establishing home field schedules
- Assign players to teams in Sports Engine with approval from coordinators, coaches, and executive board
- Correct any irregularities on the registration platform
- Create and maintain a master spreadsheet of all teams/coaches/players
- Submit complete roster with sizing and teams on March 1st to Uniforms Committee
- Ensure coaches are eligible for coaching (background checks, etc.)

The Secretary shall:

- Be responsible for keeping an accurate record (Minutes) of each regular or special meeting of the AYBS Executive Board of Directors.
- Record the results of each roll call vote and maintain a record of all Executive Board members' attendance at meetings during each term.
- Ensure that copies of AYBS's By-Laws and league rules are available at each AYBS Executive Board meeting.
- Post and notify meeting dates two weeks in advance of meeting as mentioned
- Submit proper paperwork to town for all events.

In the absence of the Secretary at any meeting, the President (or presiding officer) shall appoint another member of the Executive Board of Directors to keep an accurate record (Minutes) of the meeting.

The Treasurer shall:

- Receive and disburse all monies of AYBS.
- Maintain an accurate record of all AYBS financial transactions.
- Prepare for presentation at all regularly scheduled monthly meetings a summary of AYBS revenues and expenses on a year-to-date basis as well as a report of all available balances in AYBS bank account.
- Prepare for presentation at the regularly scheduled March and September meetings, a set of AYBS 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 AYBS's financial position and results to the budget and to the previous fiscal year.
- Pay those expenditures authorized by the Executive Board.
- Work with the Fundraising/Sponsorship Committee in planning the collection of player dues, sponsorship fees, and fundraising monies.

The Sergeant at Arms shall be responsible for:

- Fielding feedback from parents, guardians, coaches, umpires, and any other person or persons with concerns and/or comments about AYBS.
- Bringing feedback to Executive Board of Directors in a timely manner.
- Alerting President if immediate actions need to be taken in regards to issues brought up from the community.
- Shall keep a bound book available at all meetings for each attendee to sign.
- Said book shall separate Board of Directors from the general membership signatures.
- Shall take roll call of board members prior to the reading of the minutes.
- Shall tell from the general members who is eligible to vote. It is then up to the discretion of the board if there is an ineligible voter.
- Shall appoint a minimum of two (2) members of the organization to be on the grievance committee. Said members shall NOT be on the Board of Directors when said appointment is made.
- Shall insure that the grievance committee follows the procedures for a grievance.
- Maintain a shared spreadsheet with board members/coaches/players/etc.

IX. COMMITTEES AND COACHING

Section 1: COMMITTEES:

The purpose of these committees are to help streamline operations, promote growth, and create a positive experience for players, families, and the community. Committees should include at least two persons with a representative to keep VP/President updated.

Vice President is an ex-officio member of all committees and will be a liaison between committees and general board. All committees must select one representative to report business to Vice President on a monthly basis prior to meeting. The President as mentioned in description is also an ex-officio member of all committees.

For all committees responsible for expenditures, requests for monies in excess of \$200.00 must be accompanied by two (3 total) price quotes. As mentioned in prior bi-laws in accordance with state and tax law for a 501c3 organization, two or more members of executive board can approve expenditures as deemed necessary.

The Baseball/Softball Coordination Committees -

- Indoor practice schedule - find and book indoor practice facility
 - Determine start dates and schedule
- Schedule umpires when not provided by league.
- FIRST AID KITS:
 - Make sure that there are proper supplies in each coach bag (ice packs, Band-Aids, ace wraps,)
 - Keep checking supplies during the season and replenish as needed.
- Led by a single Baseball and Softball Committee Chair
- Work with administrator and executive board to determine coaches and rosters

Town liaison - One person shall be town Liasson in conjunction to scheduling

- Work with town to schedule batting time and indoor time at the schools
- Fields - Work with town to ensure fields are properly set up and lined on game
- Practice schedule and game schedule (coordinate with town and league)

Registration - Set registration date, set in person dates(if applicable), fees, keep track of registrations, from GLOW site to a master list, fees, concession deposits etc. This will be in conjunction with Administrator.

Equipment - Ordering, distributing, collecting, and keeping track of team and umpiring equipment owned by AYBS.

Sponsorship - Keep up on current sponsors/signs, find new sponsors

Fundraiser - Plan any fundraising opportunities, mandatory or voluntary

Opening Day - Plan/coordinate parade / work with operations to get schedule coordinated

Concessions - Handle daily operations in stand, inspection, set up sign-ups for board members and parents, coordinate with volunteers in stand, return concession money to volunteers. Order items as needed with approval from Treasurer

Uniforms/Jackets - Order uniforms and 5-year jackets in conjunction with board approval.

End of year awards - Purchase end of year awards for all players with approval from board.

Communications - Including E-mail & Social Media – Post all events and functions to community. Prepare and post end of year videos for each team. Collect photographs from teams for website and social media.

Yearly Photos - determine if team and individual photos will be taken for the season. If so, set dates and costs for parents

Section 2: COACHING

HEAD COACHES: Anyone wishing to become a head coach for the calendar year is required to inform the executive board of their intentions in writing or by e-mail before the January general board meeting. All written submissions will be reviewed and voted on by the board at the February meeting.

- If any head coach resigns during the season the vacancy will be filled with the approval of the executive board.
- If problems arise during the year, concerning head coaches or assistant coaches, this matter will be brought to the attention of the board through the Sergeant of Arms via the grievance committee.

ASSISTANT COACHES: All head coaches have the right to choose their assistant coaches. There is a three assistant coach maximum in which uniforms/training/certifications are provided.

Background checks are required for every head coach and assistant coach that acts as head coach in lieu of head coaches' absence. Failure of background checks for head coach/assistant coach filling in will result in immediate forfeiture of practice and coaching position.

ARTICLE X. AMENDMENTS

On the recommendation of the Executive Board of Directors, these By-Laws may be amended, repealed, or altered in whole or in part by two-thirds affirmative vote of the voting members represented at a general membership meeting provided that written notice of the proposed changes shall have been sent to the entire membership thirty (30) days prior to the date of the general membership meeting.

ARTICLE XI. DISSOLUTION PROVISION

Dissolution of the organization shall be made effective by a two-thirds majority affirmative vote of all voting members who shall vote at a special meeting held for that purpose. Such notices will be sent to the general membership not less than thirty (30) days prior to the meeting.

In the event of dissolution, All of the remaining assets and property of the organization shall after necessary expenses thereof be distributed to such organizations as shall qualify under section 501(c) (3) of the Internal Revenue Code, or corresponding provisions of any subsequent Federal tax laws; or to the federal government, or to a state or local government for a public purpose.

ARTICLE XII. NON-INUREMENT PROVISION

No part of the net earnings of the organization shall inure to the benefit of any member, trustee, director, officer of the organization, or any private individual (except that reasonable compensation may be paid for services rendered to or for the organization), and no member, trustee, officer of the organization or any private individual shall be entitled to share in the distribution of any of the assets on dissolution of the organization.

ARTICLE XIII. RESTRICTIVE LEGISLATION PROVISION

No substantial part of the activities of the organization shall be carrying on propaganda or otherwise attempting to influence (except as otherwise provided by Internal Revenue Code section 501(h)) or participating in, or intervening in (including in the publication or distribution or statements), any political campaign on behalf of any candidate for public office.

ARTICLE XIV. RESTRICTIVE PURPOSES AND ACTIVITIES PROVISION

Notwithstanding any other provision of these articles, the organization is organized exclusively for one or more of the following purposes: religious, charitable, scientific, testing for public safety, literary, or education purposes, or to foster national or international amateur sports competition (but only if no part of its activities involve the provision of athletic facilities or equipment), or for the prevention of cruelty to children or animals, as specified in section 501(c)(3) of the Internal Revenue Code of 1954, and shall not carry on any activities not permitted to be carried on by an organization exempt from Federal Income tax under section 501(c)(3) or corresponding provisions of any subsequent Federal tax laws.

The above amended Constitution and By-Laws document is adopted this _____, by a vote of at least two-thirds majority of the membership in attendance and witnessed and signed by the Officers of the Alden Youth Baseball and Softball League.