

Richville Baseball and Softball Association

Constitution

Article 1-Name

The name of this Organization is "RICHVILLE BASEBALL AND SOFTBALL ASSOCIATION" and "RBSA"

Article 2-Purpose

The purpose of the Richville Baseball and Softball Association shall be to organize, create and manage through its members, a recreational and active program for area youth ages 5yrs-8yrs, to aid these children in developing athletic skills, a sense of community, good sportsmanship, and fair play.

Article 3-Articles of Incorporation

Section 1

The Richville Baseball and Softball Association is a non-profit organization originally chartered in 1963 under the laws of the State of Ohio.

Section 2

No elected officer or appointed committee chairperson of the Richville Baseball and Softball Association shall be paid for services performed in discharging the duties of his/her office. However, an officer or committee member may be reimbursed for reasonable expenses incurred in the discharge of duty authorized association business.

Section 3

This organization shall operate on a fiscal year with the first of October being the first month of the new year. The terms of the office shall run for two (2) year terms expiring as follows: President, Secretary and Co-Treasurer on odd years; Vice President and Treasurer on even years. Nominations for officers shall be submitted in August with voting in September. A person completing an elected term can run for two (2) more consecutive terms in the same position.

Article 4-Membership

Any adult, parent and/or guardian is eligible for membership in the Richville Baseball and Softball Association providing he/she has interest in our youth program.

Article 5-Voting Rights

The Secretary shall keep an attendance book for all meetings. No person shall have voting rights until they are considered an "Active Member." To be an active member, the individual must be participating, on a regular basis, in the association as a manager, coach, team mom, committee chairperson or committee member and must attend three (3) league meetings.

To hold office, an individual must be considered an active member and have attended at least three (3) association meetings (including committee meetings) in the same year. All active members must have a yearly background check through Richville Baseball and Softball Association.

Article 6-Officers and Executive Board

Section 1

Officers should consist of a President, Vice President, Secretary, Treasurer and Co-Treasurer.

Section 2

The Executive Board shall consist of all elected officers and the immediate past President.

Section 3

No officer shall be eligible to serve more than two(2) consecutive terms in the same office. If the current Executive Board member decides to run his/her term in two consecutive terms, a vote will not be necessary for the Executive Board position if unopposed.

Section 4

The Executive Board shall determine the release of any and all players within the Richville Baseball and Softball Association along with the chairperson of the applicable committee.

Section 5

The Executive Board shall prepare applications to be sent to the area high school guidance counselors and select a committee of three(3) non-community members for the Richville Baseball and Softball Association Scholarship Award selection process.

Section 6

The Executive Board shall handle any and all grievances. Any problem(s) can be brought to the attention of any Executive Board member. The Executive Board will investigate the matter and make a determination of any appropriate discipline. Laws of

Article 8, as well as any additional policies regarding the handling of any grievance shall apply. All grievances must be put in writing or through email to an Executive Board member.

Section 7

The Executive Board shall be responsible for reviewing the proposed budgets of all Player and Functional Committees and prepare an overall budget for the Association taking into consideration the prior years finances and the needs of each submitting committees.

Section 8

The president and treasurer/co-treasurer cannot reside in the same household.

Article 7-Board of Directors

Section 1

The governing body of the Richville Baseball and Softball Association shall be the Board of Directors. The presiding officer at all transactions of the Board of Directors shall be the President of the Association or his/her designated representative.

Section 2

The Board of Directors shall consist of all elected officers, the immediate past President and all committee chairpersons.

Section 3

The Board of Directors will have a one thousand dollar (\$1000) spending capacity without the approval of the majority of the association. The Board of Directors shall act as the legal trust of and shall transact the business of the Association between annual meetings.

Article 8-Voting Procedure at Meetings

Section 1

All questions or motions discussed at Association meeting shall be decided by the majority of the votes cast.

Section 2

All officers' elections shall be decided by secret ballot.

Section 3

Nothing in the amendment shall preclude nomination on the floor.

Section 4

The executive board may appoint a person to an open position. Said person must meet Article 5 requirements.

Article 9-Meetings and Amendments

Section 1

A meeting date and time shall be determined by the Board of Directors following the annual election.

Section 2

Amendments of the Constitution and Bylaws shall be by a majority of the total eligible voting members.

Section 3

No amendment shall be passed until read before the members at the previous month's open association meeting.

Section 4

These Bylaws shall be reviewed annually by the Constitutions and Bylaws Committee.

Section 5

Robert's Rules of Order shall be the parliamentary procedure for all matters not specifically covered by this Constitution.

Bylaws

Article 1-Duties of the President (odd year)

- To preside at Association meetings and all activities
- To discharge the duties of his/her office as prescribed
- To decide by his/her vote all matters of dispute upon which the members of the Association are deadlocked
- To see that parliamentary procedure is followed during meeting of the Association
- To be ex-officio member of all player committees
- To appoint all members of special committees
- Sign legal documents on behalf of the organization as authorized by the board
- Consult regularly with committee chairpersons to receive their counsel and assure that committees are functioning efficiently and to keep the lines of communication open

-To act as park board representative and present the Association at all park board meetings and will have voting rights at all park board meetings. All business and rule changes of the park board will be reported at the Association's monthly meetings

Article 2-Duties of the VicePresident (even year)

- To discharge the duties of the President in his/her absence or disability
- To assist the President in any way possible
- To purchase trophies for all Association related needs
- To be ex-officio member at all function committee except the nominating committee
- To be responsible for the Association website by either personally maintaining it or enlisting the assistance of a qualified volunteer to update, edit and manage the site on a regular basis

Article 3-Duties of the Secretary (odd year)

- To preside over meetings of the Association in the absence of the President and Vice President
- To keep a true, up-to-date record of all proceedings of the Association
- To provide a copy of the previous meeting and minutes at each association meeting and to the Vice President for posting to the Association website
- To carry all correspondence of the Association
- To notify members of their election to an office, appointment to a committee or any disciplinary action that has been rendered against them
- To keep a copy of team rosters
- To keep records of all committee monthly reports and attendance

Article 4-Duties of the Treasurer (even year)

- To be responsible for the Association's accounting and preparation/filing tax paperwork
- To render the financial report of the Association at each regular meeting or at any time the President may request
- To pay out money only as directed by the Association
- To keep a ledger and an itemized list showing on the ledger all donations and credits and bills being paid to be checked by cancelled check and receipts
- To keep a ledger sheet for each months of the calendar year
- To balance the books at the end of the month
- To ensure that all check disbursements shall the signature of the president and/or that of the treasurer

Article 5-Co-Treasurer (odd year)

- To deposit all monies
- To report on deposits at meetings
- To issue purchase orders, no purchases will be authorized without a purchase order
- To gather, record and maintain all receipts collected from committee documenting any and all financial transactions

Article 6- League Organizer (formerly known as League Mom)

- To organize Association fundraiser's) each season
- To be responsible for establishing/operating/maintaining snack stand during all games and Association functions including manning, purchasing food/equipment, etc.
- To organize and manage Association events not considered "Special Events", this includes: Bingo schedule, Home Run Derby, Picture Day schedule, handing out pictures.
- To keep social media (website/Facebook) up-to-date with League information

Article 7-Quorum

The quorum at any meeting shall consist of not less than two(2) executive members and three(3) members for the organization to hold a meeting.

Article 8-Association Committees

1.) Player Committees

Each Player Committee (Hot Stove, Girls Softball, Closed League, Select Teams) will have one individual who is designated as the chairperson. The Chairperson shall be a member of the Board of Directors. The Chairperson shall be appointed and/or approved by the Executive Board of the Association.

Guidelines and responsibilities for every Player Committee is as follows:

- Committee shall consist of a minimum of four members which shall include, but not limited to, one representative from each team.
- No committee shall be comprised of more than 50% of membership from any one team in order to provide fair representation to all teams and participants
- Each member of the committee vote to be valid, a quorum of $\frac{2}{3}$ must be met. Should there be a tie, the President of the Association shall be the deciding vote.
- Each committee shall meet a minimum of once every two months. A written report of each committee meeting shall be provided to the Executive Board for presentation at the general monthly meeting and posted on the Association website. Attendance shall be taken at each committee meeting and presented to the secretary for determination of voting rights.

- Each committee must submit an annual budget to the Executive Board for the upcoming fiscal year, no later than one month prior to the annual meeting. This budget shall include but is not limited to the following items: Umpire fees, Marketing, Fundraising, Tournament fees, etc.
- Committee shall be responsible for contacting and working with the chairperson of the equipment committee for the equipment needs of their league and providing the equipment committee chairperson with a separate annual budget for the upcoming fiscal year's equipment needs no later than one month prior to the annual meeting.
- Any request expenditure which exceeds the approved committee budget for the season must be submitted to the Executive Board for prior approval.
- Each committee will be responsible for their own publicity. This can be done through local papers/stores/schools, radio announcements and the Association's sites (website/Facebook). All publicity must conform with the Constitution and Bylaws of the Richville Baseball and Softball Association and reflect the goals of the Association in providing a positive environment for local children and families.
- Each committee will also be responsible for providing their own way and means, equipment checklist of equipment issued to each team manager, monitoring and approving the fundraising events of their teams, ensuring each of their teams have sponsorship and ensuring that each team has the proper Association equipment in order to participate in the upcoming season.
- The committee chairperson shall attend all league meetings and shall carry a vote at such meetings on behalf of the Association.
- Each committee is responsible for establishing and presenting to the Executive Board the names, contact information and completed background check form to be turned in to the Executive Board for approval prior to that individual's participation (in any manner) within the association league or team. Each committee is responsible for ensuring that no individual is participating within the league without a background check being completed prior to their participation and reporting any such violations immediately to the Executive Board for possible disciplinary measures against the team manager.
- Each Committee is responsible for ensuring that its members, coaches, managers, team mom and/or representative for its committee or team within their responsibility, documents each and every financial transaction (incoming and outgoing) with a receipt. Each committee chairperson is required to provide one receipt book per team for such use. Such receipts shall be collected at each committee meeting and presented to the Co-Treasurer for retention.
- All expenditures intended to be submitted for reimbursement out of their team funds of the Association funds must have been pre-approved, in writing, by the committee chairperson as being within the approved policies, budget and guidelines of the Association and/or appropriate League prior to its submission to the Treasurer.

2.) Functional Committees

Each Functional Committee (Equipment, Nominating, Field, League Mom, Constitution and Bylaws, and Special) will have one individual who is designated as the Chairperson. The Chairperson shall be a member of the Board of Directors.

The guidelines and responsibilities for every functional committee is as follows:

- All functional committee members must have a background check yearly through Richville Baseball and Softball Association
- Hold at least one meeting every two (2) months
- Provide a written report to the Executive Board prior to every monthly meeting for presentation at the ASsocation meeting and for the inclusion on the Association website. Attendance will be taken at each committee meeting and turned into the Secretary for determination of voting rights.
- Provide an annual budget at least one month prior to annual meeting
- Consist of a minimum of five(5) individuals and a chairperson. The committee must consist of at least one representative from each age group (ex. TBall baseball/softball, 7/8U baseball/softball, 9/10U baseball/softball, 11/12U baseball/softball).
- The committee may be made up of no more than 50% of a single team
- Each member of the committee shall have one vote at each committee meeting. In order for a committee vote to be valid, a quorum of $\frac{2}{3}$ must be met. Should there be a tie, the President of the Association shall be the deciding vote.
- Each Committee is responsible for ensuring that its members, coaches, managers, team mom and/or representative for its committee or team within their responsibility, documents each and every financial transaction (incoming and outgoing) with a receipt. Each committee chairperson is required to provide one receipt book per team for such use. Such receipts shall be collected at each committee meeting and presented to the Treasurer for retention.
- All expenditures intended to be submitted for reimbursement out of their team funds of the Association funds must have been pre-approved, in writing, by the committee chairperson as being within the approved policies, budget and guidelines of the Association and/or appropriate League prior to its submission to the Treasurer.

****In addition to the general responsibilities of the committees as noted above, each committee has the following additional duties as further described below****

Section 1-Equipment Committee

- The equipment committee shall be responsible for purchasing and distributing all supplied equipment to the team manager.
- The chairman shall be responsible for maintaining a checklist of the equipment issued to each manager with the Association.

- The chairperson is responsible for compiling and presenting the budget for equipment, created from budgets provided to it by each Player Committee, to the Executive Board at least three (3) weeks prior to the annual meeting for review and approval.
- The committee must also maintain an inventory checklist of all items purchased, maintained, sold, traded, destroyed for each season in accordance to the budget.
- To maintain records on all equipment noting its condition/age/lifespan
- To mark all new equipment with the year purchased and RBSA in permanent marker where it cannot be visible during play
- To gather all issued Association equipment at the end of the teams designated season and to report any equipment that is missing/lost/damaged, etc. to the Executive Board
- The equipment manager shall ensure that each team is only distributed one(1) Manager shirt and no more than three(3) shirts for its coach/assistant coach. Any team wanting more than one manager and/or more than three(3) assistants are responsible for providing the Association with money to pay for additional uniforms/hats out of their own personal funds prior to the Association's purchase of such uniforms/hats.

Section 2-Nomination Committee

The nominating Chairperson, along with two additional members, shall nominate Association officers for election at the August meeting and will function, as required, to fill vacancies which may occur in elected offices until the term expires. The nominating committee report shall be presented at the August meeting. Nominations may also be made from the floor at the September meeting.

Section 3-Field Committee

- The purpose of the field committee is to maintain all fields within the Association to include but is not limited to lock boxes, drags, regulation of bases, backstops, fencing, sponsor banners, benches, tilling of fields and any maintenance issues of any associated fields to include equipment sheds.
- The committee shall consist of a minimum of seven individuals
- The committee will provide field supplies to all Association teams and maintain a checklist documenting the distribution of those field supplies
- To maintain an inventory of all equipment associated with its duties
- Submit a monthly report to the Executive Board for presentation at Association meetings and publishing to Association website
- To submit an annual budget to the Executive Board no later than one month before the annual meeting
- To inventory each field lock box for required equipment (bases, liner, liner machine, etc.) at the beginning and end of each season

Section 4-Constitution and Bylaws Committee

It shall be the responsibility of the chairman to consider and report to the Board of Directors on all matters referred to him/her. The committee is to review the Bylaws of the Association on an annual basis. The committee is to consist of a minimum of three(3) individuals.

Section 5-Special Events Committee

A Chairman for all special events voted on by the Association shall be appointed by the President. The members of the committee shall include but are not limited to the Board of Directors. This committee shall be exempt from the meeting requirements noted above and will be funded by the general Association budget.

Section 6-League Organizer Committee

The League Organizer (formerly League Mom) Committee shall include but is not limited to one representative from every team within the association (closed leagues, softball, and hot stove).

- To organize one Association fundraiser per season
- To be responsible for establishing/operating/managing the snack stand during all games and Association functions including manning, purchasing food/equipment, etc.
- To organize and manage Association events not considered "Special Events", this includes: Bingo schedule, Home Run Derby, Picture Day schedule, handing out pictures.

Section 7-Challenger Committee

The Challenger Chair shall include but is not limited to the responsibility for all teams and buddies in the Challenger League. Which will include the following:

- Ensuring fields are scheduled and prepared for games
- Work with standard teams to recruit buddies
- Recommend Managers and Coaches for the Challenger teams
- Coordinating Challenger player recruitment efforts
- Providing RBSA with an update on Challenger activities at each Board meeting
- Training and educating related to the Challenger League

Section 8

Any business outside normal league functioning must be approved by the Executive Board.

Section 9

Due to restrictions of a pandemic, elections will be postponed for 1 year. All sitting Board members will remain as elected.