

AYER-SHIRLEY YOUTH BASEBALL SOFTBALL BYLAWS

Mission Statement

The mission of Ayer-Shirley Youth Baseball Softball (ASYBS) is to provide an opportunity for children ages four through eighteen the opportunity to learn the fundamentals of baseball and softball and to facilitate their enjoyable participation in this activity.

Objectives include the development of positive social values and character traits, good citizenship, good sportsmanship, teamwork, physical and mental wellbeing, knowledge, appreciation, and interest in sports of baseball and softball. ASYBS strives to provide an equal opportunity to play at appropriate skill levels, with an emphasis on learning over winning.

Name

The name of the league shall be Ayer-Shirley Youth Baseball Softball, hereinafter referred to as "ASYBS", or the "League".

Location

The principal area of operation for ASYBS shall be in and about the towns of Ayer, Massachusetts, and Shirley, Massachusetts, but may extend into such areas as provided for by the State, Regional, and National Headquarters rules and regulations.

Governance

ASYBS is a private non-profit corporation that is not beholden to the operating rules of government/town organizations or any associated national baseball & softball organizations. The League shall be governed by a Board of Directors (known as the Board). The Board shall consist of a President, Vice President, Treasurer, Secretary, T-Ball Coordinator, Coach Pitch Coordinator, Mac League Coordinator, Babe Ruth Coordinator, Softball Director, Equipment Coordinator, Fundraising Director, and Concessions Coordinator, as well as any additional positions that a need arises for during the season.

All Board Positions last for a term of up to two years before needing to be revoted by the board during November elections. The board shall meet as needed to add/replace members of the board. For the purpose of the election, voting members shall include the current board members, each having a single vote. In the event of a contested position, the seated board member will abstain from that vote.

The Board shall be responsible for the operation of the League. A quorum of the Board shall consist of 5 members one of which must include either the President or Vice President. Board decisions shall be decided by a majority vote of Board members present at called meetings.

Board Responsibilities

The Board shall have the authority to;

- control the collection and expenditures of money.
- adopt rules and regulations for its own conduct.
- solicit contributions through fundraising and sponsorship.
- conduct the affairs of the League not in conflict with the Bylaws.
- establish a Code of Conduct for players, coaches, and spectators and take disciplinary measures if not followed.
- open and maintain financial accounts and records.
- select and approve all coaches of teams representing the League.

- approve the use of league owned equipment.
- reserve necessary field use.
- approved the design and purchase of uniforms for all teams.
- establish annually the league membership and registration fees for each playing level.
- make any changes and annually approve the Bylaws.
- remove any rostered coach or member from participation in any activities for the current year.
- immediately suspend any member without notice pending a hearing within 7 days.
- remove another member of the Board before their term is concluded. • make purchases on behalf of the league (see restrictions).

Board Meetings

To help maintain a vested interest in league operations and events a monthly Board meeting may be held. Board Meeting schedules may fluctuate based on need and season. Requests for non-voting members to speak to an agenda item or propose a new agenda item, must be submitted to the President and Secretary at least 2 business days prior to the scheduled meeting. All speaking requests must be approved in advance. The President can at their discretion allow a non-voting person to speak at a Board meeting without advanced approval. A special meeting of the Board may be called by the President or by three members of the Board for any purpose.

The Board may act without a meeting if a minimum of 5 board members can be contacted via email, including the President and Vice President, and agree on a proposed item. Any possible conflict of interest on the part of any member of the Board shall be disclosed to the Board prior to any votes taken.

Board Member Purchasing Power

Active members designated by the Board to make purchases on behalf of the league within the following guidelines:

- The President or Vice President may make purchases up to \$500 per month without prior board approval.
- All board members authorized with purchasing power (outside of the President & Vice President) may make purchases up to \$250 per month with approval from both the President & Treasurer.
- All other purchases must be authorized by a board vote.

After any purchase is made, a receipt must be presented at the next board meeting for authorization by the Treasurer and President in order to send a reimbursement check. Reimbursement checks may take up to 30 days to be received after being submitted.

Board of Directors

Section 1. The League shall be governed by a Board of Directors (the "Board"). The ASYBS Board of Directors shall consist of the following:

1. President
2. Vice President
3. Treasurer
4. Secretary
5. T-Ball Coordinator
6. Coach Pitch Coordinator
7. Mac League Coordinator

8. Babe Ruth Coordinator
9. Softball Director
10. Equipment Coordinator
11. Fundraiser Coordinator
12. Concessions Coordinator

Board of Director Duties

BOARD OF DIRECTORS

Responsibilities Include, but are Not Limited To

Assume full responsibility for the operation of the league.
Ensures that the league adheres to the rules, regulations, and policies of its affiliate leagues.

President	<p>Preside over all league meetings</p> <p>Fill in for President as needed.</p> <p>Represent ASYBS at affiliate league meetings. Responsible for all activities related to Player Development Assists Umpire Coordinator.</p>
Vice President	<p>Report on state of league finances.</p> <p>Pay league invoices</p> <p>Make deposits and withdrawals of league funds Distribute umpire money to coaches</p>
Treasurer	<p>Maintains league financial records, including bank statements, ledger, invoices and receipts</p> <p>Files required annual reports and taxes</p> <p>Have custody of the Articles, Bylaws, minutes and all other records of the League, apart from financial records. Maintain a current list of Board Members, Team Managers, Team Rosters, and Umpires.</p>
Secretary	<p>Keep an accurate record of the meetings and other activities of the League and the Board</p> <p>Transmit all records and correspondence to any person elected to succeed him/her in the office of Secretary Reviews and maintains content published on league Web site</p> <p>Maintain accurate list of action items.</p> <p>Coordinates annual review of board by-laws.</p> <p>Maintain accurate minutes of meetings</p> <p>Coordinate CORI and Safe Sport Documents</p> <p>Recruit & Assign coaches for teams</p>
T-Ball Coordinator & Coach Pitch Coordinator	<p>Assist coaches in roster creation</p>
Complete the annual renewal of the league charter. Obtain proper accident and liability insurance coverage for players and volunteers.	<p>Provide guidance and support to coaches</p> <p>Address parent questions and concerns</p>

Mac League Coordinator &
Babe Ruth Coordinator Softball Director

field. Coordinate game and practice schedules to avoid conflicts Assist in recruiting coaches and players for summer tournament play

Ensures that the league adheres to the rules, regulations, and policies of its affiliate leagues.

Represent ASYBS at affiliate league meetings. Responsible for all activities related to Player Development Assists Umpire Coordinator.

Organize player evaluations

Supervise division draft to ensure team balance Recruit & Assign coaches for teams

Provide guidance and support for coaches

Address parent questions and concerns

Ensure coaches are properly maintaining the field. Coordinate game and practice

schedules to avoid conflicts Coordinate CORI and Safe Sport Documents

Provide & collect team equipment bags each season. Purchase and maintain inventory for the league Advise board on any needed equipment

Maintain lost and found

Order uniforms (shirts and hats) from vendors

Receive and distribute uniforms to coaches

Maintain inventory of unused shirts and hats

Ensure proper first aid supplies are provided

to each team Coordinate fundraiser event(s)

for the league.

Determine sponsorship packages and pricing with input from Board of Directors

Maintain list of names and contact information of prior sponsors

Works with Board of Directors and volunteers to solicit local businesses for sponsorships

Submit donation proposal if required by

sponsor Coordinate printing of field banners

with sponsor logos Coordinate with uniform

vendor for placement of sponsor logos on uniforms

Arrange for hanging and removal of sponsor

banners Purchase food and drinks and stock

shacks as needed, per purchasing policy

Keep inventory of items

Equipment Manager

Fundraiser Coordinator Concessions

Coordinator

Ensure coaches are properly maintaining the field. Coordinate game and practice schedules to avoid conflicts Organize player evaluations

Supervise division draft to ensure team

balance Recruit & Assign coaches for teams

Provide guidance and support for coaches

Address parent questions and concerns

Ensure coaches are properly maintaining the

Determines and posts price lists

Maintain cash boxes with adequate change for shacks
Clean and close snack shacks at end of year
Maintain keys / lock codes for shacks
Ensure snack shacks are staffed for all home games.
Ensure BOH requirements are followed

Resignation / Removal

Any Board Member may resign at any time upon written notice to the President and/or Board. Any Board Member, including President, may be removed by a vote of at least two-thirds of the Board members present in the event of acts or omissions committed by such member is detrimental to the objective of the League.

Prior to any such vote of removal the Board member in question shall receive notice of the pending vote and a chance to be heard at a regular or special Board meeting. The affected Board member shall not be granted a vote with respect to his/her proposed removal.

Vacancies

In the event of a vacancy due to resignation or removal of a Board Member, the President shall appoint a new member to fill such vacancy, provided that the Board may continue to exercise all its powers and functions until such vacancy(ies) are filled by appropriate candidate(s).

Meetings

Annual Meeting

ASYBS shall hold an annual meeting of Board members and volunteers in the month of January of each year, at a place and time to be determined by the Board. The annual meeting is intended to provide an overall update on the League including strategy, improvements, and financials. Coaches and player parents are invited to attend.

Regular Meetings

ASYBS shall hold regular monthly Board meetings at least once per month throughout the calendar year at a place and time to be determined by the Board. The intent of the monthly meetings is to execute the regular operations of the League. The Board may, at its discretion, exclude non-Board members from the regular monthly meetings.

Amendments

These Bylaws may be amended by a vote of at least one half of the Board.

Notice

Any notice required under these Bylaws may be provided by electronic means such as email or text message.