

St. Clair Shores Baseball - Softball Association Constitution & By-Laws



www.scsbsa.com

P.O. Box 314, St. Clair Shores, MI 48080

***“Teach them to play by the rules and they’ll learn
to live by the rules”***

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I. CONSTITUTION

A. ORGANIZATION

1. The organization herein described is called the St. Clair Shores Baseball / Softball Association (the association).
2. It shall consist of an Executive Board and Division Directors.
3. The address of this association shall be:
SCSBSA, P.O. Box 314, St. Clair Shores, MI 48080.
4. This association shall be incorporated under provision of the corporation laws for the State and Federal Government and shall remain so forever.
5. The St. Clair Shores Baseball / Softball Association is a Non for Profit, Non-Political, Non-Discriminatory Organization.

B. PURPOSE

1. The Association is organized for the purpose of promoting an organized amateur baseball and softball program for the mutual benefit and enjoyment of the players, managers, coaches, teams and spectators, and the furtherance of class, sportsmanship and recreation, complete with proper equipment, facilities and goodwill between the teams and the community.
2. The Association will establish communications with the Department of Parks and Recreation; The City Council; The various school administration, and residents of the city for the purpose of working towards improving facilities and general understanding.
3. The Association will establish the following:
 - a. Standard age groups.
 - b. Standard playing rules.
 - c. Standards for field conduct.
4. Other than joint debt, all expenditures must have the approval of the executive board and joint debt is to be construed as meaning normal operational expense.

C. AUTHORITY OF THE ASSOCIATION

1. The Association has been given full authority by the St. Clair Shores Parks and Recreation Department to manage all aspects of the youth baseball and softball programs in St. Clair Shores.
2. The youth baseball and softball programs will be operated within the City of St. Clair Shores.
3. The Association Executive Board has the authority to intervene in any decision, should there be a complaint of a sufficient nature to warrant same. Whatever action deemed necessary, including auditing of financial records, will be taken. It is understood that the term "Complaints of a Sufficient Nature" refers to numerous and repeated rather than from one or two disgruntled individuals. Prior to such action, every effort must be made to have the division in question solve its own problems.
4. The Association Executive Board and /or the Recreation Department has the authority to issue suspensions to any person(s) that do not comply with any of the rules, regulations and guidelines as set forth in the Constitution and By-Laws and/or Rules of The Association and/or

Recreation Department. Any person wishing to appeal a suspension may do so in writing The Association and/or Recreation Department, at which time a hearing by neutral parties would be granted. This hearing would determine the suspension status.

D. MEMBERSHIP

1. The Association consists of all existing youth baseball and softball leagues established under the auspices of the St. Clair Shores Parks and Recreation Department as of January 4, 1973.
2. Non Voting Membership
 - a. The members of this association shall consist of managers and coaches interested in being a member of the association involved and parents or guardians of youngsters duly and legally enrolled in the program and interested adults.

E. VOTING

- I. Each Executive officer shall have one vote. If an impasse is reached after three (3) re-votes, the president of the association shall cast the tie-breaking vote on all matters except elections.
- II. In a general election, managers in good standing may vote. In such as an executive board member can not be present due to extenuating circumstances, a pre-designated alternate shall be available to cast the vote for the absentee officer. The pre-designated alternate shall represent only one absentee.
- III. For the purpose of voting on any matter, including election of officers, a quorum of two-thirds will carry.
- IV. Tie votes in elections will be subject to re-votes to break the tie. If the impasse is reached after three (3) re-votes, the President, along with both Vice-Presidents, will cast the tie-breaking vote.
- V. Only members in good standing shall be eligible to vote on any matter before the membership. Members in good standing shall be executive board members, directors and/or managers. Once officially appointed to a position, meetings are considered mandatory. In order to remain in good standing and have voting privileges, no more than two (2) scheduled meetings can be missed per season. Executive Board Members are considered members in good standing unless otherwise voted upon by the entire Board.

F. EXECUTIVE BOARD

- I. The Executive Board shall consist of the following:
 - a. President
 - b. Vice President Baseball
 - c. Vice President Softball
 - d. Treasurer
 - e. Secretary
 - f. President Pro-Tem
 - g. Registrar
 - h. Equipment Directors – (2)
 - i. Commissioner Baseball
 - j. Commissioner Softball
 - k. Commissioner Federation
 - l. Commissioner Travel Fastpitch

- II. The Executive Board will meet prior to each general membership meeting to review association matters and to prepare the agenda for the next general membership meeting.
- III. The primary purpose of the executive board is to act as the governing body of the association and to provide direction of the various divisions of baseball and softball.
- IV. Any action taken by the executive board must be reported fully to the general membership at the first regularly scheduled meeting following such action.
- V. The executive board will interpret the Constitution and By-Laws for clarification in matters of dispute.
- VI. The executive board has the authority to change or rule on any By-Laws that would benefit the association. Changes must be in writing and given to each executive board member before adoption.
- VII. Shall organize joint activities that relate to the association as a whole.
- VIII. The term of office for all executive board members and officers shall be one (1) year from October 1 to September 30 of each year.
- IX. Select Managers for baseball tournament teams.
- X. Make final approval of travel fastpitch and federation managers as recommended by the respective commissioner.

G. EXECUTIVE OFFICERS

- I. The following Executive Board Officers will be nominated at the regularly scheduled August Meeting and elected at the regularly scheduled September meeting. Newly elected officers will take office in October of that year. Nominations may also occur prior to the election during the September meeting.
 - a. President
 - b. Vice President Baseball
 - c. Vice President Softball
 - d. Treasurer
 - e. Secretary
 - f. President Pro-Tem
 - g. Registrar
 - h. Equipment Directors – (2)
 - i. Commissioner Baseball
 - j. Commissioner Softball
 - k. Commissioner Federation
 - l. Commissioner Travel Fastpitch

II. BY-LAWS

A. DUTIES OF THE EXECUTIVE BOARD OFFICERS

1. PRESIDENT

- a. Will preside over the general membership and executive board meetings.
- b. Is responsible for managing the association in a smooth and orderly manner.
- c. Will see that the association is properly represented in all public matters and/or represent the association at all outside functions and activities.
- d. Must approve all expenditures and, when available will sign all checks.
- e. May appoint as many standing or “ad hoc” committees as necessary.
- f. Before leaving office or before beginning a new term shall reconcile the financial records of the association and report his findings to the membership at the general meeting following his leaving office or the election.
- g. Shall call meetings of the executive board and association at such times he may deem it advisable to do so.
- h. Shall serve as the liaison person between the St. Clair Shores Parks and Recreation Department and the association.
- i. Shall be responsible for the election at the annual election of officers meeting.

2. VICE PRESIDENTS

- a. Will conduct general membership and executive board meetings in the absence of the president. They will assume the presidency in the event of dismissal, permanent or temporary absence of the president.
- b. Will be available for any duties assigned by the president.
- c. Shall have the authority to approve expenditures and sign all checks in the absence of the president.
- d. Will work with the executive equipment director in maintaining inventory of all uniforms and equipment and shall make necessary equipment orders in the absence of the executive equipment director.
- e. Will act as liaison between the president, commissioners and division directors of baseball and softball.
- f. Shall be a member of the Protest Tribunal.

3. TREASURER

- a. Will be responsible for keeping accurate financial records of the association, and will make them available when requested. He/she will maintain a bank account in a local banking institution that is protected by the F.D.I.C. and will be involved in all financial matters. He/she will also keep the president apprised of all transactions and receipts.

- b. Has the authority to sign all checks along with the president and vice presidents. In the event two or more officers are members of the same family or live in the same household, the president shall appoint another board member to sign checks.
- c. In the event of the permanent absence of the president and vice presidents, the treasurer will become the acting president until the first general membership meeting following the permanent absence of the president and vice presidents at which time the treasurer will preside over the election of the new president and vice presidents.
- d. In the event of the dismissal of the president and vice presidents at a general membership meeting, the treasurer shall temporarily assume the presidency and immediately preside over the election of the new president and vice presidents.
- e. Will obtain the necessary health/accident and liability insurance provided for participants of the association. The treasurer will be responsible for running all aspects of the health/Accident and liability program.
- f. Shall pay out money as the association may require upon the order of the executive board.
- g. Shall submit a written financial report at each executive board meeting for each member of the board.
- h. Shall perform in addition such other duties as may be assigned by the president.
- i. Shall use a voucher and pre-numbered receipt system for all transactions.
- j. Make payment to vendors upon verification of received goods.

4. SECRETARY

- a. Is responsible for recording minutes of all meetings, and will send copies to all officers within one (1) week of the next scheduled meeting.
- b. Duties of succession shall be exactly as those of the treasurer's with the exception that the secretary follows the treasurer.
- c. Will be responsible for the proper notification to the officers of all meetings.
- d. Will be responsible for publishing a current roster of the association officers.
- e. Shall prepare the executive board ballots for the election meeting.
- f. Shall record all roll call voting.
- g. Shall keep attendance records of all executive board and general membership meetings.
- h. Shall attend to the filling and receiving of all notices of the association including executive meetings.
- i. Shall receive all amendments to the Constitution and By-Laws submitted for consideration and voting by the new board.
- j. Shall retain all records of the association such as newspaper publicity, historical records, financial reports, etc.
- k. Shall help with the treasurer and registrar to coordinate registration.

5. PRESIDENT PRO-TEM

- a. Shall assist the president in any area the president assigns.
- b. Shall be responsible for public relations.
- c. Shall be responsible for getting notice of the registration published in the local newspapers.
- d. Shall be in charge of getting registration flyers printed and distributed to all the St. Clair Shores schools.
- e. Shall be responsible for the coordination of all fund raising activities.

6. REGISTRAR

- a. Shall be responsible for collecting all registrations. Recording them in a database and turning all monies over to the treasurer for deposit.
- b. Shall be responsible for setting dates for walk-in registration with the St. Clair Shores Parks and Recreation Department.
- c. Shall answer all registration inquiries.
- d. Shall be responsible for all aspects of registration, making sure registration forms are mailed out early in January and mailing out any call in inquiries.
- e. Shall be of assistance as needed to the treasurer.
- f. Shall perform all other duties as assigned by the president or treasurer.
- g. Shall keep accurate figures of total numbers of registrations.

7. EXECUTIVE EQUIPMENT DIRECTOR

- a. Shall appoint at least one (1) assistant equipment manager to assist in the operation of the equipment director duties.
- b. Shall submit an annual status report (equipment on hand, replacement needed and repairs to be made) to the board by the November executive board meeting.
- c. Shall work directly with the vice presidents.
- d. Shall submit a proposed annual equipment budget for uniforms and equipment no later than the January executive board meeting.
- e. Shall submit a final equipment budget for all expenditures involving equipment and uniforms.
- f. Shall secure no less than three (3) bids on all large quantities of uniforms and equipment etc.
- g. Shall determine quantities for new equipment and uniforms needed based on that years registration.
- h. Shall hand out equipment with the division commissioners and directors not less than two (2) weeks prior the opening of spring practice.
- i. Shall hand out uniforms with the division commissioners and directors two (2) to three (3) weeks prior to the opening game season.
- j. Shall collect and place in storage at the association equipment room, all equipment and uniforms with the division

commissioners and directors two (2) weeks after each division has finished its season.

- k. Shall inventory all teams with proper and complete equipment to be handed out with the division commissioners and directors.
- l. Shall be responsible for ordering all equipment and uniforms from appropriate vendors.

8. DEPUTY COMMISSIONERS BASEBALL AND SOFTBALL

- a. Shall be the chief officer of their respective leagues and resolve all differences and problems before submitting them to the executive board.
- b. Shall be responsible for the organization and operation of their respective leagues.
- c. Make appointments to fill all vacancies of all personnel in their respective divisions.
- d. Oversee practice field assignments with cooperation of the Recreation Department.
- e. Oversee all respective drafts.
- f. Shall be the chairperson for the awards committee for the September Manager's Appreciation Meeting.
- g. Shall be a member of the protest tribunal.

9. DEPUTY COMMISSIONERS FEDERATION AND TRAVEL FASTPITCH

- a. Shall be the Chief Officer overseeing the baseball federation and travel fastpitch teams sponsored by the association, resolve all differences and problems before bringing them to the executive board.
- b. Shall submit recommendations for federation and fastpitch managers for the following year at the July executive board meeting.

B. DUTIES OF DIVISION DIRECTORS

1. This position is appointed by a commissioner but approved by the Executive Board.
2. Shall be directly responsible for the organization and operation of their playing division.
3. Shall be responsible for distribution (draft) of players.
4. Be responsible to the respective commissioner.
5. Shall appoint all team managers in accordance with the guidelines established by the executive board.
6. Be responsible for assisting the Executive Equipment Director with the distribution and collection of equipment from all team managers in their division. They are responsible for getting all uniforms and equipment turned in to the equipment director.
7. Are accountable to the executive board for the use of all equipment in their division. If equipment is being misused, it should be brought to the attention of the manager and executive board.
8. Shall be a member of the protest tribunal when the protest is in their respective division.

C. DUTIES OF MANAGERS

1. A manager must be at least 18 years of age prior to the start of the scheduled season.
2. Any changes in the management of a team must be filed in writing with the executive board, presenting the new manager's name, address, phone number, and email within five (5) days of the change.
3. Managers shall neither arrange nor allow their teams and/or players to engage in any games other than those scheduled by the recreation department unless approved by the association. For recreational teams, no scrimmage games may be played outside the association without prior approval from the association.
4. A game cannot be played unless the manager, adult coach, or a duly approved adult representative is on hand to manage the team. The penalty may be forfeiture of the game.
5. The manager must be responsible for maintaining good conduct and sportsmanship among all players, coaches, parents and other spectators associated with the team.
6. Shall always display good sportsmanship.
7. Shall be responsible for obtaining, verifying and maintaining the roster of players on their team.
8. Are required to have a copy of their team's roster, as submitted to the association, at all games. Managers, upon request, shall present any and all members of their team for the purpose of inquiry or identification.
9. Shall appoint coaches and a scorekeeper.
10. Shall be responsible for all communications with the team such as practices, instructing players, rules, game scheduling etc.
11. Be responsible for reporting scores, ratings and ejected persons to the division director.
12. Be the only person on their team to question an umpires ruling. Judgment calls are not subject to protest.
13. Be responsible for turning in all equipment issued to the team within two (2) weeks after the close of their season.
14. Be responsible for making sure that equipment is not misused or abused. (Example: throwing of helmets)
15. Be responsible for their team playing rescheduled games.
16. Report to the division director any players who have quit their team.
17. Be responsible for ejected coaches, players, parents and any spectators connected with their team who are to leave the field or park upon the request of the umpire.
18. Be responsible for all of their players wearing all issued equipment. Violation shall make the game subject to protest.
19. Turn into the division director immediately after the game the names of any opposing manager, coach, parent or spectator who had been ejected for the game.
20. Each manager and coach must be familiar with these rules and regulations. Failure to do so does not constitute excuse for any violation. It is the manager's responsibility to inform parents of all rules

and regulations and the parent's responsibility to keep the same when they sign the player's contract.

D. GENERAL

1. The association will collect fees as required to provide insurance and cover playing expenses.
2. All funds, excluding fees, must be obtained by voluntary contributions.
3. All officers, upon retiring from office or otherwise being removed shall deliver all accounts, record books, papers or other property belonging to the association to the president within thirty (30) days.
4. It is hereby agreed that if the association should dissolve, any funds or assets of the association at that time would revert to the Recreation Department of the City of St. Clair Shores.

E. AMENDMENTS OF CONSTITUTION AND BY-LAWS

1. All amendments to the Constitution and By-Laws shall be presented at the first general membership meeting and approved by two thirds (2/3) of the voting members. Any proposed amendments shall be submitted in writing to the executive secretary at least thirty (30) days prior to the meeting. The proposal must refer to the section and article affected. In addition, the intent of the proposed change must accompany, in writing, the proposal. All discussion on the amendment shall not deviate from the original intent of the amendment as stated. Constitution and By-Laws changes presented at any special meeting must be voted on by the next meeting. All changes must be submitted to the executive secretary.

F. MEETINGS

1. The specific time and place of all meetings shall be determined by the president, with one meeting scheduled for January through November (December meeting optional) for the executive board within the last week of the month. General membership meetings will be scheduled for March through September within the first week of each month.
2. At least one week prior notice must be given for regular meetings.
3. All meetings shall be conducted under "Roberts Rules of Order".
4. A majority of the executive board shall constitute a quorum for the transaction of business.
5. A special meeting of the association may be called at any reasonable time by the executive board at their discretion or by written petition. A special meeting may not be held for the purpose of adopting changes and/or amendments to the Constitution and By-Laws.
6. All protests shall be handled by a protest tribunal consisting of the respective vice president, commissioner and affected division director.

G. DISCHARGE AND SUSPENSION

1. The executive board shall have the authority by vote to discharge or suspend division directors, managers, coaches, and participants for neglect of office, misconduct, or other cause as the executive board may consider sufficient.
2. Executive Board
 - a. A special meeting of all executive board members is required to discharge or suspend a member of the executive board for neglect of office, misconduct, or other cause as the executive board may consider sufficient.
3. The appeal policy for suspensions is as listed under Section C Item 4 of the Constitution.

H. RECALL OR DISMISSAL OF ASSOCIATION OFFICERS

1. Any officer of the association may be recalled or dismissed by a majority of the quorum required for election, provided it is done at a regular general membership meeting.

I. VACANCIES

1. Vacancies on the executive board or division directors shall be filled by a majority vote of all executive board members and each person so elected shall be an executive board members or division director until his/her successor is elected by the membership at the next election of officers meeting.

J. COMPENSATION

1. No member of the association shall receive any salary for services. Legitimate expenses incurred on behalf of the association shall be reimbursed after approval of the executive board. Requests for reimbursement of expenses must be submitted in writing, with receipt, if possible, prior to the next scheduled executive board meeting.

K. INDEMNIFICATION

1. The association will indemnify to the fullest extent authorized or permitted by law any person and his/her heirs and legal representatives, who is made or threatened to be made a party to any action, suit or proceeding whether civil, criminal, administrative or investigative, by reason of the fact that such person is or was an officer, director, manager, coach, or agent of the association or serves any other enterprise at the request of the association.

L. RULES COMMITTEE

1. The chairman of the rules committee shall be appointed by the president and consist of the vice presidents and deputy commissioners. The purpose of this committee shall be to review and make recommendations to the executive board for the forthcoming season. Any rule or rules changes must have the executive board approval. It shall be the responsibility of the executive board to publish and distribute these rules.

M. REGISTRATION

1. Registration must be held at the discretion of the executive board. It shall last a minimum of two (2) days at convenient locations throughout the city. Notice of registration will be published widely at least one (1) week in advance. Late registration will be held within three (3) weeks following regular registration. All board members will participate in the registration. All players signed up after registration must be turned in to the appropriate division director for placement on a team. Under no circumstances can any manager sign up a player for his own team.