

Barlow Junior Baseball Association By-Laws and Constitution

Adopted September 1, 2014

ARTICLE 1-NAME

1.1

The organization shall be known as the Barlow Junior Baseball Association and shall be open to all who wish to participate in its activities. Hereinafter in this document, the Barlow Junior Baseball Association shall be referred to as the "Association". The Association is and shall be a non-profit organization.

1.2

This organization is organized exclusively for charitable purpose within the meaning of section 501(c) (3) of the Internal Revenue Code.

1.3

Notwithstanding any other provision of these Articles, the organization shall not carry on any other activities not permitted to be carried on by an organization exempt from Federal income tax as an organization described in section 501 (c) (3) of the Internal Revenue Code (or corresponding section of any future federal tax code).

ARTICLE 2-OBJECTIVE

2.1

The objective of the Association shall be to provide continuing spring/summer/fall T-ball and baseball programs for students of, but not limited to, the Gresham-Barlow and Oregon Trail School Districts and to provide the ideals of good sportsmanship and integrity in all aspects of the program.

2.2

The objective will be achieved by providing supervisors who shall bear in mind that they are responsible for the attainment of excellence in all areas, but are not limited to the development of athletic skills or to the winning of games.

2.3

The Association is responsible to provide fair and equal practices and game schedules for all league teams.

2.4

The Association is a member of Clackamas County Junior Baseball Association, which schedules our league rotation games.

2.5

Clackamas County Junior Baseball Organization has posted on their website a format for running their board meetings. The Association will be running scheduled meetings in the same format.

ARTICLE 3-GOVERNMENT

3.1

The government of the Association shall be under the supervision of the Executive Board. This Executive Board shall have a membership of a President, Vice President, Secretary/Records Manager, Treasurer, Equipment Manager, District Representative, Field Scheduler/Umpire Manager, Sponsorship/Fundraiser Coordinator, Uniform Coordinator, Safety Officer, Lower-Level Team Liaison, Communications Coordinator, Field Supervisor, and Events Coordinator. The Association shall, at its discretion, have the option of combining or separating any position.

3.2

With the exception of the President and Vice President, the aforementioned Executive Board shall be elected annually for a one-year term. The President and Vice President shall be alternately elected every two years for a two-year term. The first two-year Vice-President term shall be for the 2015-16 seasons, and the first two-year President term shall be for the 2016-17 seasons. These officers shall be installed on or prior to January 1 of each year.

3.3

Any openings occurring in the Executive Board through resignation or dismissal shall be filled at the next regularly scheduled meeting by a majority vote of the Association members present.

3.4

The duties of the officers of the Executive Board shall be as follows:

1. President:

- Presides over regularly scheduled meetings.
- Delegates duties and organizes committees as he or she deems necessary.
- Administers coach selection process.
- Oversees all coaching activity, including addressing any formal complaint about a coach.
- Assists Vice-President with team formation.

2. Vice-President:

- Assists the President in all areas of responsibility.
- Presides over meetings in the absence of the President.
- Administers annual player evaluations.
- Oversees all player activity, including addressing any formal request or complaint from a player's parent or guardian.
- Administers team formation process with assistance from President.

3. Secretary/Records Manager:

- Takes accurate minutes at all regularly scheduled meetings.
- Distributes copies of minutes to all Board members prior to the next scheduled meeting.
- Maintains Association database.
- Secures registration paperwork and information for all players at the start of new season.
- Creates Association reports and rosters for coaches and for the District Representative.
- Checks Association PO Box for league mail.

4. Treasurer:

- Keeps accurate records of all money transactions.
- Responsible for all disbursement of Association money.
- Submits a financial report to the Membership at each regularly scheduled meeting that includes, at minimum: beginning balance, itemized summary of all income, itemized summary of all expenses, and current balance.
- Responsible for filing taxes each year and submitting them to tax accountant.
- Responsible for filing changes in Association By-Laws to IRS.

5. Equipment Manager:

- Inventories all player and team equipment prior to season.
- Secures any additional necessary player and team equipment prior to season along with accurate receiving paperwork.
- Disburses all player and team equipment at the beginning of season to coaches.
- Secures all player and team equipment from coaches at the end of season.
- Reports any damaged or lost player and team equipment to the Executive Board.
- Arranges secure storage of player and team equipment in the off-season.

6. District Representative:

- Attends all Clackamas County Junior Baseball Association meetings.
- Reports on those meetings to the membership at regularly scheduled meetings.
- Responsible for submitting all required paperwork to the Clackamas County Junior Baseball Association.
- Assists President and Vice-President with addressing any formal complaint related to a coach or a player.

7. Field Scheduler/Umpire Manager:

- Works with Field Supervisor to identify which fields are to be used for each team's games and practices.
- Reviews CCJBA schedules and identifies field conflicts. Supervises coaches' rescheduling of games due to field conflicts, inclement weather, or other reasons. Keeps a master schedule of all league games for all levels. Forwards updated

master schedule to President and Communications Coordinator on a weekly basis.

- Supervises coaches' scheduling of practices on league fields.
- Creates and maintains a list of umpires for league games throughout the season. Distributes list, with contact information, to all coaches. Ensures that all umpires meet CCJBA certification requirements.
- Schedules umpires for all league games. Distributes umpire schedule, with assignments, for each team to the Head Coach prior to the start of league games. Regularly updates team schedules as games are rescheduled and the season progresses.
- Tracks umpire time and submits to Treasurer for correct pay.

8. Sponsor/Fundraising Coordinator:

- Contact local businesses who may be interested in sponsoring the Association.
- Represents Association at Gresham Chamber of Commerce events and functions.
- Creates banners for sponsorship appreciation.
- Administers and supervises team photos.
- Responsible for developing and managing all fundraising efforts.

9. Uniform Coordinator:

- Creates and manages a process for ordering uniforms for each age level's needs.
- Secures uniform ordering information for each player and coach, or assists uniform supplier with securing the information.
- Receives all uniform materials from uniform supplier, including accurate receiving paperwork, and disburses to coaches prior to first league games, or Jamboree event, whichever comes first.
- Creates and manages a process for ordering fanwear. Works with fanwear supplier and Sponsor/Fundraising Coordinator to administer program.

10. Safety Officer:

- Creates awareness through education and information, to provide a safe environment for all Association members.
- Distributes safety information to all participants.
- Defines a process to ensure that all incidents are recorded.
- Secures Association insurance and works with coaches on insurance-related matters and inquiries.

11. Lower-Level Team Liaison:

- Represents and forwards the interests of the T-Ball and Maverick levels.
- Assists President with coach selection for T-Ball and Maverick levels.
- Assists Vice-President and President with team formation for T-Ball and Maverick levels.
- Identifies and coordinates scheduling with neighboring baseball associations.

- Promotes development of T-Ball and Maverick programs.

12. Communications Coordinator:

- Maintains Association websites, including working with Secretary/Records Manager to ensure that all player registration information for website registrants is collected, and working with Treasurer to ensure that all website revenue is properly accounted for.
- Sends out all Association broadcast emails.
- Maintains Association Social Media accounts.

13. Field Supervisor:

- Identifies and secures use of necessary fields.
- Supervises maintenance of all fields and facilities.
- Secures equipment and materials for all fields, including portable restrooms.
- Receives equipment and materials for all fields, including accurate receiving paperwork.
- Disburses equipment and materials for all fields.

14. Events Coordinator:

- Plans and supervises Association Jamboree.
- Plans and supervises any Association-hosted tournaments.
- Plans and supervises any additional league-wide events.

15. Coordinators as appointed by the Board: To supervise the dealings of the area of assignment and report to the Executive Board. Not a recognized Board position.

1. Special Projects
2. T-Ball Coordinator
3. Maverick Coordinator
4. Midget Coordinator
5. Junior Coordinator
6. Senior & Cub Coordinator
7. Fall Ball Coordinator
8. Team Picture Coordinator
9. Tournament Coordinator
10. Concessions Coordinator

ARTICLE 4-MEETINGS

4.1

Meeting Types: There shall be two types of meetings: the Executive and the General. In the Executive meeting, Board members shall be present. Any additional parties to any parts of Executive meetings are at the discretion of the Board. General meetings are open to anyone who has an interest in promoting the purposes of JBO, CCJBA, and BJBA.

4.2

Regularity: The Board shall hold general meetings about every calendar month. The regularity of General meetings will fluctuate depending on the time of the year. The Board reserves the right to hold Executive meetings.

4.3

Quorum: A majority of the Board members must be present for a quorum to be constituted. A meeting can take place without a quorum. However, no transaction of business shall be taken without a quorum. Board members may vote in proxy. The respective Board member must have their view written or typed. The proxy vote shall not be counted unless an original signature is on the document per Article 5, Section 5.3.

4.4

Meeting Order: The issues at hand shall dictate Executive meetings. Board members are free to express opinions and vote on issues intended to govern any aspect of BJBA activity as deemed necessary. The General meetings shall have, but are not limited to, the following format:

- Meeting Called to Order
- Roll Call
- Report of Secretary
- Report of District Representative
- Treasurer's Report
- Resolution of Outstanding Business
- General Communications
- New Business
- Questions and Answers
- Next Meeting Date Confirmation
- Adjournment

ARTICLE 5-VOTING

5.1

Majority Vote: All issues that are to be voted upon in an Executive or General meeting shall be decided by a majority vote. Any deviation from a majority vote must be specifically outlined in the By-Laws of BJBA. Should a vote end in an equal number of votes, the President shall cast the deciding vote.

5.2

Executive and General Meeting voting: Each member of the Board shall have one equal vote. Proxy voting shall be allowed for an Executive or General meeting. Any Board member choosing to vote in proxy must have their position in written or typed format. The proxy vote must be signed with an original signature. The only exception for not having an original signature is electronic correspondence that is known and understood to be the respective Board member's identification. Should a non-Board member be present at an Executive or General meeting, no voting rights shall be granted.

5.3

Electronic Voting: Board members do not have to hold meetings to decide on issues governing BJBA. Board members may communicate through various electronic means. This includes but is not limited to email, telephone, and cell phones. Board members may discuss issues and cast a vote via electronic means. Proxy electronic voting rules shall be in concurrence of Article 5, Section 5.2 of these By-Laws.

5.4

Action Without a Meeting: Any action required to be taken or which may be taken at a meeting of the Board may be taken without a meeting. Any action taken without a meeting must be made known at the next General meeting.

ARTICLE 6-MEMBERSHIP

6.1

Membership is open to all boys and girls meeting Junior Baseball Organization (JBO) guidelines age 5 through 15 as of August 1 of the current year.

6.2

Copies of birth certificates are required to verify age.

6.3

Scholarships are available to children in need of financial assistance.

ARTICLE 7-FINANCES

7.1

This Association is a non-profit organization.

7.2

Fundraising will be conducted by all teams to help fund the cost of team equipment and field maintenance.

7.3

Upon the dissolution and winding up of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to a non-profit fund, foundation or corporation organized and operated exclusively for the purposes specified in section 501 (c) (3) of the Internal Revenue Code and which has established its tax-exempt status under that section.