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## **Article I. ORGANIZATION**

### **Section I.01 NAME**

The name of this organization shall be the BRIGHTON YOUTH BASEBALL ASSOCIATION, abbreviated BYBA, hereinafter referred to as the Association.

### **Section I.02 PURPOSE**

The purpose of the Association is to sponsor and promote a junior baseball program in the Northwest area of Adams County, Colorado, and in so doing strive to promote physical fitness, mental alertness & awareness, good morals and citizenship among the youth. The Association will be operated as a part of the Jefferson County Junior Baseball league, hereinafter referred to as the League.

### **Section I.03 NON-PROFIT AND NON-STOCK CORPORATION**

The Association shall be operated as a non-profit corporation in accordance with the laws of the State of Colorado. The private property of the members of the Association shall not become liable for the debts of the Association. The Association shall be a non-stock corporation, and no dividends or pecuniary profits shall be declared or paid to the members thereof.



#### **Section I.04 DISSOLUTION OF ASSOCIATION**

In the event of dissolution of the Association, its then net assets and monies shall be transferred as determined by a committee elected by the membership.

### **Article II. MEMBERSHIP**

#### **Section II.01 MEMBERSHIP**

Membership in the Association shall be comprised of:

- A. Parents, step-parents and/or legal guardians of the players registered in the association
- B. Members of the coaching staff of each team
- C. Members of the Board of Directors

### **Article III. ASSOCIATION MEETINGS**

#### **Section III.01 REGULAR MEETINGS**

The members of the Association shall have a regular meeting once each month, on the second Tuesday of the month, or at a time designated by the Board of Directors, at such a place as designated by the Board of Directors. Regular meetings may be suspended as determined by the Board of Directors.

#### **Section III.02 ANNUAL MEETING**

The annual meeting of the members of the Association shall be held during the month of September of each year at such time and place as may be designated by the President, when the members of the Association shall elect members of the Board of Directors for the ensuing year. The elective officers of the Association consist of the President, Vice President, Competitive League Director, Recreation League Director, Secretary, Treasurer, Field & Equipment Manager, IPF Manager, Umpire Director, and Fall League Director. Officers shall be elected by a majority vote of the full-time voting members; runoff elections may be required to insure that this condition is met. In addition to the officer positions, director positions shall be appointed by the Board of Directors. All persons elected to the Board of Directors shall automatically be members and hold the same offices of the Board of Directors upon their election to such offices of the Association.



### **Section III.03 SPECIAL MEETINGS**

Special meetings of the membership may be called at any time by purpose of the Board of Directors.

### **Section III.04 ATTENDANCE**

All meetings shall be open to any member of the Association. Non-members shall be allowed to attend any membership meeting provided that non-members may not debate any question before the membership, unless recognized by the Presiding Officer.

### **Section III.05 VOTING**

- A. At all meetings of the Association, each team, as represented by the Head Coach, submitted or designee of that team shall have one (1) vote on any matter submitted to the membership for a vote.
- B. At all meetings of the Association, each member of the Board of Directors shall have one (1) vote on any matter submitted to the membership for a vote; except the President, who shall only be allowed to vote in the case of a tie vote. No member of the Board of Directors shall be entitled to more than one (1) vote, even though such member of the Board of Directors may be the Head Coach of an Association team.
- C. The persons described in paragraphs A & B shall be referred to as full-time voting members.
- D. Parents and/or legal guardians of the players registered with the Association shall be allowed to vote on any matter submitted to the membership for a vote under the following conditions:
  - i. A majority of the full-time voting members authorize that the parents and/or legal guardians of any player registered with the Association be required to vote on any matter submitted to the membership for a vote; or;
  - ii. Any four (4) members of the Board of Directors, or the President and three (3) voting members of the Board of Directors may require that the parents and/or legal guardians be required to vote on any matter submitted to the membership for a vote; and,
  - iii. Only one (1) vote per player registered with the Association will be allowed; and,
  - iv. Proxies of votes by the parents and/or legal guardians will not be allowed.



### **Section III.05 VOTING CONT'D**

- F. The following matters shall require a vote of the parents and/or legal guardians of the players registered with the Associations.
  - i. Any proposed merger or consolidation with the Association and another organization or association;
  - ii. Any proposed action that would affect the area boundaries of the Association, such boundaries as stated by the League. Boundary changes required by the League shall not fall into this category.
  - iii. Any matter as described in Article III, Section 5, Paragraph E.
- G. Proxies shall not be recognized for full-time voting members unless the Board of Directors shall direct otherwise. Proxy voting shall only be authorized on a case-by-case basis.
- H. Except as provided herein, a simple majority of the votes cast by the voting members of the Association, in which a quorum is present, shall be necessary to decide any business of the membership.

### **Section III.06 QUORUM**

- A. Representation of any meeting of the Board of Directors of greater than fifty (50) percent or "majority" of the voting members shall constitute a quorum.
- B. No motions shall be made or any official business transacted without a quorum present at a meeting.

### **Section III.07 PRESIDING OFFICER**

The President shall preside at all meetings of the Association, unless not in attendance, in which event the Vice President shall preside. If neither the President nor the Vice President is in attendance, the Competitive League Director shall preside. The Secretary shall act as Secretary, and in his/her absence, such other person shall serve as Secretary as designated by the Presiding Officer.



### **Section III.08 CONDUCT OF MEETINGS**

Regular meetings of the membership of the Association shall be informal in nature but must include the following:

- A. Roll call
- B. Reading and action to minutes of previous meeting
- C. Treasury report
- D. League report
- E. Committee reports
- F. Old and New business

*The presiding officer shall allow discussion on any matter brought to the attention of the membership.*

## **Article IV. BOARD OF DIRECTORS**

### **Section IV.01 PURPOSE**

The management of all of the affairs, interests, and property of the Association shall be vested in the Board of Directors which shall include the President, Vice President, Competitive League Director, Recreation League Director, Secretary, Treasurer, Field & Equipment Manager, IPF Manager, Umpire Director, and Fall League Director. All officers of the Board of Directors shall serve a one-year term or until their respective successor is elected and qualified. The Board of Directors shall have all the powers not prohibited to it by statute or as reserved by law or these Bylaws.

### **Section IV.02 MEMBERS**

Members of the Board of Directors shall be elected by ballot at the annual meeting of the Association by a quorum of full time voting members of the Association at such meeting. The officers mentioned in Article IV, Section I shall automatically be members and hold the same office of the Board of Directors upon their election to their respective offices of the Association. The President shall be the chief executive officer and chairperson of the Board of Directors and the Secretary shall be the Secretary thereof. A Nominating Committee composed of three (3) persons appointed by the President and approved of by the Board of Directors shall select persons to be nominated as members of the Board of Directors; and such choices shall be presented at the annual meeting of the association at which time further nominations from the membership of the Association may be made. The Board of Directors shall consist of ten (10) members including all officers. The Members include President, Vice President, Competitive League Director, Recreation League Director, Secretary, Treasurer, Field & Equipment Manager, IPF Manager, Umpire Director, and Fall League Director.



#### **Section IV.03 ELECTION OF OFFICERS**

- A. An election of officers for the ensuing year shall be held in the September meeting of each year.
- B. Names of candidates can be supplied by a nominating committee, self-submitted, or be made from the floor of said meeting.
- C. If, during the year, an Officer terminates his/her position, the Board of Directors shall elect an individual to fill the vacated position and serve the remainder of the term.
- D. If for any reason a new Officer is not elected for any office of the Board of Directors, the existing Officer may continue to serve until such Officer is elected.

#### **Section IV.04 TERM OF OFFICE**

All new Officers of the Board of Directors shall take office at the October meeting and shall serve for a minimum of 24 consecutive months unless a member resigns. All partial terms of office shall expire at the October meeting. President shall be elected in September and serve as "President Elect" from October through December. The previous President shall remain in office during this period to allow a training period for the newly elected President. It is recommended that the Vice President succeed the President in order to maintain continuity in the leadership, however, it is not mandatory.

#### **Section IV.05 ADDITIONAL REQUIREMENTS**

No one (1) person may hold more than one (1) position as an Officer of the Board of Directors.

#### **Section IV.06 REMOVAL FROM OFFICE**

The full time voting members of BYBA have the power to remove from office any Director, Officer, or Staff person for good and sufficient cause at a regular or special meeting by majority vote if a quorum is present.



#### **Section IV.07 MEETINGS**

- A. The Board of Directors shall meet each month on such day, time and place as designated by the President, with the approval of the Board of Directors for the purpose of conducting business of the Association.
- B. A minimum of six (6) voting members of the Board of Directors shall constitute a quorum necessary for the transaction of any business of the Association.
- C. Except as provided by these Bylaws, a majority of the votes cast in which a quorum is present shall decide any business before the Board. The President shall not have a vote in any meeting of the Board of Directors, except that the President has a vote only in the case of a tie vote among the other members of the Board of Directors.
- D. Special meetings of the Board of Directors may be held at any time upon the call of the President or any two (2) members of the Board of Directors, providing that notice is given to all members of the Board of Directors no later than forty-eight (48) hours prior to such meeting.
- E. Board of Directors meetings shall be informal in nature. The presiding officer shall allow discussion of any matter brought to the attention of the Board of Directors by any member of the Board of Directors. Any matter may be brought to vote by request of any member of the Board of Directors.

#### **Section IV.08 DUTIES OF THE BOARD OF DIRECTORS**

- A. To abide by the Bylaws of the Association and the Bylaws of the League including all Rules and Regulations of the Association and the League.
- B. To properly notify the eligible players, and their parents or legal guardian of registration dates.
- C. To make up team rosters. All decisions of the Board of Directors in the placement of the players on teams shall be consistent with the best interest of the player.
- D. Approve the expenditure of all monies of the Association.
- E. Establish registration and sponsorship fees.
- F. Be responsible for the procurement and selection of a sufficient number of coaches to adequately staff each team.
- G. Have the power to discharge any coach or assistant coach or player upon the majority of the vote cast by the members of the Board of Directors.





## **Section IV.09 DUTIES OF THE OFFICERS**

### **A. PRESIDENT**

1. Shall preside at all meetings of the Association and of the Board of Directors.
2. Shall be the chief executive officer of the Association.
3. Shall have, subject to the control of the Board of Directors, general supervision of the affairs of the Association.
4. Shall appoint all necessary committees, and Coordinators in order to properly administer the affairs of the Association, subject to the approval of the Board of Directors.
5. Shall appoint a member to fill a vacancy on the Board of Directors, subject to approval of first, the Board of Directors and second, the full time voting members.
6. Shall represent the Association at all Parent Organization meetings, together with the Competitive League Director.

### **B. VICE PRESIDENT**

1. Shall perform the duties of the President in the absence of the President.
2. Assist the President in Association affairs.
3. Shall be the Association's Registrar, and responsible for the timely distribution of copies of each area's registration records to its Area Vice President and responsible for submitting all official rosters to Parent Organization and any/all sanctioning organizations.
4. Shall be members of the Budget Committee, Tournament Committee, Bylaws Committee, Bracketing Committee.

### **C. COMPETITIVE LEAGUE DIRECTOR**

1. Shall (in order listed above) perform the duties of the President in the absence of the President and Vice President.
2. Assist the Board of Directors in the performance of its duties.
3. Shall coordinate between all areas the registration, bracketing, try-outs and draft procedures of the Competitive side of the Association
5. Shall assist Vice President with registrar's duties of completion of official Parent Organization rosters and official rosters for all sanctioning bodies.
6. Shall, together with the President, represent the Association at all Parent Organization meetings.
7. Shall be members of the Budget Committee, Tournament Committee, Bylaws Committee, Bracketing Committee.

### **D. RECREATION LEAGUE DIRECTOR**

1. Assist with registration, bracketing, game scheduling, coaching assignments, post season tournaments, and a member of the budget committee.
2. Shall coordinate and assist with the formation of teams for all age groups.



#### **Section IV.09 DUTIES OF THE OFFICERS – CONT'D**

##### **E. SECRETARY**

1. Shall record and maintain a complete file of the minutes of Association meetings and meetings of the Board of Directors.
2. Shall be responsible for the proper notification of members for coming meetings.
3. Shall, in a timely manner, file all reports of the Association with the proper authorities as required by law.
4. Have custody of the corporate seal and shall affix and attest the same to all documents requiring the same.

##### **F. TREASURER**

1. Shall receive and deposit to the account of the Association all funds paid to the Association in an account approved by the Board of Directors.
2. Shall maintain the books of account for the Association in good order for examination by the Audit Committee.
3. Shall submit a written and current financial statement at each Association meeting.
4. Shall be responsible for the timely filing of all financial reports required by law, including but not limited to, Federal and State Income tax returns, if necessary.
5. Term of office is limited to 3 consecutive years or as decided by the BOD to the benefit of the Association.

##### **G. UMPIRE DIRECTOR**

1. To develop a plan to recruit sufficient numbers of Youth Umpires to provide umpire services for BYBA.
2. To supervise any necessary training for new Youth Umpires and ensure all Youth Umpires are adequately trained.
3. Assign umpire evaluators and catalog umpire evaluation results.
4. Conduct a mandatory annual umpire meeting.
5. To research all official actions related to umpiring, and to maintain communication with umpires on all such actions.
6. Along with the Tournament Director and Umpire Assignor, coordinate the scheduling of umpires for any BYBA sponsored tournaments.
7. The Umpire Director has the option to appoint at his/her discretion an assistant Umpire Director. This appointment will be at the discretion of the Umpire Director in order to facilitate the umpire program. The assistant Umpire Director will be given the authority and responsibilities as determined by the Umpire Director; be utilized as a secondary contact for umpires, coaches and/or parents in the absence of the Umpire Director or his/hers discretion.



#### H. FIELD AND EQUIPMENT MANAGER

1. Prepare and maintain fields as needed in strict accordance with BYBA scheduling.
2. Collaborate with BYBA - Parent Organization Scheduler, Competitive League and Recreation league Director to establish schedule for association games.
3. Collaborate with City of Brighton Parks and Recreation to understand maintenance and care procedures as applicable.
4. Ensure all equipment associated with field preparation and repair is properly maintained and stored as necessary.
5. Update Board on necessary repairs or purchases as required in order to maintain adequate field and equipment inventory.

#### I. FALL BALL DIRECTOR

1. Responsible for the registration, bracketing, game scheduling, coaching assignments and tournaments.
2. Shall coordinate and oversee the formation of teams for all age groups.
3. Member of the budget committee.

#### C. INDOOR PRACTICE FACILITY (IPF) MANAGER

1. Shall be responsible for all aspects of maintaining the Association IPF, including but not limited to the scheduling of necessary attendants.
2. Member of the budget committee.

### **Section IV.10 DUTIES OF NON-OFFICER DIRECTORS**

#### A. SPONSORSHIP COORDINATOR (all ages)

1. Shall solicit sponsorships from business community; order new banners and maintain all existing banners; year-long public relations work with sponsors; coordinate all areas of fundraising and member of budget committee.

#### B. TOURNAMENT DIRECTOR

1. Shall be responsible for organizing and conducting all tournaments of the association, including any league and nationally sanctioned tournaments.

#### C. BYBA-Parent Organization Scheduler

1. Shall be responsible for organizing and scheduling all competitive level games in strict accordance with Parent Organization rules and policies. Scheduler will work closely with the Parent Organization staff and the BYBA Competitive League Director ensure all deadlines and priorities are met in accordance with Parent Organization requests.



#### **Section IV.11 COORDINATORS**

- A. The President shall appoint, with approval of the Board of Directors, any Coordinator position necessary for the proper administration of the affairs of the Association. Such Coordinators do not have voting rights as board members, and may include, but are not limited to following positions:
1. Special Events Coordinator
  2. Concessions Coordinator

### **Article V. BASEBALL PROGRAM RULES AND REGULATIONS**

#### **Section V.01 LEAGUE BYLAWS AND LEAGUE RULES AND REGULATIONS**

- A. The baseball program of the Association is a part of the program of the Jefferson County Junior Baseball League. The Association's Bylaws shall not conflict with the Bylaws of the League. The Association's Rules and Regulations shall not conflict with the Rules and Regulations of the League.
- B. It shall be the duty of the Association's Secretary to maintain the official copy of these Bylaws. The President shall keep the membership of the Association informed as to all changes to the Bylaws of the League.

#### **Section V.02 ASSOCIATION RULES AND REGULATIONS**

The Rules and Regulations of the League shall govern the administration of the Association's baseball program insofar as the Association shall make no rule or regulation that is in conflict with League Rules and Regulations. Any further rules or regulations not addressed by the League Rules and Regulations that should be necessary to conduct the Association's baseball program shall be passed by resolution of the members, and may be changed from time to time as the need arises. An amendment to these Bylaws shall not be required in order to adopt, change, or pass by resolution any Association rule or regulation governing the administration of the Association's baseball program.



## **Section V.03 POLICY FOR CRIMINAL BACKGROUND CHECKS OF VOLUNTEERS**

### **Criminal Background Checks**

Brighton Youth Baseball Association "BYBA" will conduct or require criminal background check procedures to all adults acting as coach, instructor, teacher, official, or manager. Any person 18 years or older, who volunteers to coach, become a team manager, or in any way has direct instructional, participatory, on-court or on-field contact with any BYBA team or players for a cumulative period of 60 minutes or more per month shall, for purposes of this Policy, be deemed to be a coach and subject to this Policy.

1. Upon initial application to volunteer, and every twelve (12) months thereafter should the volunteer wish to continue volunteering, all volunteers and/or paid employees of BYBA for positions of coach, assistant coach, manager, game official (umpire, referee, linesman, etc.), association board of director member or other persons acting in an official capacity of BYBA must have and pass a criminal background check.
2. Criminal background checks must be performed *prior* to having any direct contact with BYBA players or teams, and prior to the volunteer being assigned any duties or responsibilities at any BYBA accordance with the provisions herein.
3. Game officials used which are not affiliated with BYBA are not subject to the BYBA's criminal background check standards.

### **Grounds for Disqualification**

An individual convicted of the criminal offense provided herein shall be automatically disqualified and an application to volunteer within BYBA shall be denied for the purpose of this Policy, notwithstanding the fact that the following may have occurred, until and unless the final resolution and outcome would warrant another decision based on clear and unique facts indicating there was no truth whatsoever that the applicant was involved in any way with the charges. Note that BYBA is seeking to protect the most vulnerable group of people within our community – our kids. As such, our standard of review of these matters is much higher than a court of law finding an individual guilty or not guilty by the "beyond a reasonable doubt" standard. If there is reason to believe an applicant to volunteer has had involvement in any of the criminal acts mentioned below, BYBA has an obligation to first disqualify the applicant from working with the children of our community, before considering any mitigating or other extenuating circumstances or evidence presented.



## **Article VI. POWERS AND RIGHTS OF MEMBERS**

### **Section VI.01 FULL-TIME VOTING MEMBERS**

The full-time voting members of the Association have the power:

- A. To elect the Directors of the Association at the annual meeting of members
- B. To remove from office any Director or Officer for good and sufficient cause, at a regular or special meeting, by majority vote if a quorum is present
- C. To hear, consider, and approve or disapprove reports of the Board of Directors, Officers, and committees of the Association
- D. To modify, suspend, or veto any decision of the Board of Directors by majority vote if a quorum is present
- E. To amend these Bylaws by a two-thirds affirmative vote
- F. To attend, and speak at any meeting of the Association or Board of Directors
- G. Full-time voting members may adopt resolutions for the guidance and direction of the Association at any annual or special meeting, and such resolutions shall be binding on the Board of Directors and continue in effect until the next annual meeting of members

### **Section VI.02 PARENTS / STEP-PARENTS / LEGAL GUARDIANS**

The parents, step-parents and/or legal guardians of the players registered in the Association's baseball program have the power:

- A. To attend, and speak at, any meeting of the Association or Board of Directors
- B. To vote on issues submitted to the membership under the provisions of these Bylaws as stated in Article III, Section 5
- C. The parents and/or legal guardians of the players registered in the Association's baseball program have the right to be kept informed of the affairs of the Association

## **Article VII. AMENDMENT TO BYLAWS**

### **Section VII.01 SUBMITTING AMENDMENTS**

Any member of the Association may propose amendment(s) to these Bylaws by presenting such proposal(s) to the membership in writing at any regular or special meeting of the Association



### **Section VII.02 ADOPTION OF AMENDMENTS**

These Bylaws may be altered, amended, or repealed, and new Bylaws may be adopted as follows:

- A. The proposed amendment(s) shall be discussed during the meeting in which such proposed amendment(s) were submitted
- B. At the next regular or special meeting of the Association, provided that the purpose of such a special meeting is to approve or disapprove such proposed amendment(s), such proposed amendment(s) shall be voted on by the full-time voting members of the Association, except that if the provisions of Article III, Section 5, Paragraph E are invoked, then the parents and/or legal guardians shall be allowed to vote as well
- C. If Article III, Section 5, Paragraph E is not invoked, the proposed amendment(s) shall be adopted only upon the affirmative vote of a two-thirds majority of full-time voting members, provided that a quorum of full-time voting members cast votes.
- D. If Article III, Section 5, Paragraph E is invoked, the proposed amendment(s) shall be adopted only upon the affirmative vote of a two-thirds majority of those casting votes, provided that a quorum of full-time voting members also cast votes.

## **Article VIII. METHOD OF DISSOLUTION OF ASSOCIATION**

### **Section VIII.01 METHOD OF DISSOLUTION**

Voluntary dissolution of the Association shall be accomplished by the affirmative vote of a three-fourths majority of the Board of Directors, and ratified by a majority vote of the full-time voting members of the Association in a meeting of the Association. No member of the Association shall be entitled to or have any interest in the assets of the Association or any right to share in the distribution thereof.