

# SPRING GROVE BASEBALL ASSOCIATION BY-LAWS

CREATED 12/03/2019

REVISED 01/09/2023

## ARTICLE I - IDENTIFICATION AND PARTICIPATION

1. This organization is known as the **Spring Grove Baseball Association (SGBA)**.
2. SGBA has formed, and currently participates in league play governed by the rules and regulations of:
  - a. York County Baseball League
  - b. York County Fall Baseball League
  - c. American Legion Baseball
  - d. Junior Legion Baseball
3. SGBA is a dynamic organization that can and will participate in other leagues, including those initiated by SGBA itself, as warranted or desired by its membership.

## ARTICLE II - PRINCIPAL OBJECTIVES

1. To provide recreation and competition baseball for all local youths.
2. To teach and maintain a high standard of sportsmanship.
3. To develop the mental, moral, and physical character of youth without distinction as to race, religious creed, national origin, or sexual orientation.
4. To establish and maintain or to provide suitable facilities necessary to the furtherance of the objectives of this organization.
5. It shall furthermore be the objective of this organization to primarily field a team in both American and Junior Legion Baseball.

## ARTICLE III - MEMBERSHIP AND RESPONSIBILITIES

1. Membership in the SGBA is open to all people in the Spring Grove and surrounding areas.
2. There shall be the following classes of members:
  - a. Player members – SGBA players are members of this organization but do not have any rights, duties or obligations in the management of SGBA.
  - b. Regular members – SGBA parents, guardians, coaches, umpires or any adult (18 years or older) that volunteers their time to help the organization are members of this organization. Regular members in good standing, who have attended 8 monthly meetings in the previous 12 months shall be eligible to cast a vote and/or nominate at the annual meeting.
  - c. Officers – the positions of Equipment Director, Field & Grounds Director, Fundraising & Sponsorship Director, Technology Director, League Liaison, Communications Director and Player Agent/Player Development Director are the Officers.
  - d. Executive Officers – the positions of President, Vice President, Secretary and Treasurer are the Executive Officers.
  - e. Board of Directors – shall comprise of the Officers and Executive Officers. All Board members are eligible to vote at all meetings.
3. Board of Directors of the SGBA are responsible for meeting with members (*parents, managers, coaches, and players*) prior to the start of each new season to inform them of:
  - a. The main objectives of this organization per Article II above.
  - b. Standard rules and exceptions adopted by each league included in Article I above.
4. Members are responsible for understanding and facilitating the accomplishment of the principal objectives per Article II above, and for adhering to all rules established by

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- leagues included in Article I above.
5. Members shall be in good standing for a period of 1 year from the date of which they have paid their registration for any team or season.
  6. Members who provide regular service to SGBA, and/or have repetitive access to, or contact with players or teams (such as coaches, score keepers and members of the Board of Directors) are required to submit the following clearances
    - a. State Police Criminal Record Check - <https://epatch.state.pa.us/Home.jsp>
    - b. PA Child Abuse History Clearance - <https://www.compass.state.pa.us/cwis/public/home>
  7. All clearances must be free of any and all offenses. Clearances that include findings will be reviewed by the board and approval or denial will be determined on a case by case basis.
  8. Clearances are valid for 5 years from the date of issuance and will remain on record with Vice President and/or the Board of Directors.

### ARTICLE IV – OFFICERS AND EXECUTIVE OFFICERS AND RESPONSIBILITIES

1. Any member of the SGBA that is committed to supporting the principal objectives of the organization may become an Officer or an Executive Officer of the SGBA following the rules of nominations and elections in Article V.
2. Rights and responsibilities of the **Board of Directors**:
  - a. The Board Directors are wholly responsible for making sound decisions on all matters, affecting the business and operations of the SGBA, in order to keep the organization viable and solvent.
  - b. A quorum of (a majority of) the members present at the monthly meeting (to include the President or Vice President) is needed to enact or implement any decisions affecting the business of the SGBA.
    - i. In the event of a tie; the President shall be the deciding vote.
  - c. The Board of Directors shall meet on a monthly basis at a date and time determined by the Board.
  - d. The President may call a special meeting at any time and shall preside over such meetings.
  - e. The Vice President shall preside over meetings in the absence of the President.
  - f. Discipline, suspension or removal of any Officer, Executive Officer, or member; that in the opinion of the Board of Directors is detrimental to the organization, shall require a 2/3 majority vote (with the express exception of the Officer or Executive Officer who is subject of the vote). It shall further be required that advance written notice of the intent thereof be given to the member in question.
    - i. Such above matters shall be considered personal and will occur during a closed door meeting with the Board of Directors.
3. No person shall hold more than one position.
  - a. No two people from the same household will be allowed to serve on the board as executive officers simultaneously.
4. Job Descriptions for Officers and Executive Officers:
  - a. **President**:
    - i. Shall assure that all complaints, irregularities and conditions detrimental to SGBA are investigated and reported to the Board.
    - ii. Shall provide an agenda for and lead all meetings.
    - iii. Oversee all assigned tasks
  - b. **Vice President**:
    - i. Shall assist the President in the fulfillment of his/her duties.

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- ii. Shall serve in the role of President in the event of his/her absence or illness.
  - iii. Shall be responsible for managing the Child Abuse Clearances for all Coaches and Board of Directors.
  - iv. Shall administer the ordering of uniforms and spirit wear.
  - v. Shall assist the secretary in the fulfillment of his/her duties.
  - vi. In the absence of a Compliance Officer, the vice president shall lead a committee that:
    - 1. Shall be responsible for maintaining and upholding the By-Laws
    - 2. Shall participate in all investigations
    - 3. Shall be responsible for the creation and management of new policies
- c. **Secretary:**
- i. Shall record attendance and meeting minutes. Minutes must be presented to the Board for approval within one week of the meeting
  - ii. Shall maintain mailing lists and necessary records
  - iii. Shall conduct all correspondence from SGBA to its members
  - iv. Shall assist the Technology Director with online registrations and updates to the website, as needed.
  - v. Shall assist the Communications Director with any correspondence to SGBA members, as needed.
- d. **Treasurer:**
- i. Shall handle all monies and funds of the SGBA.
  - ii. Shall keep full and accurate records of all financial transactions and present those records at the Board Meetings.
  - iii. Shall be responsible for all financial and tax reports as required by law.
  - iv. Shall maintain the insurance policy.
- e. **Equipment Director:**
- i. Shall be responsible for the inventory, ordering, procurement, distribution, collection, and security of all playing equipment and keys/locks owned by the SGBA.
  - ii. Shall be responsible for changing any codes on equipment buildings.
- f. **Fundraising and Sponsorship Director:**
- i. Shall organize and implement all Fundraising and Sponsorship activities.
  - ii. Shall be responsible for the administration of any concession stand activities.
  - iii. Shall flow all communications regarding Fundraising through the Communications Director and/or Secretary.
  - iv. Shall flow all monies and funds through the Treasurer.
- g. **Technology Director:**
- i. Shall be responsible to maintain and update the website of the SGBA.
  - ii. Shall keep the online calendar updated through communications with Coaches, Officers, and Executive Officers of the SGBA.
  - iii. Shall oversee online registrations and coordinating these registrations with the Secretary and Treasurer.
  - iv. Shall be responsible for maintaining all email accounts, google domain, google workspace and any other IT related task.
- h. **League Liaison:**
- i. Shall be responsible for the administration of the American/Junior Legion Baseball program.

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- ii. Shall be responsible for uniforms, birth certificates, head coach recommendations, and team rosters.
    - iii. Shall attend all Legion league and York County league meetings as the SGBA representative.
  - i. **Player Agent/Player Development Director:**
    - i. Shall be responsible for assigning players to the various teams that compete for the SGBA organization.
    - ii. Shall utilize player evaluation statistics and coaches' recommendations to determine where to place a player within the organization.
    - iii. Shall be responsible for implementing player and coach development programs and ensuring that all players and coaches are developing according to said program.
  - j. **Fields and Grounds Director:**
    - i. Shall assure the upkeep of all playing fields and organize the annual Spring/Fall Field Clean up.
    - ii. Shall be responsible for the inventory, ordering, procurement, distribution, collection, and security of all field equipment and materials owned by the SGBA.
    - iii. Shall be responsible for assigning fields for games and practices.
    - iv. Shall act as a liaison to the township, recreational board, participating leagues, organizations and committees in charge of fields.
  - k. **Communications Director**
    - i. Shall manage all social media (facebook, admin emails, etc.) posting notices to social media and sending emails to all members on a regular basis and as needed to promote events.
5. Any member of the Board of Directors shall have full authority, to establish a committee under their direction.
- a. The committee shall be solely limited to performing the duties as listed under their Board of Directors job description.
  - b. The committee will report directly to the Board of Director who has established said committee.
  - c. Any Board of Director, who establishes a committee, shall oversee said committee and be liable for any actions or inactions of said committee.

### ARTICLE V – MEETINGS, NOMINATION AND ELECTION OF OFFICERS

1. Monthly Meetings shall be held in the months of January through December.
2. Nominations for Officers and Executive Officers take place in November.
3. Elections for Officers and Executive Officers take place in December.
  - a. New officers will take over their new posts on January 1 with assistance from incumbents as required.
  - b. All officers and executive officers must be present at the November and December meetings.
4. The Executive Officer positions are subject to the following terms:
  - a. President and Treasurer will be up for election on even years
  - b. Vice President and Secretary will be up for election on odd years.
  - c. All other positions will be up for election each year.
5. Any member eligible to vote (as defined in Article III) may nominate a candidate at the November meeting when called for by the President (providing said candidate is not suspended or banned from the league).
6. Any member nominated should be present to confirm acceptance of the nomination.

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7. All nominees for office may address the Board for up to 2 minutes before voting begins.
8. All information including nominees, number of votes for each nominee and winners will be recorded in the meeting minutes by the secretary.
9. All official documents and the website will be updated with the identity of the officers by the Secretary or Technology Director. after the December elections meeting.
10. Open positions that may arise between elections shall be filled by a 2/3 majority vote of all current Board of Directors at any monthly meeting or any special meeting called for that purpose.
11. Notice of all meetings of the Board of Directors shall be posted by the Secretary on the calendar on the website for all members to reference. This notice should include date, time and location of the meeting.
12. Any officer may be subject to suspension of voting rights or termination by missing 3 or more consecutive monthly meetings during the fiscal year.

### ARTICLE VI - PLAYER ELIGIBILITY, ROSTERS, and PERMISSIONS

1. As determined by the leagues included in Article I above.
2. All parents of SGBA players shall file with the organization a signed permission form allowing their child to participate in the activities of the organization.
3. American Legion and Junior Legion rosters shall be limited to eighteen (18) players.
  - a. If needed, fifteen (15) year-old players may be asked to the American Legion roster but must be approved by the Player Agent and Legion Director, and President by a 2/3 vote.

### ARTICLE VII- SEASONS

1. As determined by the leagues included in Article I above.

### ARTICLE VIII - RULES FOR PLAY

1. As determined by the leagues included in Article I above.

### ARTICLE IX- CONDUCT OF BEHAVIOR

1. All members, to include managers, coaches, players, parents, officers, and executive officers, are responsible for good behavior at all events in which the SGBA participates. Good behavior is defined as following all items listed in the principal objectives in Article II and following all rules and regulations governed by the leagues listed in Article I. The officers and executive officers of the SGBA will work with all league officials to ensure that members of the SGBA are in compliance with all established rules and regulations.
2. Each Player shall file with the organization a player's code of conduct as prescribed by the Board of Directors.
3. Each Parent shall file with the organization a parent's code of conduct as prescribed by the Board of Directors.
4. Each Coach shall file with the organization a coach's code of conduct as prescribed by the Board of Directors.
5. If any member conducts themselves in such a way that does not support the SGBA principal objectives in Article II and/or violates the rules and regulations set forth by the leagues listed in Article I, then the member will be subject to disciplinary action (see SGBA Discipline Policy) up to and including termination of membership.

### ARTICLE X - COACHES

1. Head coaches are selected by the Board of Directors.
2. Assistant coaches are selected by the Head Coach but must be approved by the Board of Directors.

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3. Duties of the coaches are as listed:
  - a. Coaches shall maintain on file with the organization, up to date copies of all state required clearances.
  - b. All daily field maintenance to include: lining, raking, dragging, and return of field equipment.
  - c. Coaches are to instruct and develop fundamental skills, as set up by the Player Development Director.
  - d. Coaches are responsible for handling parental/player problems as they may develop. If problems cannot be resolved at this level, then they may be elevated to the President, Vice President, Player Agent and/or Compliance Officer, who will then set up a meeting between the coaches, parents, and Board of Directors. The decision of the Board of Directors shall be final.
  - e. Coaches are responsible for the conduct of their players, parents, and assistant coaches at all times while representing SGBA (see SGBA Discipline Policy).
  - f. American Legion and Junior Legion coaches shall take up a collection at each home game. The proceeds from that collection shall then be handed over to the Treasurer for deposit.
  - g. It is recommended that all coaches attend monthly meetings.
  - h. All coaches are required to attend the develop program for players.
  - i. Coaches shall at all times bear in mind that stressing exceptional athletic skill or winning of games is secondary and upholding the principal objectives in Article II is of prime importance.

### ARTICLE XI - SCHOLARSHIP

1. An annual scholarship (amount to be determined by the Board of Directors) may be awarded to one or more qualified player(s).
2. Applications will be made available at sign-up. Requests for applications (after sign-ups) can be made through the player's coach or any member of the Board of Directors.
3. Player must submit the completed application to the President, postmarked by June 15th of his/her senior year in high school.
4. Notification of award will be made by August 1st.
5. Qualifications shall be:
  - a. Player will have completed two entire spring seasons with SGBA, barring injury.
  - b. At least one of those seasons shall be as a sophomore or junior in high school.
  - c. Player must apply to an institute of higher learning.
  - d. Application must be fully completed along with an application letter, current transcripts, proof of acceptance at an institute of higher learning, and an essay describing how participation in SGBA has impacted the applicant.
6. The Scholarship Committee shall consist of the Board of Directors. No family members, guardians, or current coaches of qualified players will be allowed to vote.

### ARTICLE XII - CHANGES TO BY-LAWS

1. Changes or additions to the SGBA by-laws may be suggested or discussed at any SGBA meeting. Changes or additions will be approved or disapproved by a 2/3 majority vote of the Board of Directors at a special by-law meeting. Changes or additions will take effect when it becomes practical to implement them as determined by the Board of Directors at the time of ratification.


### ARTICLE XIII – FINANCES


1. No member of the Board of Directors shall receive or derive any monetary benefit of any kind from the organization, except for the reimbursement of legitimate expenses incurred

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- from the performance of their duties.
2. These reimbursements shall only be made after the presentation of proper documentation.
  3. All checks or demands for money shall be signed by Executive Officers only.
    - a. When reimbursements are required for members of the board that are from the same household, signatures on the check(s) are required from other board members not in that household. The board member of that same household may not write or sign checks written to the other household member.
  4. The SGBA fiscal year shall be from January 1<sup>st</sup> through December 31<sup>st</sup>.
  5. Upon dissolution of SBGA, no assets of the organization shall be distributed to any officer. The board will decide how all the assets of the organization will be distributed to charitable organization that has the same type of principal objectives that SGBA has held.
  6. Treasurer must organize an annual audit every July and whenever there is a change of treasurer in January. This audit must include two additional members of the Board of Directors that are not authorized on the bank account.

These By-Laws are approved and accepted by SGBA Membership on 2/28/2023 (date).

  
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President

  
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Vice President

  
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Treasurer

  
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Secretary