

SMYRNA BASEBALL LEAGUE

Constitution

(Revised March 2023)

Article I – Name and Address

The name of the organization shall be Smyrna Baseball League, Inc., further referred to as the League. The mailing address shall be P.O. Box 936, Smyrna, Tennessee 37167. The web address shall be www.smyrnabaseballleague.org.

Article II – Purpose

The purpose for which the League is organized is to develop and operate a baseball program. It shall be governed by, and shall comply with the principles, rules, and regulations decreed by this Constitution and the attached By-Laws. The objectives of the League are to teach the fundamentals of baseball through a supervised, instructional baseball program and to demonstrate to the youth of the community ideals of fair play, honesty, loyalty, courage, and reverence, so they may be finer, stronger, and happier youths who will grow to be good, productive, healthy citizens.

Article III – Mission Statement

Smyrna Baseball League
Teaching life's lessons through our love of the game.

Humility

We believe our players should know what it means to win - and lose - as a team. We want them to always hold their heads high, play fair, be safe, and have fun.

Growth

We believe our players should have every opportunity to develop the skills they need to be competitive and grow with the game.

Acceptance

We believe every child deserves an opportunity to play baseball regardless of skill, gender, or race.

Accountability

We believe it is the role of our coaches, parents, umpires, board members and players to lead by example in every situation.

Article IV – Sites of Principal Operations

The principal operations of the League shall be in and about the city of Smyrna, county of Rutherford, and the state of Tennessee, but may extend into such areas as provided for by the governing body of the League. The rules governing the use of baseball playing and practice facilities operated by the City of Smyrna are set in the User Agreement between the Smyrna Baseball League and the Town of Smyrna, Department of Parks and Recreation. In the event of dissolution of the League, and prior to the completion of it, all liabilities and obligations of the League shall be paid, and the remaining assets, property, and income shall be applied to the Town of Smyrna, Department of Parks and Recreation.

Article V – Powers

The League shall have the following powers in addition to the powers expressly or implicitly conferred on it by law:

- A. To make and enforce rules and regulations to govern itself on a local basis.
- B. To solicit contributions for the League and to engage in fundraising for the League.
- C. To appoint committees and/or individuals to positions deemed necessary and useful for the successful operation of the League.
- D. To sign and adhere to the User Agreement with the Smyrna Parks and Recreation Department.

Article VI – Membership

Any player's parent (or legal guardian), coach, Executive Board Member, Elected Board Member, Executive Board appointees, or sponsor shall be considered active members of the League. Paid staff are not considered active members unless elected as board members or by special provision deemed by the Executive Board.

Article VII – Government

The Executive Board is made up of the President, Vice -President(s), Treasurer, Secretary, and Auditor, and shall be responsible for the well-being of the league. At least two Executive Board members will be present on appeals and rulings.

The League shall be managed by an Elected Board that is ultimately responsible for the membership of the League. The Elected Board will consist of at least twenty (21) members, elected as follows:

- President
- Vice-President of Player-Pitch (9/10, 11/12, 13/14, and 15/18)
- Vice-President of Coach-Pitch (3/4 T-Ball, 5/6, and 7/8)
- Treasurer
- Secretary
- Auditor
- 15/18 Commissioner

- 13/14 Commissioner
- 11/12 Commissioner
- 9/10 Commissioner
- 7/8 Commissioner
- 5/6 Commissioner
- 3/4 T-Ball Commissioner
- Player Agent
- Uniform Manager
- Webmaster
- Scheduler
- Tournament Director
- Sponsorship Coordinator
- Community Engagement Director
- Equipment Manager

Non-positioned members may be selected to be on the board as members-at-large positions with an Elected Board Member majority. Members-at-large are afforded the same rights and privileges as Elected Board Members. All Executive and Elected Board Members are subject to the approval of the Smyrna Parks and Recreation Department and are subject to background checks. All offices and positions are strictly on a volunteer basis except for the umpires, scorekeepers, and concession staff.

Article VIII – Committees and Appointees

The Board may appoint a Chief Umpire, Concession Manager, Rules Committee, Bylaws Committee, and any other committees/appointees necessary for the successful operation of the League. Committees must have two-thirds (2/3) of the members present at a meeting to constitute a quorum for the purpose of conducting League business. Appointees shall serve in their capacity for the term of the present Elected Board, not to exceed one year, but may be reappointed by the current Elected Board

Article IX – Meetings

Regular monthly meetings of the League shall be held and open to the membership. Meetings are scheduled monthly, and dates are pre-determined. The membership shall have an opportunity to discuss matters of the League at regular monthly meetings. The Elected Board will vote on official League business, with each Board Member present, other than the presiding officer, having one vote. The presiding officer shall vote only in the event of a tie vote. If the President is not present the Vice-President of Kid-Pitch will assume the duties of the presiding officer. If the President and Vice President of Kid-Pitch are not present the Vice President for Coach-Pitch will assume the duties of the presiding officer. The President shall have the authority to poll the Executive Board for matters of pressing importance, but not use this poll as a voting procedure on said matters. Special meetings of the Executive Board or Elected Board may be called by the President or by the request of three-fifths ($\frac{3}{5}$) of the members of the Elected Board. Notice of special meetings must be posted. Notification of the

intended purpose of the meeting must be communicated to each Elected Board Member at least three (3) days prior to voting. If a member requests to speak at a scheduled Board Meeting, they must submit their request to the President in writing (5) days prior to said meeting. Executive Board approval must be granted for members to be included on the agenda. Members may be granted three minutes to speak. Additional speaking time may be granted with an Elected Board simple majority.

Article X – Financial

Smyrna Baseball League is a non-profit organization. The Executive Board has a fiduciary responsibility to the membership of the League and shall formulate policies for sound fiscal management. The fiscal year of the League will coincide with the term of the current Executive Board. The League shall carry a \$1,000,000.00 liability insurance policy listing the Town of Smyrna as an additional insured. Any league non-operational business expense more than \$1,500.00, must have three bids prior to purchase. This may be overruled in the event there is a 3/5ths vote of the board. All expenses shall be overseen by the Executive Board. Any board member with a potential conflict of interest regarding league finances must bring the subject to the board immediately. There is to be no personal gain by a board member for business done with the league.

Article XI – Amendments

The Constitution and By-Laws of the League may be amended by the Elected Board during a special called meeting. Members can make motions to amend the Constitution and By-Laws at the monthly Board meeting or any special called meeting. The Board will act upon the motion no later than the next scheduled meeting. No part of the constitution or by-laws may be changed without notice of a scheduled vote (posted on the agenda for subsequent meeting). Exception: 100% attendance by board members during voting meeting. Said motions will require a 2/3 vote of the Board for passage. The Elected Board reserves the right to amend by-laws at their discretion.

Article XII – Miscellaneous

Any actions not covered in the Constitution and By-Laws or Codes of Conduct that are deemed detrimental to the purpose or objectives of the League, the Executive Board will handle on a case-by-case basis. Any member is entitled to a hearing before any disciplinary action is considered that will place the member in bad standing. Hearing must be requested, in writing, to review events.

SMYRNA BASEBALL LEAGUE

By-Laws

(Revised March 2023)

Article I

Section 1. Nomination, Election, and Term of Office

Nominations will cease at least two (2) weeks prior to the annual election and all nominations shall be publicly posted at the baseball complex(es), on the website, and via social media at least ten (10) days prior to the annual election. Nominations are made by notifying the Board in writing. No more than one (1) individual per immediate family is allowed to be a nominee. Nominees shall be open to all active members in good standing. Nominees will be installed for the July meeting by a simple majority vote from the Elected Board for new members. The Elected Board will elect by secret ballot, the individual positions within the Executive and the Elected Board. Campaigning for a candidate or candidates for election to the Executive Board shall not be allowed in the immediate voting area. The immediate voting area includes but is not limited to the baseball complexes. The term of the Elected Board shall run from July 1 to July 31 of the following year. The Executive Board shall have the authority to appoint a replacement for any vacated position of an Elected Board Member. The Vice-President for Kid-Pitch shall fill the vacancy of a President. Any duly elected officer or director who shall fail to attend three (3) consecutive Scheduled Events may be called before the Elected Board to give a valid reason for said failure. Scheduled Events include but are not limited to regular posted Executive Board meetings and attendance as documented in the Board Member schedule. Any board member who does not give just or valid cause for failure to attend these scheduled events shall, at the remaining officers' or directors' discretion, be voted out by 2/3 vote, secret ballot by said body. The President shall vote to override a tie vote. Any member or appointee of the Elected Board may be removed by a 2/3 vote of the Elected Board for just cause. All Board Members may coach within the League. Elected Board members coaching have no authority as a Board Member while their team is on the playing field, and during any appeals which apply to their team. This is also a valid statement if any Elected Board member is an assistant coach. A board member may not serve as Commissioner for a league in which he or she is coaching or in which he or she has a son or daughter participating unless approved by a 4/5th vote of a quorum needed to conduct League business referred to in the Constitution, Article VIII.

Section 2. Duties of the President

- Preside over regular and special meetings of the Elected Board
- Supervise in the League's affairs and activities and assume responsibility for the operation of the League
- Oversee the League so that all adheres to rules, regulations, and policies of Constitution and By-Laws

- Be responsible for local league protests, disputes, and disciplinary hearings
- Serve as representative of the League at the Town of Smyrna, Department of Parks and Recreations
- Give notice to elections and to post names of newly elected Executive Board Members
- Serve on the Tournament Committee with the rest of the Elected Board
- Aid or act as a liaison between the Board and Chief Umpire
- Aid or act as a liaison between the Board and Concession Manager

Section 3. Duties of the Vice-President(s)

- Preside in the absence or incapacity of the President as stated in the By-Laws and Constitution
- Aid in the supervision of the overall operations in the individual parks
- Oversee and assist commissioners in their individual divisions in day-to-day activities
- Co-sign checks written on the League account when necessary
- Assist Treasurer in gathering/distributing of all financial information
- Serve as a representative of the League to the Town of Smyrna, Department of Parks and Recreation in the absence of the President

Section 4. Duties of the Secretary

- Record the attendance at all meetings. Record and maintain in permanent record minutes of all meetings and provide copies of same to Board Members
- Co-sign checks written on the League account when necessary
- Conduct the correspondence of the League
- Check the post office box and distribute the contents accordingly
- Give notice of all meetings
- Be responsible for scheduling League Board Member Meetings
- Be the custodian of league documents including but not limited to the Constitution and By-Laws and to post all amendments
- Coordinate background checks of all Executive Board members with the City of Smyrna
- File insurance claims.
- Assume responsibility for coordinating certification of all coaches
- Distribute team practice schedules
- Create and distribute Board Duty Schedule
- Order end of season league awards

Section 5. Duties of the Treasurer

- Assume the responsibility for all League finances
- Dispense League funds as approved by the Elected Board or Executive Board accordingly
- Check the post office box and distribute the contents accordingly
- Be one of the two signatures required for League checks
- Keep and maintain the financial records of the League

Section 6. Duties of the Auditor

- Present a statement of the account at every monthly meeting of the League and at times when requested by the Elected Board
- Make a full report of the annual financial status at the earliest possible meeting of the newly elected Board, but no later than the scheduled July meeting
- Review SBL transactions
- Monitor payroll

Section 7. Duties of a Commissioner

- Assume responsibility for the operation of their division
- Be the point of contact for all coaches within their division
- Coordinate and distribute information to head coaches of their division
- Attend major events regarding their division such as drafts, evaluations, and award ceremonies
- Bring all written complaints generated by division to the attention of the Executive Board
- Oversee normal day-to-day operations of their division

Section 8. Duties of the Player Agent

- Check player's eligibility
- Maintain League records, including players' registration information and team rosters, waiting lists, and membership role
- Be responsible for League registration
- Maintain records of coach's applications, coaching certifications, and background submittals to meet city requirements
- Organize registration information and conduct the draft
- Handle all information for players/information for draft prior to season including verifying protects, maintaining a waiting list, and maintaining a list of individuals ineligible to coach
- Assist resolving player related complaints during season with appropriate commissioner
- Advocate for players and their safety

Section 9. Duties of the Scheduler

- Responsible for scheduling League games and practice schedules
- Re-schedule make-up games for each division with approvals of the President/Vice-Presidents and Smyrna Parks Department
- Create and distribute Concession Master Schedule

Section 10. Duties of the Webmaster

- Be responsible for score books and records for all League games including pitch counts
- Organize website and keep data and articles current

- Post League information on a regular basis including but not limited to final scores, pitch counts, personnel, advertisements, events, weather updates, and game cancellations

Section 11. Duties of the Sponsor Coordinator

- Contact previous sponsors and recruit new sponsors
- Assist Treasurer/Secretary positions with checking Post Office Box during season
- Supervise fundraising activities of the League
- Provide summary to Treasurer of sponsorships paid for calendar year
- Assist Uniform Manager with sponsor information for team uniform printing
- Distribute team schedules, picture plaques and team jersey to each individual sponsor
- Coordinate sponsor banners
- Plan opening day festivities to include all fundraising efforts for both parks
- Provide Treasurer with financial reports regarding fundraisers
- Be responsible for adding sponsor information/logos to league website
- Maintain a record of sponsor information
- Coordinate with Uniform Manager to verify and confirm sponsor jersey to distribute to sponsors

Section 12. Duties of the Uniform Manager

- Secure bids from vendors on uniform costs
- Suggest styles of uniforms to the Elected Board
- Disburse team uniforms
- Correspond regarding uniforms
- Organize, order, and distribute team spirit wear for fundraisers

Section 13. Duties of the Equipment Manager

- Maintain an accurate inventory of equipment
- Disburse and retrieve equipment from coaches
- Determine equipment needs of the league for each season
- Suggest to the Elected Board types of equipment to be purchased

Section 14. Duties of the Tournament Director

- Assume responsibility for the smooth and successful operation of the tournament held under the jurisdiction of the local League (Note: this section pertains to non-SBL tournaments)
- See that the participants in the tournament adhere to the rules and regulations of the baseball association with which the tournament affiliates
- Follow guidelines set by Smyrna Parks Department governing tournaments and tournament play
- Coordinate opening, closing, and operation of the concession stand during tournaments
- Be the liaison between concession workers and the SBL league
- Notify Treasurer of payment amount owed to non-SBL League concession workers

Section 15. Duties of the Community Engagement Director

- Organize and/or administer league-wide community engagement events such as but not limited to Opening Day, End of Season Events, Town of Smyrna Award Banquet, Christmas Day Parade, and Turkey Giveaways
- Work with photographer(s) to schedule season photos
- Post league event information
- Organize and conduct initial Team Representative meeting and distribute information
- Be the liaison between the elected board and team representatives

Section 16. Duties of all Combined Board Members

- Perform scheduled Board duties and oversee functions of parks, games, players, personnel, coaches, and parents, keeping safety in mind
- Represent SBL League to various external departments, members, and personnel as outlined and needed
- Maintain safe environment within field areas during league play, including governing local park rules
- Assist with league registration, evaluations, decision-making, and committees
- Supervise all volunteer workers
- Be financial stewards of the league

Article II – Appointees

Section 1. Duties of the Chief Umpire

- Coordinate and supervise the League's umpires
- Assign umpires for all League games
- Be responsible for notifying umpires of postponements and cancellations
- Recruit new umpires
- Provide training on rules and field positions
- Be responsible for proper dress and conduct of umpires
- Verify that all umpires know proper local League protest procedures and League rules
- Notify Treasurer on a weekly basis of number of games umpires and amount owed per umpire

****NOTE:** It is recommended the individual selected for this position be a member of the National Umpires Association or any recognized state umpire association. Individual is expected to know and understand governing rules for the league and apply them on the field.

Section 2 Duties of the Concession Manager(s)

- To assume responsibility of operations of the concession stands
- To supervise all concession staff
- To maintain an accurate inventory of supplies and replenish as needed
- To coordinate payment for goods with the Treasurer
- Opening/Closing procedures posted in each park's concession area

- Maintain cleanliness of the concession stand
- Maintain freshness of products and foods produced
- To suggest to the Elected Board equipment needs to be purchased related to concessions
- Notify Treasurer on a weekly basis of number of hours and amount owed per cooking staff

Article III – Membership

Section 1. Annual Membership

Annual membership in this League shall be extended to any player’s parents (legal guardian), coach, Board Member, Executive Board appointee, or sponsor. Annual membership cost will be considered as part of the registration fee, or the current Elected Board will determine an additional fee. Annual membership in the League may be granted to individuals that do not have a youth participating in the League. The current Elected Board shall determine the annual membership fee. Annual membership in the League may be granted to individuals of economic stress or disability at no financial cost. This decision is at the discretion of the current Elected Board. A member in good standing is one who has paid all fees required and adheres to the rules, policies, and Codes of Conduct of the League and with the City of Smyrna Parks and Recreation Department’s policies and procedures.

Section 2. Rights and Privileges of Membership

Any member in good standing of this League on the roll sixty days prior to the annual election may be nominated and run for election to the Elected Board, pursuant to Article I, Section 1, hereof. Any member in good standing of this League on the roll sixty days prior to the annual election may vote in the election of the Board, pursuant to Article I, Section 1 hereof.

Section 3. Expulsions and Complaints

The Executive Board shall be responsible for reviewing any written complaints from players, parents, coaches, umpires, or spectators regarding the League. The Elected Board has the power to remove from the park any Elected Board Member, coach, participant, spectator, personnel, or umpire whose actions are deemed detrimental to the purpose and objectives of the League or are not consistent with Smyrna Parks and Recreation Policies and Procedures. The Elected Board has the power to revoke the current annual membership of any member whose actions are deemed detrimental to the purpose and objectives of the League or are not consistent with the Smyrna Parks and Recreation Policies and Procedures. A two-thirds (2/3) majority vote of the Elected Board is necessary to remove or revoke membership.

Article IV – Procedures

Section 1. Procedures

Any expenditure must be co-signed by the Treasurer and one of the following: Vice President of Kid-Pitch, Vice President of Coach-Coach Pitch, or Secretary. Players or a representative must complete the Smyrna Baseball League registration form and pay the established fee, before

being allowed into the draft unless a League agreement has been established. All registered players shall have in effect medical, accident, and liability insurance. The cost of this will be included in the player's registration fee paid to the League. Claim forms for insurance claims may be secured from a board member at the concession stand.

Section 2. Miscellaneous

- A new Coach is a Head Coach that is new to SBL.
- A returning Coach is a Head coach that is returning or has previously coached in SBL.
- A protected player is a player that is exempt from the draft as they are already assigned to a team (e.g. Coach's child).
- An evaluated Player is a player that has attended the Skill Evaluation and is eligible for selection by evaluation number/name in the draft.
- An unevaluated player is a player that was unable or unwilling to attend the Skill Evaluation and is eligible for selection only by random selection of a blind draw by name/number corresponding to registration.
- The Elected Board has the final decision and will determine the final selection of coaches as defined above.
- Head Coach's/Declared Assistant Coach's children or protected players may NOT be placed into the draft for any reason.
- Coaches may protect players in accordance with league rules for a specified season. These must have parental permission prior to draft.
- Protected players must be declared prior to the start of skill evaluations. Random selection will determine the order in which all coaches choose.
- All teams shall maintain age equilibrium as is deemed possible by the registration data. No full round of selection may be made at the draft until all teams have the same number of players. (i.e. A coach entering the draft with two players will select twice if all other teams have four players.)
- Late registration will be assigned on an as-needed basis, first, and draft order second.
- Players registering without membership to a team will be drafted prior to schedule posting.
- Spring players must play in the division they are aged into as of March 1st of the current year. Fall players must play in the division they are aged into as of August 1st of the current year. A birth certificate must be presented to the League at the time of sign-ups for proof of age if required. No child(ren) will be allowed to play out of their division without expressed permission from the division commissioners of the division they are supposed to play in, the division they desire to play in, as well as notification to the Executive Board. Any four-year-old wishing to play in the 5/6 division MUST participate in skill evaluations if applicable. Three-year-olds will be eligible to participate only in the 3/4 T-Ball division.

Section 3. Coaching

Anyone interested in coaching in the League shall apply to the Elected Board and undergo a background check. The Elected Board will only approve a coach after coaching application, and screening/interviews are completed. All coaches listed on the roster are required to be certified by N.Y.S.C.A. It is mandatory by the Elected Board that all coaches be certified, including but not

limited to, Head and Assistant Coaches. The Smyrna Parks and Recreation Department offers the certification process.

Only a Head Coach can appeal a call to an umpire. If an umpire ejects a coach for any reason, the umpire will document in writing a signed statement to the Elected Board of his reasons for the ejection. This must be done within 48 hours of the ejection (see playing rules for length and severity of ejection).

In the case that there are too many coaches per player in one age division, the following rules will be used to determine coaches in no order:

- Previous experience and adherence to SBL rules
- Whether or not past disciplinary actions have been taken
- Returning coach vs. new coach
- Number of protected players
- Previous performance

No new coach will be awarded two teams without the consent of the Elected Board or a representative subgroup designated by the President with a minimum of three members.

Section 4. Protests

Only the Head Coach or acting Head Coach can file a protest. A protest is warranted only if it is decisive to the outcome of the contest or game. The Head Umpire (plate umpire) must be notified prior to the next play of the game of the intent to protest, to mark the point of protest in the event the game is to be replayed from that point. All protests must be filed in writing within 48 hours from the time of the last out of the game and given to the President accompanied by a fee, determined by the Elected Board. The protest fee will be set and passed out in the League's playing rules and cannot change during a season. The fee may be altered prior to the start of a season, prior to rules being distributed to each team. The protest fee will be refunded to the Head Coach or Acting Head Coach filing the protest if the protest is upheld. The Executive Board or its chosen representatives will make the final protest call. Calls based on decisions or judgements are ineligible for protest.

Article VI – Rules of Order

Section 1. Rules of Order

The Robert's Rules of Order shall be the preliminary authority on all matters not covered by the Constitution and By-Laws of this League.

Section 2. Order of Business

The order of business for all meetings should be as follows:

- i. Call to order by presiding officer.
- ii. Financial, committee, and position reports. These reports should be filed with the minutes.
- iii. Old Business.
- iv. New Business.
- v. Adjournment.