

Southwest Baseball Association, Inc. By-Laws

Article One - Name:

The organization existing under these by-laws shall be known as the Southwest Baseball Association, Inc., Cobb County, GA, hereinafter referred to as the SWBA.

Article Two - Address:

The principle address of the association shall be P.O. Box 210, Clarkdale, Georgia 30111.

Article Three - Purpose:

The purpose of this organization shall be to establish a quality athletic recreation program with major emphasis on educating participants in the values of good sportsmanship and fair play in an atmosphere of fun and fellowship and to provide support and development of athletic skills for local, regional, national or international competition. This objective shall be achieved by providing quality, supervised, and competitive athletic programs, subject to the rules and regulations established by the SWBA. All SWBA officers, board members, and coaches are to be composed of unpaid volunteers. No part of the net earnings of the Association shall insure to the benefit of, or be distributable to officers, board members, or coaches, except coach certification expenses or reimbursement for costs incurred by officers, board members or coaches for expenses that would normally be assumed by the Association and paid concession workers.

Article Four - Liability:

The Southwest Baseball Association Officers, Board of Directors, Sponsors, Coaches, Managers, Umpires, and/or any other supervisory persons are not responsible for injuries to persons or damage to property.

Article Five - Government:

- A. The governing body shall be the Board of Directors. The Board of Directors shall consist of the following members:
1. President
 2. Vice-President
 3. Secretary
 4. Treasurer
 5. Chairperson: Rules and Grievances
 6. Chairperson: Equipment and Uniforms
 7. Chairperson: Coaches and Umpires
 8. Chairperson: Sponsors and Fundraising
 9. Chairperson: Concessions
 10. Chairperson: Concessions – 2nd Chair
 11. Chairperson: Registration and Website
 12. Chairperson: Registration – 2nd Chair
 13. Chairperson: Ceremonies
 14. Chairperson: Fields and Grounds
 15. Chairperson: League Director
 16. Chairperson: League Director
 17. Chairperson: League Director
 18. Chairperson: League Director
- B. The term of each officer and chairperson shall run concurrently from July 1 of the elected year until June 30 of the following year. Officers will be elected by a majority vote of the duly constituted membership meeting as outlined in Article Eight. Elected officers and chairpersons will serve for one year and be able to succeed same office for up to five years. To be eligible for office, candidates must have a child who will participate in the Association program for the candidate's year of service. The Board of Directors shall appoint a replacement for any officer unable to fulfill his/her term. In lieu of separate offices of President and Vice-President, the membership may elect two Co-Presidents, at which time the office of Vice-President shall go unfilled.

- C. All matters concerning interpretation of the by-laws, and matters of finance of the SWBA shall be decided by a vote of the Board of Directors, and no motion shall be carried without a favorable vote from a majority of elected board members present at a duly constituted meeting.
- D. The by-laws of the Association may be exclusively amended by a majority vote of the General Membership in attendance at a duly announced meeting, providing the following conditions have been met:
 - a. Notice of the proposed amendment(s) is given to the President or Secretary of the Association, thereby constituting notice to the Board of Directors at least two (2) weeks prior to the meeting at which the intended vote is to be taken. Said notice shall contain the existing article to be modified and the proposed modification and meeting at which the vote is to be taken.
 - b. The Board of Directors shall indicate to the membership at the said meeting whether or not they approve or disapprove of said amendment.
 - c. The decision of the membership shall be considered final but not to the extent that another amendment could not be submitted for the purpose of appealing a prior amendment.
 - d. The membership shall be given adequate notice of any meeting that has as its purpose the revision of amending of the by-laws.
- E. A quorum of Board members shall consist of a majority of elected Board members present at a duly constituted meeting.

Article Six - Duties of Officers:

A. Responsibilities Pertaining to all Board Members.

- 1. He/She shall attend all Board meetings, or if unable to attend, notify the Secretary prior to the meeting.
- 2. He/She shall be responsible for providing and arranging for a competent individual to assume his/her duties in the event he/she will not be able to do so and upcoming events deem it necessary. He/She shall notify the Secretary and other affected individuals accordingly.
- 3. All duties not specifically set forth in the by-laws shall be assigned to the appropriate League Director by the President.

B. President (Co-Presidents)

The President shall:

- 1. Provide leadership for the Association.
- 2. Preside at all meetings.
- 3. Act as an ex-officio member of all committees.
- 4. Sign or co-sign all contracts of the Association.
- 5. Be authorized to counter-sign checks.
- 6. Not override the duties of other officers and Board members unless inaction would place the association in jeopardy.
- 7. Delegate authority to the Vice-President or consult with the Co-President to act on his/her behalf during absences.
- 8. Be authorized to warn or suspend any member, including officers, board members and coaches until review at a called meeting which must be held within five days of said warning or suspension, and to bar the suspended person from attendance at league fields or activities.
- 9. Make a quarterly or more frequent review of the financial records of the Association with the Treasurer.

10. At his discretion, call for an audit of the financial records of the Association.
11. Oversee all All-Star Activities.
12. Establishing SWBA playing schedule and practice field assignments for games and coordinating schedule with other associations using the park and Cobb County Parks, Recreation, and Cultural Affairs.

C. Vice-President

The Vice-President shall:

1. Assume duties of President during his/her absence.
2. Assist other officers in carrying out their duties.

D. Secretary

The Secretary shall:

1. Maintain a full and complete record of all proceedings of all meetings.
2. Render documented reports and minutes when called upon at a meeting.
3. Maintain minutes of all meetings for a 3 year period.
4. Hand over all minutes of all meetings to the succeeding Secretary.
5. Handle all aspects of pictures and trophies.

E. Treasurer

The Treasurer shall:

1. Have full charge of all finances and see that moneys from all sources (registration, sponsors, fund raisers, etc.) are safely deposited in a local bank.
2. Arrange for establishment of a checking account with a local bank, including signature cards for all applicable officers and prompt reconciliation of bank statements.
3. Approve all contracts with vendors to the Association in consultation with the President and/or appropriate committee chairperson.
4. Maintain a complete record of all financial transactions with verifiable receipts and canceled checks.
5. Prepare and post a financial report by mid-baseball season detailing all income and expenses for the current year to the date of posting.
6. Maintain financial records for 5 years and hand them over annually to the succeeding Treasurer.
7. File a year-end financial report with Cobb County Parks, Recreation, and Cultural Affairs.
8. Counter-sign all checks.

F. Chairperson: Rules and Grievances

The Chairperson: Rules and Grievances shall (with support of his/her committee):

1. Establish all playing rules for all leagues. He/She shall try to conform as closely as possible with *Dizzy Dean* League Rules with necessary adjustments for local conditions. Goals should be aimed at providing a safe and fun playing situation for all players, while teaching the players the fundamentals of baseball and good sportsmanship.
2. Establish procedure to place players on teams with an emphasis on keeping as much parity between the teams as possible.
3. Establish protest guidelines for handling grievances from association members, coaches, and any other interested parties.
4. Will be the first contact from interested parties for notice of protests and grievances, and will head any groups assigned to arbitrate protests and grievances unless he/she is a participant in the protest or grievance, at which time the Association President will assume his/her duties.

G. Chairperson: Equipment and Uniforms

The Chairperson: Equipment and Uniforms shall (with support of his/her committee):

1. Be responsible for obtaining written quotations from competent suppliers for all uniforms and equipment and then presenting his/her recommendations for purchases to the Board of Directors.
2. Purchase such equipment as is approved by the Board of Directors in a timely manner and distribute
3. equipment and uniforms to the teams.
4. Make recommendations in matters of safety including equipment, field layout, fencing, league rules and other matters.
5. Maintain an inventory of supplies and arrange a method of distribution of replacement equipment during the season.
6. Be responsible for collection of all SWBA equipment at the end of the season. A complete inventory of the equipment and its condition shall be presented to the board at the last regular meeting of the year. Also, a list of all coaches who have not turned in equipment shall be presented in writing to the board.

H. Chairperson: Coaches & Umpires

The Chairperson: Coaches and Umpires shall (with support of his/her committee):

1. Establish all qualifications for coaches, umpires, and score keepers and assigning all of the above to the appropriate games throughout the season.
2. Conduct and/or arrange clinics to adequately train coaches, umpires, and score keepers prior to the start of each season.
3. Maintain a list of available umpires and score keepers for use in scheduling and substitutions, and such list shall be furnished to appropriate parties.
4. Make recommendations for compensation of umpires.
5. Responsible for backgrounds checks of all potential coaches. Lead committee that includes President and Vice-President as only parties aware of outcome of coaches' background check
6. Lead committee used to determine from potential coaches.

I. Chairperson: Registrations and Website, Plus 2nd Chair

The Chairperson: Registrations and Website shall (with support of his/her committee):

1. Annually prepare the forms to be used for player registration.
2. Mail to all players from the prior season a notice concerning the upcoming registration period. These should be mailed at least 30 days prior to open registration and shall specify a deadline for their return.
3. Receive all forms and moneys which will be turned over to the Treasurer with a listing of all players and their playing status.
4. Establish the date, time, and place for open registration and assign volunteers to assist in sign-up of players. Also establish methods and costs of advertising the open registration. Turn over all moneys to the Treasurer with a listing of all players and their playing status.
5. Establish participation fees for all leagues.
6. Establish requirements for hardship case participants. Lead committee that includes Secretary and President to consider all hardship requests. Committee may offer up to five (5) hardship registrations per season.
7. Make recommendation to board for any potential refunds. Registration forms should include a deadline for withdrawal in order to secure a refund. Members requesting a refund after this date will not be allowed without approval by the board.

J. Chairperson: Concessions, Plus 2nd Chair

The Chairperson: Concessions shall (with support of his/her committee):

1. Be responsible for coordinating and overseeing all activities involving concessions.
2. Decide and assign staffing requirements of the concession stand.
3. Decide items to be sold in the concession stand and prices items will be sold for. The board should beware of any major changes being considered in this area.

4. Purchase items to be sold in the concession stand and maintain an adequate supply of items. Board spending cap (\$500) is waived for the purposes of purchasing stock to be used for the concession stand.
5. Be responsible for accounting of all moneys collected at the concession stand and turning over moneys to the Treasurer for deposit in SWBA checking account.

K. Chairperson: Sponsorship and Fundraising

The Chairperson: Sponsorship and Fundraising shall:

1. Recommend fund-raising events to the Board for consideration.
2. Coordinate and handle the annual Atlanta Braves fund-raising event.
3. Annually draw up a written solicitation form to be used in securing sponsors. The form should describe the SWBA organization and outline the cost and benefits to the sponsor.
4. Assign each sponsor a team and collect and forward all moneys to the Treasurer.
5. Recommend methods and costs of sponsor recognition and present to the Board.
6. Maintain list with names, addresses, and phone numbers of sponsors for future contact.

L. Chairperson: Ceremonies

The Chairperson: Sponsorship and Fundraising shall:

1. Responsible for all aspects of opening day and closing day ceremonies.
2. Find vendors for participation in opening day
3. Complete Schedule for teams to run opening day activities
4. Work with Secretary to collect banners and supplies for opening day.
5. Work with President to write agenda for opening day and closing day ceremonies.
6. Work with local police, fire and city officials to setup parade for opening day
7. Collect signed parade waivers from all parents for participation in the parade

M. Chairperson: Fields and Grounds

1. Establish guidelines and assign appropriate parties for dragging and lining of fields, designating parties to complete litter removal and working with Cobb County Parks, Recreation, and Cultural Affairs.
2. Responsible to oversee any projects intended to improve the park. This includes being actively involved in all matching grant programs.

N. Chairperson: League Director

1. Act as liaison between all board positions, coaches, players and parents in appropriate leagues.
2. Act on the grievances committee for all grievances raised in said league.
3. Assist the Coaches & Umpires Chairperson in Coach selection.
4. Responsible for the organization and execution of all league try-outs and drafts.
5. Responsible for holding coaches meetings in conjunction with the Coaches & Umpires Chairperson.
6. Assist Uniforms & Equipment Chairperson in collection and distribution of team equipment.
7. Communicate all association issues to coaches and/or players.

Article Seven - Meetings:

- A. A called meeting of the Board of Directors or of the full membership may be held at the discretion of the President with an attempt to reasonably notify all involved parties.
- B. The President shall order a called Board meeting upon receipt of written petitions of four (4) members of the Board of Directors, and a General Membership Meeting upon receipt of a written petition from twenty-five (25) members of the general membership. Petition for such a meeting shall state the reason for such request.

Article Eight - Elections:

- A. A general membership meeting will be called for election of officers and chairpersons.
- B. The general membership meeting for elections will be held during the regular baseball season.

- C. A list of all offices, with sign-up spaces for the candidates for those positions shall be posted at the park at least one week prior to the scheduled election meeting.
- D. A notice will be prominently posted at the field at least two weeks prior to the meeting stating the time and place of the election meeting and that all members in good standing are invited to attend.
- E. Consent of any nominee is mandatory before placing their name on the ballot.
- F. A slate of candidates shall be published and distributed to the general membership at the election meeting.
- G. This ballot shall allow space for insertion of names of candidates nominated from the floor.
- H. Ballots will be counted by the current board but any person running for a position, shall not be allowed to count ballots for that position.
- I. Any office not filled through the annual election shall remain open until the Board of Directors selects a volunteer to fill the office. A majority vote of the Board *members present at a scheduled meeting* shall be required to approve a new officer.
- J. It is suggested that an advertisement be ran in the local newspaper or via website 1-2 weeks prior to the elections to notify the general public.

Article Nine - Membership:

- A. Parents or Guardians of any child meeting the requirements as to age and residence as set forth in the rules and regulations of the SWBA may become voting members by paying an annual general membership fee as determined by the Board of Directors. Hardship cases may be approved by the Hardship committee consisting of the registration chairperson, secretary and treasurer. Up to 5 hardship cases may be approved by this committee without prior board approval.
- B. The Board of Directors, by a majority of elected members present at a duly constituted meeting, shall have the authority to warn, suspend, or expel any adult member whose conduct is detrimental to the best interests of the Association.
- C. The use of profanity in excessive form, narcotics, alcoholic beverages, or fighting on park premises shall be sufficient grounds for automatic expulsion from the Association.
- D. The Board of Directors, upon evidence of misconduct of any player, shall notify the team coach of which the player is a member, and the parent(s) or guardian(s) of the player within twenty-four (24) hours. Said coach shall appear in an advisory capacity with the player before the Board of Directors who shall have full authority to suspend or revoke such player's right to future participation and his/her registration fee shall be forfeited.

Article Ten - Finances:

- A. The revenue of this organization shall be derived from registration fees, sponsor fees, and fund-raising activities.
- B. The control of such revenue and income shall be determined by the Board of Directors or as stated in the by-laws.

Article Eleven - Grievances:

- A. In the event that a parent feels that his/her child is not being treated fairly, the first step shall be to contact the President or Chairperson: Rules and Grievances to discuss the problem. An alternate step would be to ask for a conference with the coaches of the team with either the President or Chairperson: Rules and Grievances attending.
- B. Such a request should be made to one of the two mentioned board positions. Their job is then to set up such a meeting and act as arbitrator, if required. Directly approaching a coach during practice sessions and/or competitive events is not acceptable. The loss of a parent's temper or that of a manager or coach, whether resulting in bodily injury or not, while on the practice field or playing field so as to be witnessed by the players and/or other children constitutes grounds for immediate expulsion from the current event and risks permanent expulsion from membership of the Association.
- C. In the event that a parent is not satisfied with the outcome of a meeting with the President and/or Chairperson:
 - a. Rules and Grievances, the next step would be to file a formal complaint (preferably in writing) with the Board of Directors as a whole. The President shall be the receiver of such charges and will call a Board meeting promptly following receipt of such complaint. The entire Board present at the meeting shall then act as a grievance committee.

- b. If any member of the Board is a party to the grievance, they will be disallowed from acting as a part of the grievance committee, but their side of the story shall also be heard.
- c. Grievances concerning other Association activities shall first be directed to a disinterested Board member, who shall act as arbitrator and shall call a meeting of the involved parties to seek a solution. In the event a satisfactory solution is not arrived at by this method, then a formal complaint should be brought with the Board of Directors as stated previously in this article.

Article Twelve - General Rules and Regulations:

- A. Any coach may be removed for conduct detrimental to the league's standards and activities. A majority vote of the Board members present at such meeting is necessary to effect such removal. The affected coach shall be notified of such meeting and shall have the opportunity to defend himself/herself.
- B. If any coach or league official comes to the ballpark under the influence of alcohol or narcotics, he/she will be relieved of his/her duties.
- C. Any parent, spectator, or player shouting derogatory remarks at any player, other team, or umpires will be warned once, before then being asked to leave the premises. Continued violation of this bylaw, as determined by the Board of Directors, will result in action being taken under paragraph A of this Article.
- D. A member of the Board of Directors may be removed from the Board for misconduct or nonperformance of duties upon a 2/3 majority vote of a duly constituted meeting of the Board. The Board member shall have an opportunity to present a defense at the Board meeting at which the removal is to be taken. The meeting must be scheduled at least 5 days in advance. Mandatory attendance will be requested from all board members. The 2/3 majority vote will be taken from the board members present at this meeting.
- E. The Chairperson: Rules and Grievances shall preside over protest committees. Other members of the committee shall be two coaches from the affected league and the Chairperson: Coaches, Umpires and Fields. Board members may be selected by the committee chairman to replace a member unable to attend.
- F. No member of a protest committee shall vote if he/she has a son or daughter involved in the protested game.
- G. Awards shall be presented to sponsors and winning teams as decided by the Board of Directors upon recommendation by the Secretary.

Article Thirteen – Team Selection

- A. Drafts will occur after an assessment of all players in leagues 7/8 year old and older during Spring seasons.
- B. Teams will be put together in T-Ball and Pre-Ball leagues.
- C. All players are required to attend assessments and to give 100% effort. If it is ever determined that a player did not give 100% effort in an assessment in an attempt to jeopardize the credibility of a draft, the board shall discuss the matter to determine an appropriate action.
- D. Returning players in the same league are allowed, but not required, to return to the same team.
- E. Once a player is selected by a coach or placed on a team, they may not be moved. Trades amongst coaches are not allowed.
- F. Refunds will not be allowed without board vote after the deadline listed on registration forms.
- G. Coaches may “lock down” their child and one additional player per season. All other players must come via a draft. Parent requests prior to a draft will be considered and told to the coaches but no guarantees are made.
- H. Players may not play in any league other than the one Cal Ripken rules show them as eligible for with the following exception:
 - a. 4yr. old players that have played at least one spring season may be moved to the T-Ball league with President approval. Such players will not be eligible for All-Star consideration.

Article Fourteen -Coaches:

- A. All head coaching candidates are required to submit an application to the Coaches & Umpires Chairperson.
- B. Application must include permission to perform a background check.
- C. Before the Board can formally disapprove a past season's head coach, that coach must be given the opportunity to appear before the Board to answer all allegations made against him/her. The coach shall be fully and formally advised of all allegations before the Board.
- D. Any candidate for coach of any SWBA team, if selected and approved, shall manage only that team during the SWBA playing season.

- E. Head coaches, when duly approved, shall have the opportunity to select their assistant coaches subject to approval by the Board of Directors.
- F. Coaches must be of the highest moral character.
- G. Coaches must not use tobacco, of any form, while within the playing area, including dugouts.
- H. Coaches must not use alcoholic beverages or narcotics of any kind before or during attendance at league fields or practice fields.
- I. Coaches will refrain from the use of any profane language and shall instruct their teams (and associated spectators) that they may shout encouragement to members of their own team, but shall not engage in shouting or jockeying with players or coaches of opposing teams or with umpires.
- J. Coaches shall agree in writing that they will abide fully with these principles and rules prior to their approval by the Board of Directors.
- K. Assistant coaches shall be subject to the same guiding principles set forth above and shall agree to be bound by them.
- L. Any coach or assistant coach found to be violation of the coach's agreement as interpreted by the Board of Directors is subject to immediate dismissal.

Article Fifteen – All-Star

- A. The league has an All-Star coach and player selection process. Any deviation from established procedures must be first considered by the board.
- B. Each team to consist of 12 players.
- C. Each team to be coached by a qualified league coach. The Head Coach will be determined by vote of other coaches in league. In the event the credibility of the vote is questioned, the board reserves the right to select a coach.
- D. Players are selected by coach vote. Coaches may nominate players from their team but may not vote for them.
- E. The Head Coach is allowed to select the final three players for their roster. The Head Coach must choose from players that were nominated for All-Star consideration but did not make the team by vote.
- F. All-Star teams to be largely self-funded. A limited amount of money per player (to be determined by the board) will be paid for by the association. Any monies taken in by the team should not be made out to SWBA.

Article Sixteen – Travel / Modified Travel teams

- A. The board has agreed to travel teams beginning at the age of 9 yrs. Every member is required to complete an SWBA registration fee and to pay the appropriate fee. 75% of the fee will be used to pay for umpires for the team's home games. Other than this, the team shall be entirely self-funded.
- B. The board has agreed to modified travel teams beginning at the age of 11yrs. All players must be active participants of the recreation league. The recreation league shall always take precedence over the modified team. A parent/player contract has been established. The team shall be entirely self-funded.

Article Seventeen - Other Items:

These bylaws are not intended to cover all aspects of SWBA. In any matter where interpretation or judgment is needed, the board and its' officers are counted on to make decisions thought to be in the best interest of the association.