

## SMYRNA BASEBALL LEAGUE

### Constitution

(Revised March 2019)

#### 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](http://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 – Sites of Principal Operations

The principal operations of the League shall be in and about the city of Smyrna, county of Rutherford, and state of Tennessee, but may extend into such areas as provided for by the governing body of the League. The rules governing 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 IV – 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 V – Membership

Any player's parent (or legal guardian), or coach, or Executive Board Member, or Elected Board Member, or Executive Board appointees, or sponsor shall be considered active members of the League. Active members of the League shall be eligible to vote for the Executive Board, as provided in Section 1, of the By-Laws. Umpires are not considered an active member as they are paid.

## Article VI – Government

The Executive Board is made up of the President, Vice -President(s), Treasurer, Secretary, and Auditor, and shall be responsible for the financial 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 twenty (22) members, elected as follows:

- President
- Vice-President of Player-Pitch (9/10, 11/12, and 13/16)
- Vice-President of Coach-Pitch (3/4, 5/6, and 7/8)
- Treasurer
- Secretary
- Auditor
- 13/16 Commissioner
- 11/12 Commissioner
- 9/10 Commissioner
- 7/8 Commissioner
- 5/6 Commissioner
- 3/4 T-Ball Commissioner
- Player Agent
- Uniform Manager
- Webmaster
- Tournament Director
- Fundraiser Coordinator
- Public Relations Coordinator
- Equipment Manager
- Concession Manager

All Executive and Elected Board Members are subject to the approval of the Smyrna Parks and Recreation Department and may be subject to background checks also. All offices and positions are strictly on a volunteer basis with the exception of the umpires.

## Article VII – Committees and Appointees

The Board may appoint a, Chief Umpire, Election Committee, 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 VIII – Meetings

Regular monthly meetings of the League shall be held and open to the membership. Meetings are scheduled on a monthly basis and dates are pre-determined date/time. 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 Player-Pitch will assume the duties of the presiding officer. If the President and Vice President of Player-Pitch are not present the Vice President for Coach-Pitch will assume 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 one-half (1/2) 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. Board approval must be granted in order for member to be included on agenda.

#### Article IX – Financial

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 business that carries a need to spend more than \$1,000.00, must have three bids prior to purchase. This may be over-ruled in the event there is a unanimous vote of the 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 X – 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 scheduled vote (posted on 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. Elected Board reserves the right to amend by-laws at our discretion.

#### Article XI – Miscellaneous

Any actions not covered in the Constitution and By-Laws, Smyrna Baseball League's Handbook or Code of Conduct that are deemed detrimental to the objectives & purpose 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 to put the member in bad standing. Hearing must be requested, in writing, to review events.

# SMYRNA BASEBALL LEAGUE

## By-Laws

(Revised March, 2019)

### Article I

#### Section 1. Nomination, Election, and Term of Office

An election committee, referred to in Article II, Section 2, will be appointed by the Elected Board at least four (4) weeks prior to the election period. Nominations will cease at least two (2) weeks prior to the annual election and all nominations shall be posted at the baseball complex(es) at least ten (10) days prior to the annual election. Nominations are made by notifying the Election Committee in writing. A nominee's name can only be on the ballot one time. No more than one (1) individual per immediate family is allowed to put their name on the ballot. The election of the Elected Board shall be held prior to scheduled playoff games. The election shall be open to all active members in good standing. Notice of elections will be posted at the complexes and by announcements made during ballgames. Notices of all nominees shall be posted at least ten (10) days prior to the election. Voting shall be by secret ballot, one ballot per family or per membership. There will be no proxies or absentee voting. In the event of a tie, a second ballot shall be taken on which the nominees ranking highest and second highest in the first ballot shall be the sole candidates. The top twenty-two (22) ranked nominees will be the Elected Board. They will convene for the July meeting and elect, by secret ballot, the individual positions within the Executive and the Elected Boards. 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 not limited to, the baseball complexes. The term of the Elected Board shall run from July 1 to July 31 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 shall be called before the Elected Board to give 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 may 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.

#### Section 2. Duties of the President

- To 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
- To oversee League so that all adheres to rules, regulations and policies of Constitution and By-Laws
- To be responsible for local league protests and disputes
- To be responsible for disciplinary hearings
- Serve as representative of the League at the Town of Smyrna, Department of Parks and Recreations
- To give notice to elections and to post names of newly elected Executive Board Members
- To serve on the Tournament Committee with the rest of the Elected Board
- To Aid or act as a liaison between the Board and Chief Umpire

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

- To preside in the absence of the President as stated in the By-Laws and Constitution
- To aid in the supervision of the overall operations in the individual parks
- To oversee and assist commissioners in their individual divisions in day to day activities
- To co-sign checks written on the League account when necessary
- To assist Treasurer in gathering/distributing of all financial information
- To 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

- To record the attendance at all meetings. Record and maintain in permanent record minutes of all meetings and provide copies of same to Board Members
- To co-sign checks written on the League account when necessary
- To conduct the correspondence of the League
- To check the post office box and distribute the contents accordingly
- To give notice of all meetings
- To be responsible for scheduling League Board Member Meetings
- To be the custodian of the Constitution and By-Laws of the League and to post all amendments  
To coordinate background checks of all Executive Board members with the City of Smyrna
- To assume responsibility for coordinating certification of all coaches Create and distribute team practice schedules
- Create and distribute Board Duty Schedule

### Section 5. Duties of the Treasurer

- To assume the responsibility for all League finances
- To dispense League funds as approved by the Elected Board

- To check the post office box and distribute the contents accordingly
- To be one of the two signatures required to sign League checks
- To keep and maintain the financial records of the League
- To present a statement of the account at every monthly meeting of the League and at times when requested by the Elected Board
- To 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

#### Section 6. Duties of a Commissioner

- Assume responsibility for the operation of their division
- To be the point of contact for all coaches within their division
- To coordinate and distribute information to head coaches of their division Attend initial meeting of all coaches for respective age division
- Bring all written complaints generated by division to the attention of the Elected Board

#### Section 7. Duties of the Player Agent

- To check player's eligibility
- Maintain League records, including players' registration information and team rosters, waiting lists, and membership roll
- Be responsible for League registration
- Maintain records of coach's applications, coaching certifications and background submittals to meet City's requirements
- To 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, maintaining a list of individuals ineligible to coach
- Assist to resolve in resolving player related complaints during season with appropriate commissioner

#### Section 8. Duties of the Webmaster

- Responsible for scheduling League games
- To be responsible for score books and records for all League games including pitch counts  
Organize website; keep data and articles current
- Re-schedule make-up games for each division with approvals of the President/Vice-Presidents and Smyrna Parks Department
- To post League information on a regular basis including but not limited to final scores, pitch counts, weather updates, and game cancellations

### Section 9. Duties of the Fundraiser/Sponsor Coordinator

- To contact previous sponsors and recruit new sponsors
- Assist Treasurer/Secretary positions with checking Post Office Box during season
- To supervise fundraising activities of the League
- Provide summary to Treasurer of sponsorships paid for calendar year
- To assist Uniform Manager with sponsor information for team uniform printing
- Distributing team schedules, picture plaques and team jersey to each individual sponsor  
Coordinating sponsor banners
- To plan opening day festivities to include all fundraising efforts for both parks Provide Treasurer with financial reports regarding fundraisers
- Responsible for adding sponsor information/logos to league website
- Coordinate with Uniform Manager to verify and confirm sponsor jersey to distribute to sponsors
- To order end of season league participation medals and end of season tournament trophies

### Section 10. Duties of the Public Relations Coordinator

- To organize and conduct initial “team mom/dad” meetings and distribute information Create and distribute Concession Master Schedule
- To ensure that all players are represented equally for volunteer shift during the season
- To work with photographer(s) to schedule season and action photos
- To post league information on a regular basis
- Organize attendees for Smyrna Volunteer of the Year Banquet

### Section 11. Duties of the Uniform Manager

- To secure bids from vendors on uniform costs
- To suggest to the Elected Board what type of uniform will be provided
- To disburse team uniforms to teams
- To answer any questions or handle complaints regarding uniforms Organize, order and distribute team spirit wear

### Section 12. Duties of the Assistant Uniform Manager

- To assist in securing bids from vendors on uniform costs
- To assist in suggesting to the Elected Board what type of uniform will be provided
- To assist in disbursing team uniforms to teams
- To assist in answering any questions or handle complaints regarding uniforms
- Assist in organizing, ordering and distributing spirit fundraiser for team spirit wear

### Section 13 Duties of the Equipment Manager



- To maintain an accurate inventory of equipment
- To disburse and retrieve equipment from coaches
- To determine equipment needs of the league for each season
- To suggest to the Elected Board types of equipment to be purchased

#### Section 14. Duties of the Concession Manager(s)

- To assume responsibility of operations of the concession stands
- To supervise all Concessions Committee Members
- To maintain an accurate inventory of supplies and replenish as needed
- To coordinate payment for goods with Treasurer
- Opening/Closing procedures posted in each park's concession area
- To present all concessions
- To suggest to the Elected Board equipment needs to be purchased related to concessions

#### Section 15. Duties of the Tournament Director

- Assume responsibility for the smooth and successful operation of the tournament held under the jurisdiction of the local League
- Be responsible for score books needed as part of the tournament documents
- To 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
- Be responsible for making of and posting inner league tournament bracket according to final standings

#### Section 16. Duties of all Combined Board Members

- Perform schedule Board duties and oversee functions of park, games and players, coaches parents keeping safety in mind
- Represent SBL League to various external departments as outlined and needed
- Maintain safe environment within field areas during league play, including governing local park rules
- Assist with league registration
- Serve on Tournament Committee with the rest of the Elected Board Supervise all volunteer workers

### Article II – Committees and Appointees

#### Section 1. Duties of the Chief Umpire

- Coordinate and supervise the League's umpires Assign umpires for all League games
- To be responsible for notifying umpires of cancellations
- Recruiting of new umpires
- Provide training on rules and field positions
- To 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:** Chief Umpire should be sanctioned and member of a governing body. 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 league and apply them on the field.

## Section 2. Duties of the Election Committee

- Election Committee members cannot be members of current Elected Board family/spouse/family
- To oversee the entire election process, and supervise the annual election and the counting of votes
- Coordinate with league President/Vice-President(s) to verify a nominee's willingness to serve on Elected Board
- To verify counts per election for annual election committee
- To notify the Elected Board of the election results

## 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 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 all rules of the League and with the City of Smyrna Parks and Recreation Department 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, paragraph 4 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, or umpire whose actions are deemed detrimental to the 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 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 must complete the Smyrna Baseball League registration form and pay the established fee, before being allowed into the draft. 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

New Coach is a Head Coach that is new to SBL.

Returning Coach is a HEAD coach that is returning or has previously coached in SBL.

Protected Player is a player that is exempt from the draft as they are already assigned to a team (i.e. Coach's child).

Evaluated Player is a player that has attended the Skill Evaluation and is eligible for selection by evaluation number/name in the draft.

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

Elected Board has final decision and will determine final selection of coaches as defined above

Coaches in the 5/6 and 7/8 divisions:

- Head Coach's/Declared Assistant Coach's children or protected players may NOT be placed into the draft for any reason.
- 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.

Coaches in the 9/10 division:

- Head Coach's/Declared Assistant Coach's children and/or exempt players may NOT be placed into the draft for any reason.
- 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. coach entering the draft with two players will select twice if all other teams have four players.)
- Late registration will be assigned on as-needed basis, first, and draft order, second.

Coaches in the 11/12 division:

- Head Coach's/Declared Assistant Coach's children and/or exempt players may NOT be placed into the draft for any reason.
- 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. coach entering the draft with two players will select twice if all other teams have four players.)
- Late registration will be assigned on as-needed basis, first, and draft order, second.

Coaches in the 13/16 division:

- May protect players in accordance with league rules for a specified season. These must have parental permission prior to draft.
- Players registering without membership to a team will be drafted prior to schedule posting Late registration will be assigned on an as-needed basis, first, and draft order, second

Spring players must play in the division they are aged into as of April 30 of the current year. Fall players must play in the division they are aged into as of April 30 of the following year. A birth certificate must be presented to the League at the time of sign-ups for proof of age. No child(ren) will be allowed to play out of their Division without expressed permission from the division commissioner of both the division they are supposed to play in as well as 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. Three year olds will be eligible to participate only in the Start Smart division.

### Section 3. Coaching

Anyone interested in coaching in the League shall submit an application 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 particular order:

1. Previous experience and adherence to SBL rules
2. Whether or not past disciplinary actions have been taken
3. Returning coach vs. New coach
4. # of protected players

\*\*No New Coach will be awarded two teams.

### 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, so as 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 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. Election Board will make the final protest call.

Calls based on DECISIONS OR JUDGEMENTS BY AN UMPIRE ARE FINAL!!!

## 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. Reading of the minutes of the previous meeting by the Secretary. These should be amended if necessary and approved by vote of the Executive Board.
- iii. Treasurer’s report. This report should be filed with the minutes.
- iv. Committee reports.
- v. Old Business.
- vi. New Business.
- vii. Adjournment.

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