

**Cloquet Youth Baseball/Softball Association**  
**P.O. Box 45**  
**Cloquet, Minnesota 55720**

**CONSTITUTION AND BYLAWS**

**ARTICLE I - NAME**

This organization shall be known as the Cloquet Youth Baseball/Softball Association, Inc. From henceforth in these bylaws referred to as the Association.

**ARTICLE II – PHILOSOPHY, GOALS, OBJECTIVES**

1. The Association's philosophy is to promote sportsmanship, fair play and positive character building through participation in baseball/softball and umpiring. Baseball/Softball participants are ages 5-15 and live in or attend school in Cloquet, MN.
  - a. This association may, at the approval of the Board, accept a player from a neighboring town that does not provide an equivalent Recreational and Travel team.
  - b. CYBSA is a non-profit organization established for benefit of youth Baseball and Softball. The association will not carry on any activities not permitted to be carried on by an organization exempt from Federal Income Tax Section 501 (C) (3) of the Internal Revenue Code of 1986
  - c. In the case of dissolution of CYBSA all moneys, equipment and other assets will be donated to youth organization in the city of Cloquet MN.
2. Goals
  - a. To provide the opportunity to play baseball/softball to every interested child ages 4-18.
  - b. To help all children involved in the program to develop their playing skills to the highest potential possible.
  - c. To help all children involved in the program to develop positive character traits, which will relate to any life situation.
  - d. To help all children involved in the program learn how to be a responsible and positive team member.
  - e. To provide the safest conditions possible, thereby preventing serious injury.
  - f. To insure enough equipment and facilities are available to reasonably accommodate the needs of participants and teams to learn and practice basic skills.
  - g. To help children learn the value of contributing the welfare of their program and respect for property and rights of others.
  - h. To help children learn to be proficient umpires.
  - i. To encourage parent volunteering to enhance all areas of the Association.
3. Objectives
  - a. To encourage all children ages 4-18 who are interested in baseball/softball/umpiring to register at spring registration
  - b. To provide an adequate number of team practices prior to the season opener.

- c. To provide at least one practice/instructional session per week, once the regular season starts, for the purpose of learning the basic fundamentals of the sport and to develop the skills necessary to play for all age groups beyond T-ball.
- d. To provide competitive experiences in which team play, sportsmanship and improving skills are equally stressed.
- e. To provide instruction and guidance to coaches so they can facilitate the goals and objectives of the program.
- f. To keep equipment and playing fields in proper condition.
- g. To teach the proper techniques to avoid injury.
- h. To encourage each child to participate in fund raising programs.
- i. To teach respect for personal property, equipment and those in authority.
- j. To teach children the proper techniques of umpiring, as well as appropriate dress and proper use of safety gear.

### ARTICLE III – GOVERNMENT

- 1. The government of the Association and management of its affairs shall be vested in a Board of Directors. The Board of Directors shall be no more than 12 adult members plus the president. The Association will accept applications to fill board vacancies at any scheduled board meeting. Following attendance at two consecutive board meetings and passage of a background check, a majority vote by current board members at the end of the second meeting will accept new members. The applicant will be notified by mail the following day. Board members will be elected in 3-year terms at the September board meeting.
- 2. The Board shall elect four officers; a president; vice-president; secretary; and treasurer. The officers will constitute the executive committee. The executive committee shall have the full authority to administer the fiscal affairs of the Association. The executive committee shall be elected on a yearly basis at the September board meeting. There shall be no restrictions for the number of terms an officer may serve. All business transacted by the Board shall bind the Association.
- 3. President - The president shall schedule and preside over all meetings of the Association when present and perform all executive duties as would normally fall within the duties of the president's office. The president is an ex-officio member of all committees and shall appoint a Board member to chair each committee.
- 4. Vice-President - In the absence of the president, the vice-president shall exercise the authority and duties of the president.
- 5. Treasurer - The treasurer shall keep a financial record of the Association to include all sources of revenue and all disbursements. The treasurer shall be prepared to give a financial accounting of the Association's financial condition at every meeting.
- 6. Secretary - The secretary shall keep a record of all annual, regular, special and executive committee meetings and be prepared to submit minutes from preceding meetings at any annual, special or executive committee meeting. The secretary will keep a record of official correspondence to individuals and organizations from the Association. The secretary will send out minutes of the latest Board meeting to all board members, maintain a file of minutes at the

Association office, and send the agenda for the next scheduled meeting to all board members at least one week prior to the meeting.

7. Working Committees - Working committees may be established to facilitate routine duties necessary to meet the program goals and objectives. A board member shall chair the working committees but membership is not exclusive to board members. The primary responsibility of the chairperson shall be to see that the committee functions within the philosophy, goals and objective of the Association. The executive committee may establish working committees as necessary.
8. League Director/Player Agents - League Directors/Player Agents shall be appointed by the Board for each appropriate league.
9. Vacancies- When the executive committee has a vacancy the President can nominate an interim officer until the vacancy is filled. To be considered for an executive committee position intent must be given to the President at least two weeks prior to a board meeting. If a vacancy is filled outside the term of the previous officer the term will restart with new fulfillment. When a board member resigns prior to term ending the President can fill their position with board approval.

## ARTICLE IV – MEETINGS

1. The general public shall be invited to all board meetings.
2. Regular - ~~There shall be monthly meetings to discuss Association business.~~ Specific problems shall be addressed with the entire board. Strategies will be developed and necessary direction and guidance will be provided to the executive and working committees. ~~There shall be a minimum of 8 meetings a year to discuss Association business.~~
3. Special - The president can call a special meeting of the board when a problem develops that cannot be handled by the executive committee or the working committee.
4. Executive Committee - The executive committee will meet as often as necessary to conduct the fiscal management of the Association.
5. Committees - It is the intent of the Association to recruit and work with anyone willing to help in whatever capacity necessary to run a sound youth baseball/softball program. A board member will chair working committees and meet formally or informally. Formal minutes will not be necessary but verbal progress reports are expected at regular or special meetings.

## ARTICLE V – RULES GOVERNING BOARD MEMBERS & MEETINGS

1. A quorum exists when more than one-half of board members are present.
2. The president will open all meetings with a statement concerning the agenda. He/she may alter the agenda as he/she sees fit and will announce such at the start of the meeting.
3. A roll call will be taken at the beginning of each monthly meeting.

4. The Association is not so formal that a strict protocol is deemed necessary for conducting meetings. When an issue is being discussed and it appears there is consensus, the president may elect to state what the consensus appears to be. If he/she does so, silence will be considered agreement and the minutes will reflect such and the consensus statement will have the same effect as a formal motion. When it appears an issue does not have consensus, the president will ask for a formal motion. The motion may be pertaining to the issue being discussed or may be a request to table the issue. A second to the motion will require a formal vote. Prior to the formal vote, the president will ask for final discussion. Final discussion is to be brief and left to the discretion of the president how much time will be devoted. Once the president calls discussion ended, he/she will then ask for a vote. Once the vote is final, the president will proceed to the next item of business. In the event a motion for tabling an issue is voted down, the president must then call for a new motion and repeat the same process.
5. In the event a board member misses three regular meetings from October to September, the board member may be terminated. At the end of the third missed board meeting the board will then discuss and vote on the status of said board member.
6. In the event a board member is not abiding by the Association's Constitution and Bylaws, any board member can make a motion of censorship. A motion of censorship and a second will include the allegation of which bylaw has been violated. The board member facing censorship will be presented with opportunity for rebuttal. After all presentations are made, the Board will vote. Three-fourths of the Board present must vote for censorship before further action can be taken. If censorship is voted, the recommendations for resolution will be taken. After all recommendations are noted and an adequate period of discussion, the board will keep taking votes for a resolution until a majority vote for one recommendation. In the event the president is being considered for censorship, the vice-president will preside over the meeting.
7. No board member will be compensated for his position on the board, but may be compensated for legitimate expenditures while carrying out established duties.

## ARTICLE VI – RULES FOR GOVERNING THE EXECUTIVE COMMITTEE

1. The executive committee members can give authorization to purchase equipment or material to whomever they see fit.
2. The executive committee may meet as often as necessary to conduct the fiscal affairs of the Association.
3. The executive committee will have a quorum with three of four officers present.
4. The executive committee shall establish a budget by January 1 for the current year and submit the budget to the Board of Directors for approval at the next regular meeting. Once the budget is approved, the executive committee must try to stay within the budget. However, if unforeseen expenses require more than ten percent change a special meeting with the Board must be called.
5. The executive committee shall have the authority to negotiate and make agreements concerning finances and inter-organizational cooperation within the scope established by the Board.

## ARTICLE VII – Directors, Coordinators, Committees and Coaches

1. Directors and Coordinators- All directors and coordinators are nominated by the President and voted on by board.
  - a) Baseball/Softball/Instructional/Tball Directors- responsibilities will include but not limited to the below:
    - (1) Coach selection
    - (2) Conducting a draft for recreational players
    - (3) Conducting and assisting with selection of Travel teams
    - (4) Organization through current League on team schedules
    - (5) Working with coaches, parents, and players to resolve any in season conflicts
    - (6) Attending out of season meetings to prepare for following season updates
  - b) Equipment Coordinator- responsibilities will include but not limited to the below:
    - (1) Disbursement and collection of equipment from coaches in a timely manner
    - (2) Inventory of current equipment
    - (3) Give equipment needs to board for vote for purchase for the next season
    - (4) Order approved equipment
  - c) Safety Coordinator- responsibilities include but are not limited to the below:
    - (1) Maintain a current coach list from all Directors
    - (2) Ensure all coaches complete the required background check and safety instruction prior to organized team activity
  - d) Registration Coordinator- responsibilities will include but not limited to the below:
    - (1) Preparing and opening registration on website
    - (2) Maintaining a current list of players with the assistance of Directors
    - (3) Bringing all scholarship requests to the board
    - (4) Reporting any refund and missed payments from payment plans to appropriate board members
  - e) Apparel & Uniforms- responsibilities include but are not limited to the below:
    - (1) Working with a local company to provide an apparel option
    - (2) Work with Directors on getting uniforms selected and ordered prior to season
    - (3) Work with Sponsor Coordinator to ensure all sponsors are assigned to a uniform
  - f) Sponsor Coordinator- responsibilities include but are not limited to the below:
    - (1) Prepare and maintain a sponsor inventory
    - (2) Recruit and maintain positive relationships with local sponsors
    - (3) Order promised advertising material selected by sponsorship
    - (4) Notify appropriate board members for invoice and collection of sponsorship
    - (5) Notify Apparel & Uniform Coordinator for jersey sponsorship
  - g) Website/Social Media Coordinator - responsibilities include but are not limited to the below:
    - (1) Promote appropriate advertisement on website and social media platforms
    - (2) Post updates, raffle outcomes, and team accomplishments on website and social media platforms
    - (3) Enter schedules and team information on website
    - (4) Promote sponsors through website and social media platforms
  - h) Fundraiser Committee- participation on the fundraiser committee is appointed by the President and overseen by the Treasurer. Responsibilities include but are not limited to the below:
    - (1) Organize and Conduct annual Raffle
    - (2) Organize and Conduct annual Golf outing

- i) Coaches- All coaches and assistants must pass a background check prior to conducting any team activities. Coaches are expected to abide by the goals and objectives of the Association. A coach's conduct must be signed prior to any team activities. Coaches will be given specific instructions by the league coordinators prior to the beginning of the year and are expected to follow special instructions for their appropriate league. Coaches are encouraged to develop their coaching skills through education provided by the Association.

## ARTICLE VIII – PLAYING RULES

All games will be conducted according to the rules of the organization the players are sanctioned under.

## ARTICLE IX – UMPIRES

1. An umpire coordinator can be hired to coordinate the recruiting, and scheduling for the Association.
2. When a W-9 has been completed umpires will be paid by mail a set fee every other week for each game, which will be established prior to the season.
3. Umpires are expected to conduct themselves in such a manner that their behavior cannot be questioned, and to be properly dressed and equipped. Questioning the umpire's judgment is recognized a part of the game, though not encouraged, it is to be expected by the umpire. When an umpire's judgment is questioned, the umpire is to act responsibly.
4. Flagrant misinterpretation of rules, flagrant abuse of authority or flagrant misconduct will result in dismissing an umpire.

## ARTICLE X – COMMUNITY PUBLIC REALATIONS

1. Whenever feasible, the Association will purchase goods and services from local merchants and use local sponsors. Any projects costing more than \$500.00 will require board approval.
2. The Association will promote goodwill with neighboring communities.