

## Shakopee Youth Baseball Association By-Laws

### Article 1- Name

The name of this association shall be the Shakopee Youth Baseball Association (SYBA).

### Article II- Membership

#### 1) Qualification;

Membership in the Shakopee Youth Baseball Association shall be open to anyone who lives or attends school (public or private) in School District 720. Any parent or legal guardian who has paid a player's registration fee and is current with regards to payment on his/her child(en)'s fees shall be considered a general member of this association. In addition, any community member who is an active volunteer (A minimum of 10 volunteer hours agreed upon by the board) within the association can and will be noted as a member of the Association. Members who are not current with their fees shall be considered members in good standing if appropriate arrangements for payment have been made.

#### 2) General Membership:

The annual general membership period shall commence on the date a registered player's payment is collected and shall terminate one (1) year later.

#### 3) Rights of Membership:

Each member, as defined above in section 1, shall be entitled to one (1) vote, up to a maximum of two (2) per family as recorded on the player registration form per issue voted upon at all general meetings of the Association, including the Annual Meeting, provided such member is at least eighteen (18) years of age. This excludes Board of Directors meetings.

#### 4) Affiliation

The Shakopee Youth Baseball Association shall be an Auxiliary Member of Shakopee Parks and Recreation and as such shall subscribe and abide with the policies of that agency.

#### 5) Meetings;

There shall be an Annual Meeting of the Association Membership each year on or about September 15. The President or other appointed board member shall announce the specific date, time, and place of the meeting no later than one week, prior to the Annual Meeting. The Annual Meeting may elect Directors of the Association (Board of Director members) and may transact other business as may properly come before the membership. Association members wishing to be nominated for a board position, or wishing to submit an agenda item for the Annual Meeting, must submit the nomination and/or topic in writing (mail or email) to the current Secretary of the Board of Directors no later than one week, prior to the Annual Meeting.

#### 6) Quorum Voting:

The members present at any general meeting shall constitute a quorum. All issues voted upon shall be decided by a majority of the votes cast. Each fully qualified member present shall be entitled to cast one vote (up to two (2) maximum per family as outlined in subsection 3 above) on each issue or election. No proxy votes will be recognized or counted.

#### 7) Communication:

Official notifications of meetings and issues will be communicated via the Shakopee Youth Baseball Association's official website ([www.shalcopeeyouthbaseball.com](http://www.shalcopeeyouthbaseball.com)). E mail communication will be used whenever necessary.

### Article III- Board of Directors

## 1) Board Structure

The Board of Directors shall be composed of up to **thirteen (13)** elected directors. The elected directors shall consist of President, Vice President, Secretary, Treasurer, In-house Directors (2), Travel Directors (2), Equipment Coordinator, Umpire/**Fundraising** Coordinator, **Communications Director, Tournament Director, and Assistant Tournament Director** all of which will serve a two (2) year term. The Board may choose to appoint at large directors at their discretion. The at large directors shall be appointed by the Board after the annual meeting for a one (1) year term. The number of at large directors may not exceed five (5). The Varsity Baseball Coach will also serve as a member of the Board. **The Sr. American Legion Head Coach will also serve as a member of the board in a two (2) year term.** In the event of a vacancy on the Board of Directors due to resignation or other occurrences, the Board of Directors will fill such vacancy for the remainder of the term vacated. This shall be done by the vote of a majority of the remaining members of the Board.

The director that is elected to be vice-president shall serve the first year of his two-year term as Vice-President and the second year as President. After serving his/her one-year as President, he/she may be elected to any of the other Board of Director positions including Vice-President.

## 2) Nominations

Any Association member in good standing is eligible to be nominated to serve as a Board of Directors member and such nomination shall be voted upon by the Association membership at the Annual Meeting. Nominations must be submitted in writing (mail or email) to the current secretary of the Board of Directors no later than one week prior to the Annual Meeting. No husband/wife combinations can serve on the Board.

## 3) Powers and Duties

The Board of Directors shall be the general governing body of the Association. It shall approve the budget and require reports from officers as are necessary to efficiently direct the business of the Association. During intervals between the general meetings of the members of the Association, the Board of Directors shall have, and may exercise, all of the powers of the Association in the management of the business affairs of the Association, in such manner as the board shall deem to be in the best interest of the Association and its members.

## 4) Meetings

The Board of Directors shall meet at least once per year. Additional meetings may be called by the President or upon request by anyone else of the Board. Notice of time and place of the meeting of the Board must be given to each Board member at least forty eight (48) hours prior to the proposed meeting. This notice may be given by phone, mail, email, or in person. If a meeting schedule is adopted by the Board, it shall be posted to the Shakopee Youth Baseball Association's official website ([www.shakopeeyouthbaseball.com](http://www.shakopeeyouthbaseball.com)).

## 5) Quorum

A majority of the directors currently in office shall constitute a quorum for the transaction of the business at any meeting of the Board of Directors. In the absence of a quorum, a majority of the directors present shall adjourn a meeting from time to time until a quorum is present when a duly called or held meeting is convened. Except as otherwise required by law of the Articles of Incorporation, the acts of a majority of the directors present at a meeting at which a quorum is present shall be the acts of the Board of Directors.

## 6) Absent Directors

Any director who will miss more than one consecutive meeting shall submit an explanation of absence in writing to the Secretary of the Board of Directors. A director may give advance written consent or opposition to a proposal to be acted upon at a board meeting. If the director is not present at the meeting, consent or opposition to a proposal does not constitute presence for purposes of determining the existence of a quorum, but consent or opposition shall not be counted as a vote in favor of or against the proposal but shall be entered in the minutes of the meeting.

## 7) Term

Each elected director shall serve a term of two (2) years and each appointed at large director shall serve a term of one (1) year. An elected director may be re-elected to a new term by the Association membership at the Annual Meeting. A director may be appointed to a new term by a

majority vote by the Board of Directors if no new directors voted in at the annual Meeting, or if the number of new directors voted in does not fill all vacancies on the Board of Directors. Any director may resign at any time by giving written notice to the Secretary of the Board of Directors. The resignation is effective when notice is given to the Secretary, unless a later date is specified in the notice, and acceptance of the resignation shall not be necessary to make it effective. A Director may be removed from the Board with cause; this shall be done by the affirmative vote of 66% of the Board of Directors. Any director who has not attended a Board meeting, general meeting, or Annual Meeting for three (3) consecutive months, and has not submitted an explanation of absence, may be removed from the Board by the affirmative vote of 66% of the Board of Directors present at any meeting following the third (3rd) month.

## 8) Resignation

Any officer may resign at any time by giving written notice to the Secretary of the Board of Directors. The resignation is effective when notice is given to the Secretary of the

Board of Directors, unless a later date is specified in the notice, and acceptance of the resignation shall not be necessary to make it effective.

## 9) Vacancies;

The Board of Directors shall fill any Officer vacancy with a current board member. Replacement Officers shall serve for the balance of the term of the office vacated.

## 10) Duties of the Officers;

### A. President

- 1) Preside at Board Meetings and the Annual Meeting.
- 2) Assume full responsibility for the operation of the association.
- 3) Uphold and enforce the regulations of the association.
- 4) Has such other powers and performs other duties as may be assigned by the board of directors.
- 5) Serve one year as President after having served one year as Vice-President.

### B. Vice President

- 1) Assist the president in club leadership.
- 2) Assume all presidential duties, in the event the president is not in attendance.
- 3) At the time of election, the Vice President must agree to become the President of the association in the second year of his two-year term.
- 4) Has such other powers and performs other duties as may be assigned by the board of directors or by the President.

### C. Secretary

- 1) Schedule board meetings and notify board members of meetings.
- 2) Keep a record of all board meetings.
- 3) Provide agendas and meeting minutes.
- 4) Sign, with the President, contractual documents which reflect approved board and SYBA commitments.
- 5) Maintain a file of meeting minutes and all legal documents pertaining to the Association.
- 6) Has such other powers and performs other duties as may be assigned by the board of directors or by the President.

### D. Treasurer

- 1) Manage the financial affairs of the associations.
- 2) Provide a financial report to the Board for review at monthly board meetings, and prepare a yearly financial report to be presented at the annual general meeting of the association.
- 3) Assist in both the short and long range financial planning including but not limited to yearly budget planning and preparation along with the Board
- 4) Deposit monies, drafts and checks to the credit of SYBA into the banks and depositories designated by the board of directors.
- 5) Maintain and organized filing system for all paid invoices, bank statements, contracts & agreements.

- 6) Has such other powers and performs other duties as may be assigned by the board of directors or by the President.

#### **Article IV. American Legion Baseball Program**

The Board of Directors shall oversee the American Legion Baseball Program. The Sr. Legion Coach shall be appointed by the Board, will hold a voting position and will serve a two (2) year term.

##### **A. Process**

- 1) The Sr. Legion Coach shall be appointed by the Board based on the following criteria but not limited to: recommendation from Shakopee Varsity Head Coach, past coaching experience, any previous evaluations or information received from prior coaching roles, interview with current Board Members
- 2) The Sr. Legion Coach shall notify the Board in writing prior to the fall SYBA meeting and elections of their intent to coach the following year.
- 3) An evaluation process of the Sr. Legion Coach will commence following each season similar to the process set forth by the travel program to ensure.
- 4) If any circumstances arise that the Sr. Legion Coach cannot finish their current season, an Assistant Sr. Legion Coach will fulfill the role of Head Coach.

##### **B. Roster**

- 1) Number of teams and size of teams may vary year to year based on the number of participants.
- 2) The Legion Coach and Shakopee Varsity Baseball Head Coach will make decisions on the number of teams and roster size with guidance and input from the Board.
- 3) Any players that are not selected to a Legion Program will be placed in the appropriate league/level SYBA offers for that summer. Any player reassigned to a non-Legion team can make their own determination to accept the reassignment or be reimbursed fees based on SYBA policy.

##### **C. Finances**

- 1) The Legion Program shall keep an independent checking account from the Board checking account for all Legion related expenses. This account shall not go below \$2,000.
- 2) The Legion Coach will review, with Board Directors, the account at every monthly board meeting, inclusive of all financial transactions.
- 3) Any single purchases that will exceed \$1,000, requires notification, in writing, to the Board. An email will constitute a written notification to the Board.
- 4) The Legion program checking account shall be funded with registration fees minus expenses, after initial deposit. Legion registration fees will be set by the Legion Coach with input and guidance from the Board.
- 5) The Board shall approve payment amounts for Legion Coach and any Assistant Coaches on a yearly basis. The compensation earned by the Sr. Legion Coach will be distributed by the SYBA Board in a one-time annual payment at the conclusion of the Legion season. The compensation for the Sr. Legion Coach will be approved annually, prior to the start of the season.

- 6) Legion program may fundraise and add funds from outside sources as needed to help fund their program. The Board will be notified of sponsorships, donations, or any other source of monies funded to the Legion program at every monthly Board meeting.

**Article V- Committees**

The Board of Directors may, by resolution approved by the affirmative vote of a majority of the Board, establish committees having the authority of the Board in the management of the business of the Association only to the extent provided in the resolution. Each such committee shall consist of one (1) or more persons (who need not be members of the Board of Directors) appointed by affirmative vote of majority of the directors present, and shall be subject at all times to the direction and control of the Board. A majority of the members of a committee present at a committee meeting shall constitute a quorum for the transaction of committee business.

**Article VI- Amendments**

By-Law changes must be distributed to all Board members, discussed and approved with a positive vote of at least 66% of the Board members.

The undersigned Secretary of the Association hereby certifies that the foregoing Bylaws were duly adopted as the Bylaws of the Association by its Board of Directors on

2/18/24  
\_\_\_\_\_  
Date

  
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Mike Hanson  
Secretary