

Frisco Baseball/Softball Association

Frisco, Texas



BY LAWS

Updated: January 2009

ARTICLE I. NAME OF ORGANIZATION

1.1 This organization shall be known as the FRISCO BASEBALL/SOFTBALL ASSOCIATION, hereinafter referred to as the Association or FBSA. This Association will be a nonprofit organization.

ARTICLE II. OBJECTIVES

2.1 FBSA seeks to implant in the youth of this community ideals of good sportsmanship, honesty, loyalty, courage and reverence, so that they may be finer, stronger and happier youth who will grow to be good, clean, healthy adults. This objective shall be reached by providing supervised, competitive, baseball/softball games. The Managers and Coaches shall bear in mind at all times that the attainment of exceptional athletic skill or the winning of games is secondary and the molding of future citizens is of prime importance.

ARTICLE III. MEETINGS OF MEMBERS AND DIRECTORS

3.1 The *Robert's Rules of Order, Revised*. shall be the parliamentary authority for all matters of procedure not specifically covered by these Bylaws.

3.2 Regular meetings of the Executive Board and Board of Directors may be held at such time and place as shall, from time to time, be determined by the Executive Board, without the necessity of notice to the public.

3.3 Special meeting of the Executive Board and Board of Directors may be called by the President from time to time. Such special meetings must be called by the President; however, any two (2) Directors may call a special meeting of the Executive Board or Board of Directors with two (2) days notice by written request to the President or in his/her absence, the vice-president.

3.4 At all meetings of the Board of Directors, the presence of majority of the Executive Board shall be necessary to constitute a quorum for the transaction of business. The act of a majority of the Directors present at any meeting shall be the act of the Board of Directors except as may be otherwise specifically provided by these Bylaws. If a quorum is not present at any meeting of the Board of Directors, the Directors present shall adjourn the meeting without notice other than an announcement at the meeting until a quorum shall be present.

3.5 Any member of the Executive Board or Board of Directors who is absent from two (2) consecutive meetings of the Board of Directors, without justifiable cause, will be subject to dismissal by the Board of Directors and Executive Board.

ARTICLE IV . EXECUTIVE BOARD AND BOARD OF DIRECTORS

4.1 The business and affairs of the Association shall be managed by the Executive Board of Directors, who may exercise all such powers of the Association and do all such lawful acts and things as are not by these bylaws directed or required to be exercised.

4.2 All members of the Board of Directors shall have one (1) voting right.

4.3 The Executive Board and Board of Directors shall establish all policies, rules and procedures not covered by these bylaws.

The Board of Directors may consist of the following:

Executive Board

- A. President
- B. Vice-President
- C. Treasurer
- D. Secretary
- E. Baseball Commissioner
- F. Softball Commissioner
- G. Immediate Past President – Advisor
- H. Executive Secretary

Board of Directors

- I. Equipment Director (Boys and Girls)
- J. Publicity/Sponsorship Director
- K. Uniform and Awards Director
- L. Baseball Tournament Director
- M. Softball Tournament Director
- N. Select Baseball Director
- O. Select Softball Director
- P. League Directors

4.4 The duties of the Directors are as follows:

President

- A. To preside over all meetings.
- B. To appoint committees, and act as ex-officio officer presiding at all committee meetings, except Nominating committee.
- C. To break any tie vote.
- D. To call meetings as needed.
- E. To oversee the whole operations of FBSA.
- F. To take prudent and reasonable action in cases not covered herein, as such authority is implied.
- G. Coordinate League operations with the City of Frisco.

Vice-President

- A. To preside over all meetings in the absence of the President.
- B. To assume the duties of any vacant directorship until the vacant office is filled.
- C. To set up, organize, and conduct registration.
- D. To coordinate with local city school officials for use and scheduling of practice fields and work with the baseball and softball commissioners in scheduling practice sites and times.
- E. To serve as Chairperson in updating and maintaining on a regular basis, the Operating Policies and Bylaws of the Association.
- F. To perform duties as assigned by the President.
- G. At the Board's discretion this position may be divided into multiple positions to efficiently carry out the duties of the office. These positions will be referred to as *First Vice-President*, *Second Vice-President*, etc. In any sections of these by-laws where the duties of the President are to be assumed by the Vice-President, these duties will first fall to the First Vice-President and then to each one thereafter in succession. Duties of multiple Vice-Presidents will be distributed by agreement of the President and the Vice-Presidents.

Treasurer

- A. To receive and collect all funds of the Association.
- B. To dispense all **approved** bills and charges, under the direction of the Board of Directors, either approved by budget or individually.)
- C. To maintain an accurate and current ledger as to all Association funds.
- D. To provide a full report of receipts and expenditures, deposit balances and financial condition at each meeting of the membership, with the exception of special called meetings.
- E. Change signatures on checking account each year to include President and Vice-President.
- F. Execute all checks on the Association Bank account except at which time he/she is indisposed. In this case both the President and Vice-President must sign any checks.
- G. To perform duties as assigned by the President.

Secretary

- A. To take and preserve the minutes of all meeting and to record all votes.
- B. To maintain a complete list of all voting members.
- C. To handle all correspondence assigned by the President.
- D. To notify all Board Members of all meetings.
- E. Maintain a list of disciplinary actions taken against any player, coach, umpire or team.
- F. Maintain the records of any protest or appeals.
- G. To perform duties as assigned by the President.

Baseball Commissioner

- A. Coordinate with appropriate Directors to ensure efficient organization and insure all duties are being performed in a timely and efficient matter and in accordance with the association procedures. (i.e. fundraiser, umpires, pictures, uniforms and trophies).
- B. Supervise and coordinate activities of League Directors.
- C. Liaison between league Directors and Board of Directors.
- D. Maintain roster of teams and coaches.
- E. Work with League Directors in recruiting coaches. *All coaches must be approved by the Board.*

- F. Point of contact for coaches, parents and League Directors as it relates to all baseball operations.
- G. Inform League Directors of any Board policy changes or rule changes.
- H. Assist wherever needed to insure overall integrity of leagues.
- I. Submit forms for league affiliation with proper organization. Schedule all regular Season games and coordinate with League Directors on rescheduling make-up games.
- J. Set the number of teams for each League with Director input but in an attempt to have a minimum of eleven players/team.
- K. To perform duties as assigned by the President.
- L. Coordinate practice schedules with coaches.
- M. Make the assignments of late registrants to teams; first to achieve a balance if the number of players in the order of the original draw/draft.

Umpires

- A. To establish a workable program for procuring umpires.
- B. Provide and schedule qualified umpire(s) for each official league game.
- C. Work with the treasure to see that each umpire is paid.
- D.. Communicate all preseason tournament schedules to umpire association. (Including makeup games.)
- E. Communicate league/field schedules to umpire association.
- F. Communicate all makeup games schedules to umpire association.
- G. Communicate all postseason tournament schedules to umpire association. (Including makeup games.)
- H. Handle all umpire related comments, compliments, and complaints. Forward the appropriate ones to the umpire association.
- I. FBSA point of contact for umpire issues, no-shows, etc. as it relates ot coaches, league directors and the umpire association director.
- J. Scheduling contact for all Frisco based NTBA games. (Including makeup games.)
- K. Can be split into 2 postitions, one each for baseball and softball.
- L. To perform duties as assigned by the President.

Softball Commissioner

- A. Coordinate with appropriate Directors to ensure efficient organization and insure all duties are being performed in a timely and efficient matter and in accordance with the association procedures. (i.e. fundraiser, umpires, pictures, uniforms and trophies).
- B. Supervise and coordinate activities of League Directors.
- C. Liaison between league Directors and Board of Directors.
- D. Maintain roster of teams and coaches.
- E. Work with League Directors in recruiting coaches. *All coaches must be approved by the Board.*
- F. Point of contact for coaches, parents and League Directors as it relates to all softball operations.
- G. Inform League Directors of any Board policy changes or rule changes.
- H. Assist wherever needed to insure overall integrity of leagues.
- I. Submit forms for league affiliation with proper organization. Schedule all regular Season games and coordinate with League Directors on rescheduling make-up games.

- J. Set the number of teams for each League with Director input but in an attempt to have a minimum of eleven players/team.
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- J. Scheduling contact for all Frisco based NTBA games. (Including makeup games.)
- K. Can be split into 2 positions, one each for baseball and softball.
- L. To perform duties as assigned by the President.

Executive Secretary

- A. This is a compensated position reporting to the President and the Executive Board. They are to be considered non-voting member of the board and any committees.
- B. The Executive Secretary is required to do clerical and management work for FBSA. This includes meeting arrangements (including board and coaches meetings), coordinating registration (including flyers, signs, wait lists and walk up registration arrangements), answering FBSA Hotline and general emails, updating hotline and website with weather information, aiding Uniform/Awards director in ordering and distributing uniforms and awards, liaison with our affiliate associations, coordinator of Rough Rider night and any other duties as assigned by the Executive Board.
- C. The Executive Secretary is not a policy maker, but can provide suggestions, recommendations and continuity to the Association.

Publicity/Sponsorship Director

- A. Set up, with Board approval, all opening day activities and coordinate all activities with the baseball and softball commissioners and appropriate Directors.
- B. Coordinate all FBSA notifications and advertisements.
- C. Secure all FBSA Board function facilities.
- D. To establish a program to solicit and maintain team Sponsors and maintain a satisfactory working relationship between Sponsors and the Association. In this regard, thank you letters should be sent out no later than the conclusion of the season of each year and some type of plaque or gesture of appreciation should be given.

- E. Maintain a list of Sponsors, amount of contribution, addresses and team sponsored and deliver all receipts to the Treasurer for deposit
- F.. To perform duties as assigned by the President.

League Director

- A. Direct the League in accordance with all FBSA bylaws and league rules and to implement rules, policies and procedures as established by the Board of Directors.
- B. Coordinate league tryouts and coordinate with coaches and other appropriate Directors any pictures, trophies, etc., applicable to the league.
- C. Maintain an accurate player personnel file on each team in the league.
- D.. Act as liaison between the coaches, Commissioner and Board.
- E.. Report all disciplinary problems to the Commissioner and Board.
- F.. Attend as many league games as possible.
- H. Coordinate with coaches/commissioner on choices for All-Stars.
- I.. Coordinate with Uniform Director each teams uniform order and issuance of uniforms.
- J.. Keep Won/Loss record.
- K.. Work with commissioner in recruiting coaches (coaches application).
- L.. To perform duties as assigned by the President.

Equipment Director (Boys & Girls)

- A. Issuance and collection of FBSA equipment.
- B. Provides an inventory of equipment to the Board 30 days after cease of play. Keep proper records of all equipment.
- C. To purchase and select all equipment with Board approval.D. To take charge of storage of all equipment.
- E. Maintain Equipment issue forms and hold equipment deposit checks.
- F. To perform any duties assigned by the President.

Baseball Select Director

- A. Direct the Select League in accordance with all FBSA Bylaws and league rules and to implement policies and procedures as established by the Board of Directors.
- B. Serve as liaison between the Select Coaches and the Board of Directors.
- C. Inform Select coaches of any Board Policy changes.
- D. Maintain roster of teams and coaches.
- E. Submit forms for affiliation with proper organization as necessary.
- F. Report all disciplinary problems to the Commissioner and the Board.

Softball Select Director

- A. Direct the Select League in accordance with all FBSA Bylaws and league rules and to implement policies and procedures as established by the Board of Directors.
- B. Serve as liaison between the Select Coaches and the Board of Directors.
- C. Inform Select coaches of any Board Policy changes.
- D. Maintain roster of teams and coaches.
- E. Submit forms for affiliation with proper organization as necessary.
- F. Report all disciplinary problems to the Commissioner and the Board.

Uniform and Awards Director

- A. To submit a budget and style of uniform and awards to the Board for approval.
- B. To provide a means of proper sizing at registration.
- C. Coordinate with League Directors their league.s uniform order.
- D. To solicit bids and order uniforms and awards.
- E. Coordinate with League Director the distribution of team uniforms and awards.
- F. To perform duties as assigned by the President.

Baseball Tournament Director

- A. Coordinating FBSA league tournaments as well as any affiliate tournaments that are open to outside teams as well.
- B. To perform duties as assigned by the President.

Softball Tournament Director

- A. Coordinating FBSA league tournaments as well as any affiliate tournaments that are open to outside teams as well.
- B. To perform duties as assigned by the President.

ARTICLE V . ELECTION OF BOARD OF DIRECTORS

5.1 The election of the Board of Directors and/or Executive Board shall be made at the Board of Directors or Executive Board of Directors last meeting of the season but no later than September. Nominations will be accepted from the floor.

5.2 Voting Procedure shall be as directed by the President or presiding Director.

5.3 The Board of Directors shall be elected for a term of one (1) year. There will be no limitation to the number of terms a Board Member may serve. To qualify for an Executive Board position, a candidate must have previously served at least one (1) year immediately preceding as a member of the FBSA Board of Directors. In the instance that a qualified Board member is not available, a candidate must be approved by a majority vote of the Board. The Executive Board members are listed below and shall be elected for a term of two (2) years, and may succeed themselves in office.

President (elected odd years)

1st Vice President (elected even years)

2nd Vice President (elected odd years)

Treasurer (elected even years)

Secretary (elected odd years)

Baseball Commissioner (elected even years)

Softball Commissioner (elected odd years)

ARTICLE VI . POLICIES

6.1 A separate set of Operating Policies shall accompany these by-laws.

6.2 Operating policies developed and adopted by the Executive Board and Board of Directors shall be the policies of subsequent Board(s) of Directors unless alteration or cancellation is authorized by the Board of Directors of this Association at any meeting held by that Board. Therefore, the current Board of Directors has the authority to change the Operating policies with a majority vote.

6.3 Care must be exercised to assure that these policies are for the best interest and welfare of the organization and the participants involved and are consistent with fair play, sportsmanship and consideration for others. To ensure that the .best interest. is pursued, the Executive Board (elected officials) can veto any change to the operating policies by a 100% vote. This vote must occur at an Executive Board meeting called by an elected officer. The executive Board meeting must be called for during the Board of Directors meeting in which the operating procedures are changed. If this meeting is called for:

- 1) It must occur before the next Scheduled Board meeting or 30 days whichever occurs first.
- 2) The changed operating policy will go into effect immediately following the vote of the Board, at the called meeting, unless it is vetoed.

ARTICLE VII . MISCELLANEOUS

7.1 The Association shall keep correct and complete books and records of accounts and shall keep minutes of the meetings with its members and Executive Board and Board of Directors. A record shall be kept of all voting members.

7.2 Revisions to these by-laws requires a two-thirds affirmative vote by a quorum of the Executive Board of Directors and a two-third affirmative vote of those present with voting privileges at a called Association meeting. Advance notification of at least one week will be given to the voting members notifying them of the called meeting to revise bylaws. Notwithstanding, Article VI .Policies. may be changed by a majority vote of the Board.

7.3 If any part of these Bylaws shall be held invalid or inoperative for any reason, the remaining parts so far as possible and reasonable, shall be valid and operative.

ARTICLE VIII . STANDING RULES OF ORDER

8.1 The Association has set time limits for open discussion to 15 minutes per topic.

8.2 The Association has set time limits for debate on motions to 5 minutes per person per turn to speak.