

# BY-LAWS OF THE NON-PROFIT CORPORATION ELK GROVE BABE RUTH BASEBALL, INCORPORATED

## **ARTICLE I - NAME**

The name of this organization is the Elk Grove Babe Ruth Baseball (EGBRB), hereinafter referred to as "League." Adopted by the Board of Directors, hereinafter referred to as "Board," January 1962, and last revised September 2022.

## **ARTICLE II - OBJECTIVE**

The primary objective of the League is to develop in players 13 through 18 years of age the following: Competitive baseball, good sportsmanship, understanding and respect for rules, courage in defeat, tolerance and modesty in victory, a spirit of cooperation and team play, and above all, respect for the game. Instilling a desire to win or the winning of games is secondary to the attainment of the above objectives.

## **ARTICLE III - TERRITORY**

The boundaries of Elk Grove Babe Ruth Baseball are as detailed in Attachment A and are established by District 7 of the Northern California Chapter of Babe Ruth League, Inc.

## **ARTICLE IV - DIRECTORS AND MEETINGS**

Section 1 - Definition: The corporate powers of the League shall be vested in a Board of Directors consisting of Administrative Officers which include President, Vice-President, Secretary, and Treasurer and at least seven unassigned Directors approved by the Board.

Section 2 - Vacancies: Any vacancy on the Board will be filled by a nominee from a Board member and shall be approved by a majority of the Board members. With Executive Board approval, mid-year vacancies can be filled prior to the next annual election.

Section 3 - Term: Annually, a meeting of the Board will be held in August for the purpose of electing all Board members. Each member shall serve until the August meeting of the following year unless voted out for a reason or cause by a 2/3 majority of the Board.

A. Any Board member may be removed from office for

missing two (2) consecutive meetings without cause or for any other reason by a 2/3 majority of the Board members.

- B. The President, Vice-President, Secretary, and Treasurer will be elected annually by the Board of Directors.
- C. All other Directors will be nominated by any existing board member. The new executive board, President, Vice-President, Secretary and Treasurer, will then discuss/vote in private session to assign the roles/positions of the remainder of the Board.

Section 4 - Meetings: Prior to adjournment, date, time, and place for each future meeting shall be decided by the Board.

- A. The President, Vice-President, or any three members of the Board may call a special meeting at any time for any reason giving at least five (5) days notice to all Board members.
- B. Notice of all meetings will be made by a designated Board member to all Board members and to all managers at least five (5) days prior to said meeting.
- C. All meetings will be conducted under Robert's Rules of Order and the following minimum schedule followed:
  - 1. Presiding Officer will call the meeting to order.
  - 2. Reading and approval of the previous minutes.
  - 3. Treasurer's report.
  - 4. Old business.
  - 5. New business
  - 6. Other Report – During the period beginning at least 2 months before the spring season tryouts and one month before any fall ball draft, the scheduled events shall include a detailed report by the player agent. Other reports may include publicity,

website/technology, fields, equipment, and fundraising.

7. Adjournment.

Section 5 - Voting: Each Board member must vote in person and has one (1) vote.

Section 6 - Quorum: Shall consist of one-half (1/2) of the members of the entire Board.

## **ARTICLE V - DIRECTOR'S DUTIES**

Section 1 - Duties: The duties of the Officers listed consist of, but are not restricted to, Appendix A and the following:

- A. President: The President shall be the chief executive officer of the League. Subject to the control of the Board of Directors, he/she shall have general supervision over the business affairs of the League. He/She shall preside at all meetings of the Board of Directors. He/She shall call all meetings provided for by these by-laws. He/She shall, in general, have all such powers and perform all such duties as they pertain to his/her office, and shall have all such other powers and perform all such other duties as may be specified or required by the Board or said by-laws. He/She shall appoint all committees necessary for League affairs.
- B. Vice-President: In the event of the absence or disability of the President, the Vice-President shall take his/her place and exercise his/her powers and perform his/her duties. If a vacancy occurs in the office of the President, the Vice-President shall automatically succeed to that office and serve the unexpired term thereof. He/She shall also generally assist the President and exercise such powers and perform such duties as shall be prescribed by the Board of Directors.
  1. The Vice-President shall be responsible for the audit of the Treasurer's books by September 30 of each year. The audit will be presented to the Board at the October meeting.

- C. Secretary: The Secretary shall keep a full and complete record of all proceedings of the Board of Directors. The Secretary shall keep a book of minutes of all meetings of the Board, setting forth therein the time and place of each meeting, whether it is annual, regular, or a special meeting, the substance of the proceedings and actions taken. The Secretary shall:
1. Keep a register of the names, addresses, and phone numbers of the Board members.
  2. Be the custodian of the Articles of Incorporation and By-Laws.
  3. Be the custodian of all the League's official records, books, papers, and official correspondence.
  4. Perform all other duties incidental to the office.
- D. Treasurer: The Treasurer shall maintain adequate and correct books and accounts of the property and business transactions of the League. Upon demand of any Board member, he/she shall permit such to inspect any and all of his/her books or accounts within five (5) days from and after such demand.
1. The Treasurer shall promptly deposit all funds of the League in such bank or banks as shall be designated by the Board. He/She shall disburse the funds in such a manner as the Board may order. He/She shall render to the President or the Board such account of his/her receipts and disbursements of cash and statements of the financial condition of the League, as President or Board may request. He/She shall perform all other duties incidental to the office.
  2. The funds of the League shall not be expended in such a manner as to give any team any advantage as to equipment, or otherwise not enjoyed by any other team. Such funds are to be used for equal benefit of all teams with the possible exception of All-Stars.
  3. All checks issued by the League shall be

signed by the Treasurer and countersigned by the President, Vice-President or Secretary.

4. A proposed annual budget will be presented to the Board for review and approval at the November Board meeting each year.
- E. Player Agent: The Player Agent will confirm to the best of his/her ability that all sign-ups reside within the boundaries specified in the By-Laws. The Player Agent will announce, organize, and operate tryouts, starting no later than the month of February. He/She will preside over the player selection. He/She will keep a file of all active players in the League. He/She will keep a file on each individual team, including birth certificate information. The Player Agent shall be responsible for preparation of All-Star materials for submission to tournament officials.
- F. Equipment Manager: The Equipment Manager will, no later than November of each year, present to the Board an inventory of present equipment and equipment needs for the coming year. All equipment must be purchased with the signature of the Equipment Manager. He/She will issue and keep records of all equipment and at season's end collect all equipment and prepare for storage.
- G. Publicity Director: The Publicity Director will initiate any and all publicity to ensure a successful League, which includes:
1. Publicize League sign-up and tryout dates to the community.
  2. Prepare a general League information sheet to be distributed to applicants during sign-ups. The information sheet shall include tryout requirements, League rules, insurance coverage information, and any information pertinent to players and parents, coaching staff, and the League.
  3. Publish notices of all open meetings in local news media.

4. Publicize any fundraising projects, special events, or requests.
  5. Be responsible for team pictures.
- H. Website & Technology Director: Website and Technology Director is responsible for maintaining the league website and internet social media presence.
1. Maintain the league website to ensure schedules and rosters are up to date.
  2. In conjunction with the Player Agent, assigns players to teams based on the league draft.
  3. In conjunction with the Publicity Director and the Secretary, maintains the league's social media presence.
  4. May have assistance from another Director or non-board member, as approved by the Board.
- I. Fields Director: Responsible for coordinating maintenance of fields, field equipment, and chalk or line marking material.
1. Responsible for coordinating routine maintenance of fields by coaching staffs and teams.
  2. Responsible for coordinating field repairs and player safety issues with the agency providing playing fields.
  3. In conjunction with the Equipment Manager, responsible for coordinating the supply of field chalk and the repair/replacement of field equipment.
  4. The Fields Director may have the assistance of an additional Director or non-board member as approved by the Board

- J. Umpires and Ethics Director: Responsible for coordinating umpire scheduling and protests/ejections of players, parents, or coaches.
1. Coordinates the scheduling of umpires between the organization contracted to supply umpires to the league and the Board.
  2. Receives all umpire reports from Coaches/Managers.
  3. In conjunction with the Player Agent, is responsible for the scheduling of protest hearings, including but not limited to, game protests, ejection appeals, and disciplinary hearings. Will solicit volunteer Directors to serve on such hearings. The Player Agent or Umpire/Ethics Director may elect to chair such hearings.
- K. Unassigned Directors: Unassigned Directors will be available for any duties at the direction of the President of the Board, including but not limited to, field maintenance, fundraising, etc. In the absence of Unassigned Directors, the President will assign these duties to other Board members.
- L. Custodian of Records: The Custodian of Records is a board member who has been approved by the State Department of Justice to receive information about the results of background checks made on managers, coaches, and board members. This person must follow Department of Justice recommended procedures for using and subsequently destroying Criminal Offender Record Information (CORI). The Custodian of Records will protect CORI from unauthorized access. Misuse of CORI is a criminal offense.

## **ARTICLE VI - TEAM MANAGERS AND COACHES**

Section 1 - Duties: The duties of the team managers consist of but are not restricted to the following:

- A. Prospective managers and coaches must complete an EGBRB coaching application online through eghardball.com. Managers and coaches must complete a new coaching application online for each season they coach. New managers and coaches must be approved by the Board. On motion of any Director, returning Managers and Coaches are subject to an approval vote of the Board.
- B. Managers will have complete control of the activities, conduct, and welfare of the team while on the playing field.
  - 1. A manager or coach, whose name appears on the official roster, shall be present at all games and practices.
  - 2. Any manager who conducts a practice without an official roster will be suspended for one game.
- C. Managers shall conduct themselves at all times in an adult, gentlemanly/ladylike manner. The managers are the League's representatives to these players, and these players are the reason for Elk Grove Babe Ruth Baseball. Their well being, training, and Babe Ruth career experience must be of the utmost concern in all efforts. Good sportsmanship, fairness, obedience to all rules, and positive attitudes at all times must be evident in each of us.
- D. The manager's roll is the KEY to a successful Babe Ruth program. It is the manager's responsibility to train youth in baseball, as well as in good sportsmanship, and as much as possible, meet their needs as individuals as he/she works with them individually and in group situations. It is the manager's responsibility to follow and support all programs developed and adopted by the Board of Directors.



- E. It is the responsibility of the manager to ensure that his/her team is properly attired. Only League approved/issued apparel may be allowed. A manager may not allow hats or uniforms other than League approved apparel. However, no player shall be excluded from play solely on the basis of uniform irregularity unless the board has required a player to wear proper attire to play due to the player's previous continued apparel violations.
- F. Disciplinary action including the removal of managers or coaches can be and will be taken by the Board for failure to comply with the above and other League rules. Managers and coaches need to do everything possible to keep their fans within the boundaries of good sportsmanship. If they deem it necessary, the board has the authority to suspend and/or remove fans from league games and events for inappropriate conduct.
- G. Team managers will be responsible for all equipment issued to them by the League. All equipment is to be turned in to the Equipment Manager on the scheduled return day of the regular season. Any equipment issued to All-Star managers shall be turned in within one week of the end of the final tournament in which the team plays.
- H. Managers of both teams shall be responsible for reporting the game box scores and highlights to the designated person or e-mail address immediately following the game.
- I. Managers are responsible for securing a team sponsor for the Spring League by March 15 and for the Winter League by three days before Labor Day.
- J. In Accordance with Babe Ruth League Inc. rules, all managers and coaches must successfully complete a coaching accreditation course specified by Babe Ruth League Inc. prior to the first official game.
- K. Managers are responsible for insuring fair player participation for all the team's players. It is the policy of EGBR that players shall be allotted fair defensive playing time. Barring injury or tardiness, each player present for a game must play 3 full defensive innings.

Because of games shortened by darkness, weather or time limit, no player should sit on the bench on defense for more than one of the first three innings. Any Manager found to be willfully violating these rules will be suspended for one game. Repeated violations are cause for further suspensions at the Board's discretion.

## **ARTICLE VII - BUDGET AND EXPENDITURES**

### Section 1 - Control:

- A. To help manage League funds and assure administrative control of the budget, all expenditures are divided into three (3) categories:
  1. Budgeted expenditures under \$2,000.00.
  2. Budgeted expenditures \$2,000.00 or more.
  3. Expenditures that are not budgeted.
- B. Budgeted Expenditures under \$2,000.00. These expenditures may be authorized by the designated Board Member provided they have obtained at least two quotes, at least one of which must be from a local business. The exceptions are those items that are available from only one source such as postage stamps from the Post Office.
- C. Budgeted Expenditures of \$2,000.00 or more. Each proposed budgeted expenditure of \$2,000.00 or more must be authorized in advance by at least two executive Board members. The exception is when the expenditure is so critical that the League will be adversely affected, and Board approval is not possible. In that circumstance, the President may authorize the expenditure.
- D. Expenditures that are not budgeted. Any expenditure that is not budgeted requires Board approval before the expenditure is authorized. In any emergency affecting the safety or legal liability of the League, the President may authorize emergency expenditures.

- E. It is the intent of this policy that all expenditures are made with the full knowledge of a majority of the Board of Directors. Any effort to intentionally circumvent this policy is grounds for action as deemed appropriate by the Board of Directors.
- F. It is League policy that funds administered by the League shall be expended within the Elk Grove community, provided that bids from local businesses are competitive. In addition to price, the Board may take into consideration access to the business, reliability, service, and other factors when awarding bids.
- G. The Board shall approve any and all contracts executed in the name of the League.

#### **ARTICLE VIII - FINANCIAL ASSISTANCE**

- A. Funds exist to pay the registration fee for players who cannot pay registration fees due to hardship. The parents of a player who receives financial aid will be asked to participate in League fundraisers, special events, and field workdays. To qualify, a player must complete a written statement indicating the type of hardship that prevents him/her from paying the prescribed fee.

#### **ARTICLE IX - BY-LAWS**

- A. Copies: Each member of the Board and each team manager and coach will be given a copy of these by-laws and rules when accepted to the position. They must return a signed statement that they have reviewed and will conform to these by-laws and rules prior to the first League game.
- B. Amendments: Any Article or Section of these by-laws may be amended or repealed or added thereto by the Board of Directors on a 2/3 affirmative vote of the members present at any meeting of the Board, so long as a quorum is in attendance. Notice of each such meeting shall be given not less than five (5) days prior to the date of said meeting. A copy of each proposed change shall accompany the notice.
- C. Effective Date: These by-laws shall become

effective immediately after their adoption. At that time, any and all by-laws of the Elk Grove Babe Ruth Baseball League, Inc., theretofore adopted, are hereby repealed.

- D. Board of Directors: Upon effective date of these by-laws, the members of the Board of Directors then in office shall constitute the League's Board of Directors and shall remain such until the selection of their successors.

THE ABOVE BY-LAWS WERE APPROVED AND ACCEPTED BY THE BOARD,  
SEPTEMBER 26, 2022.