

Lakewood Baseball Club By-Laws

Article I: Name

The league shall be known as "Lakewood Baseball Club (LBC)" hereinafter referred to as the "league". The league has been established as a non-profit corporation under the laws of the State of Washington.

The League currently is a member of P.O.N.Y. Baseball Inc. The Board of Directors shall reserve the right to explore alternative parent organization affiliation, should the relationship between the League and the current parent organization become untenable.

Article II: Vision

- It is our vision to be recognized as a strong youth development organization utilizing the game of baseball as our tool to create young responsible citizens.
- We understand our responsibility to positively represent our community, our schools, LBC, PONY Baseball and the City of Lakewood.
- We will place our athlete's emotional and physical development and well-being before all other needs.
- We will recruit and maintain the best adult mentors to achieve our goals.
- Our actions will embody our commitment to excellence, tradition, sportsmanship, youth development, honesty and integrity
- To organize and supervise the playing of baseball under specialized rules and regulations,
- To secure suitable and adequate financial backing for these purposes, and to own, lease or otherwise obtain the use of suitable playing facilities and equipment for these purposes

Article III: Statement of Policy

- It shall be the policy of the league to conduct its activities so that the physical and moral welfare of the young people for whose benefit it is organized shall remain paramount and all matters of policy shall be determined on that basis.
- No person who is a member of or who is employed by or who is any way connected with the league shall receive any personal financial benefit therefore beyond the reasonable value of services in carrying out the purpose for which the league has been organized.
- In order to secure suitable and adequate financial backing to carry out the purpose of the league, it shall be the policy of the league to permit only such sponsorship as is consistent with the purpose for which the league is organized, and to select sponsors who are interested in the league solely or principally as a means of contributing to the welfare of young people.
- It shall be the policy of the league to prohibit any direct advertising of alcoholic beverages, controlled substances or tobacco products in connection with the league.

Article IV Membership

Any parents or guardians of active players, active team or division sponsors, or active volunteer adult leaders shall be considered members of the league.

- For purposes of this provision, active" shall mean actual participation during the prior season.
- Membership is restricted to those who are to be at least eighteen (18) years of age by May 1 of the calendar year and excludes anyone who may have been specifically banned from the league by its board of directors.
- The league shall not discriminate on the basis of age, race, creed, color, sex, national origin, religion, sexual orientation, gender identity, disability, marital status or socioeconomic status.

Article V Annual, Special Membership and General Board Meetings

- There shall be an annual membership meeting in August or September of each year. The board of directors shall determine the time and place. Notice of such meeting shall be made upon at least ten (10) calendar days notice in the manner of such notice to be determined by the board of directors in their sole discretion.
 - Such notice, subject to board approval, may be in the form of direct mailing, or such public media such as internet, e-mail, social media, website, etc.
- The board of directors may call special membership meetings from time to time providing a minimum of 7 days posted notice.
- The Board of Directors may call special Board meetings providing a minimum of 48 hours notice.
- Emergency meetings by the Executive Board may be called with no less than 4 hours notice, providing all parties are contacted.
- Decision Committee may be called for emergency meetings, and may need to occur as soon as possible to provide guidance in a current situation.
- Only those persons who are members of the league (see "Membership" above) and personally present at a membership meeting shall be eligible to vote at that meeting; **there shall be no proxy voting.** A majority of those present and eligible to vote at a membership meeting shall be required to conduct business, including the election of board members. *There shall not be any quorum requirements for a membership meeting, either annual or special.*
- A board member must introduce any items for the membership meeting agenda.
- Where and when appropriate, meeting shall utilize Roberts Rules of Order as a guide.

Article VI Board of Directors

- The board of directors of the league, hereinafter referred to as the "board", shall be drawn from existing members of the league and elected by the membership at the annual meeting for the terms and in the manner provided for as follows:
- The board shall consist of not less than one (1) nor more than twenty-five (25) persons. The term for each board member elected at the annual meeting is two (2) years. All members of the board shall be eligible for re-election.
- The prior board shall determine, immediately prior to the annual membership meeting, the total size of the board for the following year.
- A quorum for the conducting of all business, except as specifically otherwise set forth herein, shall be at least fifty-one percent (51%) of the board.
- *The board, in its discretion, may remove any board member upon the affirmative vote of two-thirds of the board sitting at the time such issue is brought before the board for vote.* For purposes of removing a board member, the quorum required to conduct such business shall be increased from fifty-one percent (51%) to sixty-six and two-thirds percent (66.66%).
- The Board shall consist of the following:
 - Executive Board
 - President
 - Senior Vice-President
 - Junior Vice-President
 - Secretary
 - Treasurer

- Board of Directors
 - Commissioner of Baseball
 - Director of Registration
 - Director of Equipment
 - Director of Fundraising
 - Director of Scheduling
 - Director of Volunteers
 - Director of Sponsorships
 - Director of Facilities
 - Director of Information
 - Director of Player/Coach Development
 - Director of Statistics (game scores and pitch counts)
 - Shetland Division Coordinator
 - Pinto Division Coordinator
 - Mustang Division Coordinator
 - Bronco Division Coordinator
 - Pony Division Coordinator
 - Colt Division Coordinator
 - Palomino Division Coordinator
- Position/Job Description listed as an attachment
- The board may fill any vacancies on the board at any regular board meeting by a majority vote thereof.
- At its first meeting following the annual membership meeting, the board shall elect its executive officers for that year. These officers shall include the President, vice president positions, and secretary.
- The Position of Treasurer shall be a contacted position on a bi-annual basis in order to maintain a level of continuity and professionalism.
- The board shall meet at least quarterly or as often as needed to handle league business. The time and place for such meetings shall be determined by the president(s) and shall follow the meeting requirements as listed under article V; however, membership participation shall be at the discretion of the board. Furthermore, the board may convene in executive session to discuss or resolve such matters, which the board, in its discretion, believes, should be handled confidentially.
- Board members may carry written proxies for non-attending board members for specific votes on subjects previously submitted and tabled to another meeting.
- The board shall have full authority and discretion to make all policy, set budgets, and implement the on-going business of the league consistent with the bylaws. Without limiting the generality of the foregoing, the board shall have the power to:
 - Purchase or otherwise acquire for the league any property, right or privilege which the league is authorized to acquire, by the price or consideration and upon such terms as the board may deem appropriate and only with a signed purchase order by the president or vice president of the league; as defined in LBC financial policies.
 - Appoint, remove or suspend subordinate agents or volunteers and to determine their duties and fix their salaries, if any;
 - Determine the composition of a sub-committee to deal with the particulars of the PONY tournament teams (if any);
 - Determine who shall be authorized on behalf of the league to sign bills, notices, receipts, acceptances, endorsements, checks, releases, contracts, and any

other instruments. Without any further action by the board, the president(s) and vice president are so authorized;

- Delegate any of the powers of the board to any agent of the league with any powers as the board may see fit to grant;
- Suspend, discharge, bar, or otherwise discipline any member, manager, coach, player, parent, league official, umpire as well as other related people as needed without refund whose conduct is considered detrimental to the best interests of the league (see Disciplinary Guidelines below);
- Set registration fees and award scholarships;
- Generally do all such lawful acts and take actions as may be necessary and proper.

Article VIII Role of Executive Officers

President

Senior Vice-President

Junior Vice-President

Secretary

Treasurer

The President Shall:

- Preside at all meetings of the board and the league; serving as Parliamentarian when appropriate
 - President is a member of all standing and ad hoc committees
- Serve as the chief executive officer of the league
- Represent the league at any meetings of other organizations, including the City of Lakewood
- Be responsible for registering teams with PONY baseball and any additional coordination with the PONY organization
- Serve as League PIO
- Serve on the Decision Committee
- Work closely with the Secretary, Treasurer and Director of Information

The Senior Vice-President Shall:

- Preside at all meetings of the board and the league in the absence of the President, and represent the League at any meetings of other organizations as directed/assigned.
- Preside as or over the Director of Registration
 - Organize registration to include live registration events
 - Set registration dates with board approval;
 - Work with director of volunteers and treasurer to schedule help on registration days
 - Oversee registration and ensure proper administration of process
- Work with and have primary oversight of the following Directors/Departments
 - Commissioner of Baseball
 - Director of Sponsorships
 - Director of Fundraising
 - Director of Scheduling

The Junior Vice-President Shall:

- Represent the league at any meetings as designated
- Work with and have primary oversight of the following Directors/Departments
 - Director of Equipment
 - Director of Volunteers
 - Director of Facilities
 - Director of Player/Coach Development

The Secretary Shall:

- Have custody of the articles, bylaws, minutes and all other records of the league, except financial records;
- Keep an accurate record of the meetings and other activities of the league and the board;
- Be responsible for all correspondence on behalf of the league;
- Transmit all records and correspondence to any person elected to succeed him/her in that office.

The Treasurer Shall:

- Receive and disburse all funds with the approval of the board;
- Keep an accurate account of all funds received and disbursed for the league;
- Submit a financial report at all regular meetings and at such other times as may be requested by the president;
- Compile an annual report of league finances;
- Transmit all records and correspondence to any person elected to succeed him/her in that office
- Work under a contract and evaluated Biennially.

Article IX Role of Board Members

The Commissioner Shall:

- Participate in the annual registration of all players, tryout sessions and distribution of players among league teams
- Assist with the drafting and assigning of players; Represent any players and/or parents in disputes with coaches or other league officials
- Be accessible to players and parents to answer questions and provide information
- Serve on the Decision Committee

The Director of Sponsors Shall:

- Contact potential new sponsors for the league;
- Coordinate sponsor assignments with teams;
- Assure compliance to sponsorship guidelines
- Develop and implement sponsorship recognition of sponsors;
- Maintain records of sponsor names, addresses, phone numbers, etc.
- Keep track of sponsor logos, uniform colors, teams or divisions they sponsor and any other special needs items.
- Assist the executive board with planning for end of season events (e.g., coaches banquet).

The Director of Facilities Shall:

- Coordinate volunteers and teams to ensure workable playing field
- Assist in planning and preparing fields for special events

The Director of Equipment Shall:

- Empty and clean all equipment bags, and take an inventory of the equipment during the off-season;
- Obtain with purchase order any required new equipment as directed by the board;
- Provide equipment as required for the player tryout sessions and season;
- Fill and distribute equipment bags for each division to the division managers;
- Distribute balls as required for all league games to the division managers.
- Collect all equipment from division managers at the end of the season.

The Director of Scheduling Shall:

- Create balanced schedules for Division Leagues
- Schedule Umpires to meet the needs of the schedule
- Reschedule rainout games and disseminate information to division managers and commissioner.
- Create post season playoff schedules
- Provide assistance in interlock and non-league game scheduling
- Identifying and assisting in scheduling post season play opportunities (funding dependent)

The Director of Volunteers Shall

- Assist the board with identifying potential volunteers, and assuring compliance with security requirements
- Assist the board in providing training opportunities for volunteers
- Create and implement Adopt a Field
- Assist the board in procuring volunteers for special events
 - field renovations
 - Jamboree
 - fundraising

The Director of Fundraising Shall:

(not to be confused with sponsorships)

- Identify and manage fundraising opportunities
- Manage or assist in Operation of Concession opportunities

The Director of Statistics Shall:

- Collect Scores and pitch counts to update records/web sight
- Provide that information to the Division Chairs/Coaches
- Report potential violations to Executive Board/Decisions Committee

The Director of Information Shall:

- Develop and maintain the Leagues Web site
- Develop and maintain communication avenues for all LBC membership
- Work with local press sources to educate the community about LBC
- Work with other Directors to disseminate information
- Posts team standings for all divisions.
- Maintains league e-mail accounts and distributes emails accordingly to all Board members.
- Posts meeting minutes and financial statements after any scheduled meeting.
- Serves as PR representative

The Director of Player/Coach Development Shall:

- Develop training opportunities, clinics and camps for Coach and Player Development
- Work with the Board to secure funding for these activities
- Develop in-house resources
- Liaison with outside resources to benefit LBC

The Division Managers Shall:

- Assist the Director of Registration, Commissioner of Baseball, and Executive Board in the registration, evaluations, draft and player assignment to teams
- Submit rule amendments for their division, as approved by the board;
- Hold meetings with coaches at appropriate times before and during the season must

have board member present;

- Assist in the Distribution of the following items to coaches at appropriate times: equipment, rosters, rule books/handbooks, season schedules, pictures, trophies, and any forms or flyers as directed by the board;
- Monitor games during the season;
- Be empowered to suspend any player, coach or parent for one (1) game for conduct considered by the commissioner to be detrimental to the league, and recommend further disciplinary action to the board if considered necessary (see Disciplinary Guidelines below);
- Assist in the Collection of equipment and handbooks from his/her respective division coaches at the end of the season;
- Assist in the selection process of All-Star or PONY tournament teams, including travel arrangements.
- Arrange for coaching of All-Star or PONY tournament teams

1. Shetland Division Coordinator
2. Pinto Division Coordinator
3. Mustang Division Coordinator
4. Bronco Division Coordinator
5. Pony Division Coordinator
6. Colt Division Coordinator
7. Palomino Division Coordinator

Article X Role of Coaches & Players

All league coaches and players shall promote and maintain good sportsmanship at all times, including all league practices, games and any additional league functions (e.g., post season tournament). Coaches shall comply with the NYSCA (National Youth Sports Coaches Association) coaches and parents' code of ethics and any additional league rules approved by the board. Coaches shall treat all league officials and umpires with courtesy and respect. Players are expected to treat all coaches, league officials and umpires with courtesy and respect.

Article XI Disciplinary Guidelines

Enforcement of playing rules at league games shall be the sole responsibility of the umpire(s) who have been assigned to that game. Enforcement of additional league conduct rules shall be the joint responsibility of the division manager; umpire(s) assigned to that game, any board member(s) present at the game and any other league officials who have been given authority by the board. The board shall make any determinations regarding suspensions beyond one (1) game or expulsions from the league. Any incidents (disciplinary or accident related) involving a player should be conveyed to division managers. Disciplinary incidents shall involve the player agent and commissioner for resolution.

Violations of conduct rules for coaches and players include (but are not limited to) the following:

- Fighting;
- Foul language;
- Derogatory remarks made to umpires, coaches or league officials;
- Improper decorum in the dugouts or on the fields;
- Cheating or fraud of any kind;
- Destruction of league or city property;
- Continued use of improper equipment or wearing of an improper uniform after being warned;

- Malicious conduct of any kind;
- Violation of PONY guidelines of General Conduct;

The division manager shall determine the severity of the violation (categorized as minor, serious and extreme). In the absence of the division manager, any other league official present at the incident shall make a determination of the seriousness of the violation). For a minor violation (e.g., continued use of improper equipment after being warned) the coach (es) and/or player(s) shall be given a letter of reprimand; a copy of which shall be given to the secretary for filing. A serious violation (e.g., destruction of property, derogatory remarks made to umpires) shall result in the matter being referred to the board, and the coach or player being suspended for one (1) game only, or until the board has made a determination regarding the matter. A letter will be issued to the offender and filed with the secretary. An extreme violation (e.g., fighting) shall result in a recommendation to the board that the coach (es) and/or player(s) be permanently expelled from the league. Any incidents or violations involving players must have the notification, input, guidance and the general involvement of the player agent and commissioner.

Article XII: Committees

Two types of committees may be utilized by the league.

- Standing Committees that are permanent in structure
- Ad-Hoc Committees that are created for a singular purpose and remain in place for the current season.

Decisions Committee

- The President shall appoint a Decisions Committee, chaired by the Commissioner of Baseball, to receive and resolve all protests lodged during the playing of league games. The board of Directors must approve each member. At least three (3) members of the committee must be present to render a decision. The chairman does not have a vote.
- The committee's decisions are final and not subject to appeal.
- Each manager/coach involved in the protest has the right to appear before the committee, at its scheduled meeting before a decision is rendered. The manager/coach must receive at least a three (3) day notification prior to the meeting.
- If a manager/coach cannot attend the scheduled meeting, he/she forfeits his/her right to appear before the committee.
- The Decisions Committee will be comprised of at least one (1) representative from each division, (Shetland, Pinto, Mustang, Bronco, and Pony) with no more than two (2) Board members, and a total of seven (7) for the committee.

Ad-Hoc Committees

The Executive Board may form and appoint ad-Hoc committees as needed.

Amendments

These bylaws may be amended by a majority vote of the league members at any membership meeting.

The Revised by-laws were adopted as presented at the GAM September 17, 2017 by general membership for proposal to Board of Directors.

To be adopted formally by Board after elections of Executive Board

In witness whereof, these bylaws have been duly adopted October 29, 2017

President

Paul F. Nimmo

Secretary