



***Sharpsburg Youth Baseball***  
***League By-Laws***

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## Sharpsburg Youth Baseball

### League By-Laws

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## ***Sharpsburg Baseball By Laws***

### ***Article I***

#### ***Name, Location, and Scope***

**Section 1 Name:** The name of this League shall be SHARPSBURG YOUTH BASEBALL (known for purposes of this document as “SYB” or as “the league”) and is a nonprofit organization.

**Section 2 Location:** The Sharpsburg Youth Baseball organization is located in Coweta County, Georgia at 1011 Andrew Bailey Road, Sharpsburg Georgia 30277. SYB plays League games at Andrew Bailey Ballpark.

**Section 3 Scope:** Sharpsburg Youth Baseball exists exclusively for charitable and educational purposes. The League is operated as an independent, non-commercial, non-political, and non-profit organization.



## *Article II*

### *Vision and Purpose*

**Section 1 Mission Statement:** SYB's mission is to promote the growth of baseball at all levels of competition for boys and girls ages three (3) through eighteen (18) in Coweta and surrounding counties. The development of sportsmanship, teamwork, honesty, courage, respect for authority, and physical fitness are the organization's priorities. In order to accomplish this mission, we seek to attain the following objectives:

- To govern the league in a manner that puts the development of our players, as both athletes and persons, above other considerations.
- To provide our players with volunteer coaches who work with players of all ability levels and who remember that development of exceptional athletic skills and winning games is secondary to the development of players and to providing our players with positive examples and a positive baseball experience.
- To provide our players with volunteer coaches who seek to teach those players the rules of the game along with proper baseball fundamentals.
- To provide high-quality facilities and equipment for the use of our players to enhance the quality of youth baseball in the future.

**Fiscal Responsibility.** The League commits to comprehensive financial planning that provides for adequate cash reserves, sound infrastructure, and quality spending while operating on funds raised by participants in its program and its commercial sponsors.

**Promote Personal Safety and Property Security.** The League commits to promoting the personal safety of its players and fans and the security of their ballpark.

**Promote Development of the Youth through a Values Based Program.** The League commits to promoting group participation, social contact, cooperation, loyalty, emotional control, discipline, desire, perseverance, and pressure adjustment through its values.

**Seek Mutually Beneficial, Honest, and Fair Relationships.** The League commits to seeking mutually beneficial, honest, and fair relationships with its community, its government, and its customers and members.

**Goal Oriented Administration.** The League commits to keeping its Board structure, decision guidelines, and park policies simple and fair. It will agree upon precise, clear goals for the Board, which will lead to accomplishment of its Mission. It will conduct itself in an ethical and professional manner.



### ***Article III***

#### ***Membership***

**Section 1 Requirements:** Members of the League shall be at least eighteen (18) years of age, be of good moral character, and include all persons who are admitted to membership. Members of the League shall consist of parents whose children are registered to participate in the League's baseball program. In addition, members shall consist of all other persons having an interest in the community served by the League, but whom do not have children registered in the League's baseball program.



## ***Article IV***

### ***Government***

#### **Section 1 Sharpsburg Youth Baseball shall be governed by the SYB Board of Directors**

Sharpsburg Youth Baseball Board of Directors shall consist of three (3) Boards, the Executive Officers, the Board of Directors, the Divisional Directors and three (3) Executive Committees. The Executive Officers will oversee all aspects of the Sharpsburg Youth Baseball. The Executive Board operates at the directions of the Board. No Executive Board action that obligates or binds the Board shall be undertaken without the consent of the Board. The Board of Directors shall transact all the business of the League and shall determine all policies and activities and, in general, assume responsibility for directing the deposition of all League affairs, business, and property. All members of the Board of Directors must be in good standing of the League.

#### **Section 2 The Executive Officers:** The Executive Board shall consist of:

- Executive Officer President.
- Operational Officer Vice President.
- Information Officer Vice President.
- Financial Officer Vice President.

#### **Section 3 The Board of Directors:** The Board of Directors shall consist of:

- Director of Fundraising/Sponsorships.
- Director of Registration
- Director of Marketing / Communications
- Director of Facilities Maintenance
- Director of Officiating - UIC
- Director of Scheduling
- Director of Materials, Distribution & League Logistics
- Director of Age Group Divisions



**Section 4 Composition:** No individual shall hold more than one (1) position on the Executive Board in any capacity. No individual shall hold more than one voting position on the Board in a full-time capacity. The Board may designate that a husband and wife does not hold separate positions on the Board, or the Board may designate that if they do hold two positions on the Board that only one of the positions be a voting position. At no time shall a husband and wife be allowed to hold two positions on the Executive board at the same time.

**Section 5 Attendance:** Attendance by SYB Board members is required at all regularly scheduled meetings. Members unable to attend a meeting for any reason should contact the Information Officer before the meeting. Beginning with the fourth (4th) meeting of the term, if a Board member has missed more than 50 percent of the regularly scheduled meetings since the beginning of the term, his or her voting privileges will be suspended until such time as he or she has attended more than half of the meetings for the term.

**Sections 6 Voting:** All votes may be conducted by voice votes. Any eligible voting Board member may call for a vote to be conducted by roll-call, rather than voice. If a voice vote is conducted, any member desiring a roll-call vote must request such a vote before meeting at which the original vote was taken is adjourned.

Unless they are ineligible to vote, all Board members are considered eligible voting Board members.” Board members ineligible to vote for any reason are not considered “eligible voting Board members” for any purposes, including the determination of a quorum at any Board meeting. No voting by absentee ballot or proxy shall be allowed.

The President of SYB shall vote only in a case of a tie vote.

Any Board member holding more than one Board position shall be entitled to only one vote. If the President holds more than one Board position, he or she shall only vote in case of a tie vote.



**Section 7 Quorum:** The presence of a majority of the members of the Board shall constitute a quorum to transact business, except as otherwise provided in these by-laws. The act of a majority of eligible voting Board members shall be considered an act by the entire Board of Directors.

**Section 8 Resignations of elected Board member:** Any member of the Board may resign his or her position by notifying of their resignation verbally or in writing to the Executive Officer. Such resignations are effective immediately upon such notification.

**Section 9 Removal from Office:** Any member of the Board may be removed by the Board whenever, in the judgment of the Board, the best interests of SYB would be served by such action. Such removal must be with cause and without prejudice. A two thirds majority vote of the Board shall be required for removal of a member.

**Section 10: Open Board Positions:** If any Board position is not filled during the general election or becomes open before the expiration of the term associated with that position, the Executive Committee may nominate a replacement to fill the position. Nominee must be approved by a 2/3 majority of the entire board.

If the opening occurs within three months of the expiration of the term associated with that position, the Executive Committee may name a sitting Board member to fill up to one additional Board position until such time as the next election for that position occurs.

**Section 11 Board Salaries:** No member of the Board shall be paid compensation for fulfilling their role as a board member. This does not preclude the hiring of a Concessions Operator in which case service may be compensated.





**Section 12 Meetings:** Regular Board meetings shall be held monthly at a location to be determined by the SYB President. The purpose of regular Board meetings shall be to conduct any administrative and financial business of SYB. The SYB Information Officer will notify all Board members of meeting times and locations and will issue the agenda, preferably not less than one week in advance of each regularly scheduled meeting. Regular meetings shall follow the following general order / agenda:

1. Roll call
2. Approval of previous meeting's minutes
3. Reports of commissioners
4. Reports of other directors
5. Old business
6. New business (to include election of directors at August meeting and in other months when necessary)
7. Adjournment

The President may add other categories to the agenda as he or she deems necessary.

Members of the public may attend any regularly scheduled SYB Board meeting. The dates of such meetings will be publicized on the SYB web site not less than ten days before the meeting's scheduled date. The Board may request the public to leave a meeting when it votes by a two-thirds majority to meet in Executive session.

Bi Annually, the Financial Officer will provide a general report on SYB's financial status and operations. This report should include a summary of revenues and expenses with sufficient detail to allow the reader a basic understanding of SYB's major categories of revenues and expenditures as well as a report of available balances in all SYB bank accounts.



## ***Article V***

### ***Election of Board Members***

**Section 1 Term of Office:** The Executive Officers positions will serve a two-year term. Executive Officers terms will be staggered with the President and Financial Officer positions being voted on for service beginning in the odd year season, and Operational Officer and Information Officer being voted on for service beginning in the even year season. NOTE: Determination of "Odd or Even Year" refers to the upcoming baseball season year which consists of the Fall season and then the Spring season, i.e. Fall 2018 and Spring 2019 are referred to as the 2019 Baseball Season).

All others Board positions shall be elected for a period of one year, commencing July 1st. New Board members will receive an instructions manual (Notebook) from the presiding Board members to ensure a smooth transition of responsibilities.

All new Board members will be officially installed July 1st, at which time previous Board members will vacate their positions.

**Section 2 Board Nomination Eligibility Requirements:** Board nominations: SYB shall make public notice of all open Board positions not less than 30 days prior to the regularly scheduled election.

### **Sections 3 Eligibility Requirements:**

**Executive Officers:** All executive officer positions must be held by a nominee who has held a director position for at least two (2) consecutive seasons, be in good standing with the league and be in an active role on the board prior to their election, unless selected as a nomination by the executive committee to fill an open vacancy.



**Directors of Umpires:** The Position of Director of Umpires must be held by a nominee who has worked as an umpire at SYB for a minimum of 3 seasons. This position will not be opened to the general election. The Director of Umpires will be elected by the active members of the Sharpsburg umpires association and will be re-elected during the ODD year season. The Director of Umpires must also be approved by a 2/3 majority vote of the entire board.

The Executive Officers not being voted on during the election window will coordinate the nominee's election process.

**Section 4 Election Process:** All Board members shall be elected by a plurality of votes cast. All members of the League are eligible to vote, however no absentee ballots will be accepted, i.e., all voting must be done in person on the day of the election, unless otherwise noted and decided by the existing Executive Board members. The election shall be conducted by secret ballot except that unopposed nominees shall be declared elected. The official deadline for the nomination process will be 10 days prior to the election so the information can be shared with the League members as a whole. Voting will be held on one Saturday in the month of May, unless otherwise noted and decided by the existing Executive Board members. This day of voting will be held between the hours of 9:00 am – 12:00 pm, unless otherwise noted and decided by the existing Executive Board members. The Board shall appoint three officials to oversee the elections of which any two Executive board members NOT being voted on must be present. Ballots will be tallied by the Executive Board members involved. The typical election shall be conducted as follows: An election position will be set up at the ballpark with ballots and a ballot box. A roster with eligible voters will be at the voting table and all voters will sign off when they vote. Only parents listed on the official registration form will be eligible to vote and each parent will only be allowed one vote, regardless the number of children registered. Voters must present a valid form of ID prior to casting their vote. Results of the election will be posted on the League website and at both concessions stands at the Andrew Bailey ball park within one week after the election.



## ***Article VI***

### ***Board Members and Responsibilities***

The order of succession, should the President leave or be dismissed from the Board, shall be based on appointment by the remaining members of the board and must be filled by one of the remaining Executive Board members.

**Section 1 The Executive Board:** The Executive Board shall consist of:

**President** – Roles and responsibilities include but are not limited to:

- Presiding over all regular and special meetings of the Board.
- Enforcing provisions of the League By-Laws.
- Providing an annual report to the Board and other such reports deemed necessary by the board or by the president.
- Public Relations and Representative to the Coweta County Recreation Department.
- Ensures completion of the bi-annual contract with Coweta County Recreation Department.
- Initiating long range strategic and capital planning.
- Attending yearly meetings of league affiliation.
- Sign all contracts and other legal documents executed on behalf of the League or delegating such duties to other Executive members.
- President shall serve as an authorized signer on all bank accounts.
- President shall have the authority to approve the expenditure of funds for the general and routine operating expenses of the league.

**The Vice President of Divisions, Tournaments and Field Operations** - The Vice President of Divisions, Tournaments and Field Operations (Operations Officer) will have oversight of the front-line operations of the league, tournament activity, Select teams and oversight of the Age Group Divisional Director and Director of Facilities.

The Operations Officer's roles and responsibilities include but are not limited to:

- Assisting the President in his/her duties as required.



- Serve as Chair of the Operations Committee
- Overseeing satisfaction of all contracts and hiring's agreed upon by the League.
- Preparing or providing oversight to the League's playing schedule.
- Act as a liaison to other organizations and agencies for tournaments and Inter-league games
- Researching and organizing coach's certification programs and presenting identified opportunities to the board for approval.
- Coordinating all on field tryouts.
- Distributing trophies for the League.
- Organize pre and post season tournaments for the League.
- Contacting and procuring prioritized League teams for tournament host.
- Informing host teams of their tournament responsibilities.
- Creating tournament packet to be sent to all tournament teams.
- Attending yearly meetings of league affiliation with the league President and provide overview of such affiliation to the board.
- Submitting all financial transactions to the financial officer for Board approval prior to final purchase. This approval can be either written or verbal.

The **Vice President of Registration/Marketing/Communications** –The Vice President of Registration/Marketing/Communications (Information Officer) of the League will have oversight of the information and communication of the league and oversight of the Directors of Communications, Registration and Scheduling.

The Information Officer's roles and responsibilities include but are not limited to:

- Assisting the President in his/her duties as required.
- Serve as Chair of the Registration/Marketing/Communications Committee (Informatics).
- Keeping an accurate record of all regular and special Board meetings and cause same to be recorded in a minute book which shall be kept as a permanent record.
- Creating and assigning board monitoring duties as required.
- Distribute minutes of each meeting to all Board members within 48 hours after a meeting via email and at next Board meeting.
- Facilitate and coordinate all activities related to registration, to include uniform needs preparation and submittal to financial officer.



- Notifying all Board members of all scheduled meetings.
- Organizing and overseeing a sub-committee to review League Bylaws, Rules and procedures and submitting all changes to the board for approval.
- Attending yearly meetings of league affiliation with President and provide overview of any league affiliation rules changes for approval by board for implementation into league rules if accepted.
- Maintain oversight of the League website and ensure it remains up to date with pertinent information to serve the community regarding league information.
- Provide draft information of website updates to the board for approval prior to inclusion on the website.
- Provide Guidance and oversight for all scheduling activities

NOTE: In the absence of the Registration/Marketing/Communications Officer at any meeting, the President (or presiding officer) shall appoint another member of the Board to keep an accurate record (Minutes) of the meeting.

**Financial Officer – Vice President** – The Financial Officer will have oversight of all financial matters of the organization and have oversight of the Directors of Facilities, Materials and Fundraising.

The Financial Officers roles and responsibilities include but are not limited to:

- Serve as Chairman of the Finance Committee
- Assisting the President in his/her duties as required.
- Researching and procuring League insurance after researching three different providers.
- Procuring trophies for the League after researching three different providers and getting board approval prior to purchase.
- Providing Bi- Annual financial reports to the Board and other such reports deemed necessary by the Financial Officer and Board.
- Receiving and depositing in an account of the Sharpsburg Youth Baseball League at an FDIC League approved bank, all monies paid to it.
- Receiving and presenting all requests for contract for expenses to the SYB Board
- Expenses in excess of \$500.00 will require Board approval before purchase



- Expenses in excess of \$1000.00 will require a majority approval from entire SYB Board before purchase
- Keeping an accurate record of disbursements and report to the Board at such time as the Board may direct.
- Disburse by check or debit card all sums as may be authorized by the Board.
- Issuing letters or verbal instructions to League creditors indicating who is authorized to purchase items for the League.
- Procuring an official audit at the end of the term of office and for the end of the year report.
- Issuing 1099 forms according to IRS laws.
- Reviewing and approving all financial transactions in excess of \$250.00 as deemed appropriate and fiscally prudent.

The Executive Board of the League shall, supervise the proper operation of the League, transact necessary business of the League between regular meetings of the League, approve plans of work, appoint League members to fill vacancies, properly account for all receipts and disbursements of the League, and if deemed necessary remove from office any League official or member whose conduct is not in the best interest of the League.

**Section 2 The Board of Directors:** The Board of Directors shall consist of the following positions. The roles and responsibilities described are not limited to only those items identified. All Board members are expected to fully participate and are subject to being assigned to other duties as deemed necessary by the Executive members.

**Director of Fundraising and Sponsorships–** The Director of **Fundraising and Sponsorships** roles and responsibilities include but are not limited to:

- Serve as a member of the Finance Committee
- Coordinating with current sponsors regarding continued League support.
- Actively soliciting new sponsors for the League.
- Coordinating with all sponsors regarding signs, thank you letters
- Placing sponsorship signs on fences.
- Setting up, organizing and supporting all fundraising activities of the League.
- Establishing fundraising activities to be approved by the Board





- Coordinating and scheduling League picture fundraiser.
- Setting up, organizing and supporting Braves Night Out fundraising event for the league.
- Providing a written detailed report to the financial officer for each fundraising event to include all invoices and receipts along with all monies associated with the fundraising event for audit prior to deposit in the league account.
- Submitting all financial transactions to the financial officer for Board approval prior to final purchase. This approval can be either written or verbal.
- Other duties as assigned.

**Director of Registration**– The Director of Registration roles and responsibilities include but are not limited to:

- Serve as a member of the Informatics Committee
- Coordinates the advertisement and public info with coaches and parents about registration.
- Obtain location of registration.
- Organizing registration process.
- Assist with the collection of birth certificates, as needed, for all players.
- Assist the Financial officer of the League with the collection of registration fees as needed.
- Providing Divisional Directors with team rosters and draft information.
- Obtaining and submitting three (3) bids for uniforms, as necessary, to Board for final approval.
- Coordinating with uniform supplier regarding ordering, procuring, and distributing all League supplied uniforms.
- Submitting all financial transactions to the financial officer for Board approval prior to final purchase. This approval can be either written or verbal.
- Other duties as assigned.

**Director of Materials, Distribution & League Logistics** – The Director of Materials, Distribution & League Logistics is responsible for:

- Serve as a member of the Finance Committee





- Obtaining and submitting three (3) bids for equipment as necessary to Board for final approval.
- Assist the League Notary with Coaches and Volunteers background process.
- Coordinating with equipment supplier regarding ordering and procuring equipment.
- Distributing and accounting for all equipment given to team managers.
- Collecting and accounting for all equipment returned by team managers.
- Facilitate and coordinate all activities related to registration, to include uniform needs preparation and submittal to financial officer.
- Ensure adequate numbers of game baseballs are available in assigned locations throughout the season for umpires.
- Providing written periodic inventory of equipment needs during the season.
- Providing written yearly inventory and assessment of all League equipment.
- Provide the League Financial officer with a bi-annual audit of inventory list identifying missing inventory by coach and broken inventory requiring replacement. This audit is to be completed prior to the start of the new Spring and Fall Season.
- Submitting all financial transactions to the Financial officer for Board approval prior to final purchase. This approval can be either written or verbal.
- Other duties as assigned.

**Director of Facilities** – The Director of Facilities roles and responsibilities include but are not limited to:

- Serve as a member of the Finance Committee
- Maintaining all fields in a safe, playable condition and maintaining bleachers, score boxes, etc. in a safe and clean condition.
- Coordinating all field workdays with the Director of Age Groups.
- Coordinate with County officials regarding field conditions that require county action, in cooperation with the league President.
- Ensure that all fields are watered at least once a week during the season or more as necessary to maintain a safe playing surface for the players.
- Coordinate with Operations Officer/Divisional Director concerning canceling games based on weather and field conditions.



- Coordinate with Age Group Divisional Director that fields are properly lined for weekend play when games are played on Friday evenings prior to weekend play.
- Ensure all equipment used to perform field tasks are adequately maintained and available for use in field storage containers.
- Submitting all financial transactions to the Financial officer for Board approval prior to final purchase. This approval can be either written or verbal.
- Other duties as assigned.

**Director of Concessions:** The Director of Concessions roles and responsibilities include but are not limited to:

- Planning and coordinating all concession activities as agreed upon in the league contract.
- Coordinating and facilitating special events as deemed necessary by the league President
- Other duties as assigned.

**Director of Officiating:** The Director of Officiating is a nonvoting member of the board but can offer insight and guidance during scheduled meetings. The roles and responsibilities include but are not limited to:

- Scheduling all umpires for League games played at Andrew Bailey.
- Providing training for all League umpires.
- Recruiting League umpires as deemed necessary.
- Reporting to the Board all issues concerning umpires.
- Resolving any disputes regarding rules and interpretations.
- Gathering and reporting all incidents that occur during injuries, ejection etc.

**Director of Marketing/Communications** – The Director of Marketing/Communications roles and responsibilities include but are not limited to:

- Serve as a member of the Informatics Committee
- Press releases, etc.



- Establish and assist with League Website as required.
- Maintain all Social media outlets as required.
- Submitting all financial transactions to the Financial officer for Board approval prior to final purchase. This approval can be either written or verbal.
- Other duties as assigned.

**The Director of Age Group Divisions:** The Director of Age Group Divisions shall be responsible for:

- Serve as a member on the Operations Committee
- Establishing a list of perspective managers for each spring and fall season.
- Contacting and recruiting managers for each spring and fall season.
- Working with the Director of Facilities to ensure their field(s) are maintained in a safe and playable condition prior to and during all times in which the park is open for practice or games.
- Promptly providing all relevant League information to managers.
- Coordinating and supervising League draft per pre-determined draft procedures based on direction from the Director of age groups.
- Assist and attend all League registration events.
- Attending and coordinating player tryout by SYB procedures
- Setting up practice schedules for each team per SYB procedures
- Attending Park Cleanup day
- Distributing league schedules to each manager.
- Submitting all financial transactions to the Financial officer for Board approval prior to final purchase. This approval can be either written or verbal.
- Other duties as assigned.

**The Director of Scheduling:** The Director of Scheduling shall be responsible for:

- Serves as a member on the Informatics Committee.
- Creating and facilitating all League Schedules including practice schedules for the Select teams and Rec teams
- Distributing the practice schedules to the Director of Age groups prior to opening day



- Distributing league schedules to each manager.
- Distribution of the League schedule to the County representative
- Distributing league schedules to the Director of Concessions
- Distribution of all league Schedule changes to all affected parties
- Updating all changes to the game schedule on the League Website.
- Remaining in contact with impacted coaches as necessary for the schedule changes.
- Other duties as assigned

**Section 4 The Sharpsburg Youth Baseball League Board:** The Board is responsible for:

- Attending Board meetings.
- Assisting with registration, tryouts, draft, etc...
- Assisting in League sponsored tournaments.
- Assisting in League sponsored activities.
- Assisting other Board members with their duties, when needed.
- Obtaining Board approval for expenses.
- Assisting in league monitoring activities



## ***Article VII***

### ***Registration Fees***

**Section 1 Registration Fees:** The registration fees of the League will be established on a yearly basis by the Board. Fees are payable upon registration of a child, unless inability to pay, a payment plan, or special exception is approved by the Financial officer. No child shall be turned away from playing because of financial difficulties. Approval of “hardship” cases must be approved by the President and the Financial officer. Families receiving a “Hardship” registration must be in good standing with the league. Fees for active board members in good standing with the board shall be granted the equivalent of one registration fee for their service. Board members that are determined to by the board to be not fulfilling their duties shall have this grant of registration fee forfeited. Board members are not eligible to participate in league sponsored fundraising events, i.e. raffles for the child that the league pays registration for. If a Board member has more than one child playing in the league and have paid full price for that child they can participate in league fundraising events as any other active league member.



## ***Article VIII***

### ***Representation***

**Section 1 Representation:** A set of playing rules (local Rules) for the upcoming season shall be submitted to the Board for approval sixty days prior to the first League game. A set of local rules shall be given to each manager, provided they have attended the required coaches training certification.



## ***Article IX***

### ***Committees***

**Section 1 Committees:** Standing and special committees may be created by the board members as deemed necessary to promote and conduct the work of the League. No committee action that obligates or binds the Board shall be undertaken without consent or authority of the Board.



## *Article X*

### *Tournaments*

**Section 1 Tournaments:** Any tournaments held at Andrew Bailey Fields and the distribution of profits must be authorized by the Board.





## *Article XI*

### *Rules of Order*

**Section 1 Rules of Order:** Procedures for the conduct of meeting not covered in these By-Laws shall be governed by Robert's Rules of Order where applicable.



## ***Article XII***

### ***Amendment and Waiver***

**Section 1 Amendment and Waiver:** These By-Laws may be amended by the Board upon a two thirds majority vote. The By-Laws or any portion thereof may be waived by the Board upon a two thirds majority vote.

## ***Article XIII***

### ***General Membership Meeting***

**Section 1 General Membership Meeting:** There will be a general membership meeting held in the spring once registration is completed and teams have been established. The date, time, and place shall be determined by the board.