



Constitution and By-Laws

Revised 03/2025

PREAMBLE

Streetsboro Junior Baseball and Softball Organization, Incorporated, founded in 1967, is a volunteer organization, recognized within the state of Ohio, ran strictly by volunteers providing amateur athletics to the community of Streetsboro.

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Article I. NAME

Streetsboro Junior Baseball and Softball Organization, Incorporated

Article II. PURPOSE

The purpose of this program is to educate the youth on the generally accepted basics of baseball and softball and to promote honesty, respect, athletics, teamwork, community, and good sportsmanship for all youth in Streetsboro and surrounding communities.

Article III. MEMBERSHIP

Membership is open to any person interested in promoting athletics for all youth in Streetsboro and surrounding communities with respect to residency and requirements established in Section 4.03 and Section 12.04.

Article IV. OFFICERS

Section 4.01 Executive Board of Officers

An Executive Board of Officers will manage the program. The Executive Officers shall be comprised of:

- Chairman
- President
- Vice-President(s) – Competition, Operations, Community Engagement
- Secretary - Administration
- Treasurer - Finance

Section 4.02 League Board

League Board positions shall be comprised of:

- Executive Board of Officers (Section 4.01)
- Competition:
 - Softball Commissioner
 - Baseball Commissioner
 - Pee Wee Commissioner
 - Champion Commissioner
 - Umpire Coordinator
 - Development Coordinator
- Operations:
 - Equipment Coordinator
 - Scheduling Coordinator

- Concessions Coordinator
- Community Engagement:
 - Communications Coordinator (Social Media, Announcements)
 - Special Events Coordinator
- Administrative
 - Software Coordinator
- Finance
 - Sponsorships Coordinator

Section 4.03 Requirements and Restrictions

1. Residency requirements are as follows:
 - a. Chairman, President and Vice-President(s) must be current Streetsboro residents for a period of two (2) years prior to nomination.
 - b. Chairman, President and Vice-President(s) must reside in Streetsboro City corporation limits beginning February 1 through November 30 within the year the position is held. If not upheld, position may be filled by election (Section 4.05).
2. Any person owing outstanding monies from any previous year cannot run for office or hold any board or officer positions.
3. All board members should demonstrate effective people skills and possess strong organization skills.
4. All board members are expected to uphold the most current revision of the Streetsboro Junior Baseball and Softball Code of Ethics (Appendix A).
5. All board members are permitted to manage (head coach) or be an assistant coach of a “recreational” or “competitive” Streetsboro Junior Baseball and Softball team with the following exception(s):
 - a. The Chairman, President, Vice-President(s) or Commissioners cannot manage (head coach) a “recreational” Streetsboro Junior Baseball and Softball team. “Competitive” teams are exempt.

Section 4.04 Election

1. Board elections will take place in the calendar month of October each season. The board members shall be elected by a majority vote of the voting members at the October meeting.
2. To qualify, a voting member must attend a minimum of three meetings per year. Members with monies outstanding to the league are ineligible for voting privileges.
3. Election will be by closed ballot unless the nominee is running unopposed.
4. Nominees must be present or submit a letter either in writing or electronically stating their intent to accept a nomination one day prior to the election to any existing Executive Board Officer.
5. To be nominated, elected, and serve as President, the candidates must meet the residency requirements and have at least one current year of service as an SJBS board member prior to the election.

Section 4.05 Terms

1. Each board position is a 1-year term beginning and concluding each November.
2. The President position is a 2-year term beginning and concluding each November.
3. The following term exceptions apply:
 - The Chairman position is not an elected position. The Chairman is a succession role from President to act as a consultant to the President for no greater than a 2-year term held by the President. The President may choose at the end of their 2-year term to not proceed to the Chairman position, thus vacating the position until the next President succeeds to the role. The Chairman has voting privileges if voting member eligibility is fulfilled per Section 4.04.2.
 - The Secretary position is not an elected position. The position is identified and appointed by the President. The Secretary will hold the role until the expiration of the incumbent President’s term or if a new Secretary is appointed. The Secretary has voting privileges if voting member eligibility is fulfilled per Section 4.04.2.

Section 4.06 Impeachment

1. An Executive Board member can be impeached at any time by a 2/3 vote of the Executive Board.
2. A League Board member can be removed from position at any time by appointment by any Executive Board member and completed by approval of the President. If appointed for impeachment by the President, a 2/3 vote is required by the Executive Board for approval to impeach.

Section 4.07 Transfer of office

1. A special board meeting (either in person or virtually) will be held within ten (10) days of notice of intent to transfer from an outbound to an inbound member.
2. The meeting shall include the outbound and inbound members to transfer responsibilities and duties.
3. A vote approving the transfer will be conducted in accordance with Sections 4.03 and 4.04.
4. Full cooperation by both outbound and inbound parties is required.

Section 4.08 Board Structure

Level	Roles					By-Law
Executive Board	President	Chairman				Article IV, Section 4.01
	Competition VP of Competition Softball Commissioner Baseball Commissioner Pee Wee Commissioner Champion Commissioner Umpire Coordinator Development Coordinator	Operations VP of Operations Equipment Coordinator Scheduling Coordinator Concessions Coordinator	Community Engagement VP of Community Engagement Communications Coordinator Special Events Coordinator	Administration Secretary Software Coordinator	Finance Treasurer Sponsorships Coordinator	
League Board						Article IV, Section 4.02
Volunteer	Team Coaches Scorekeepers Development Volunteer	Equipment Volunteer Concessions Volunteer Fields Volunteer	Social Media Volunteer Beat Reporter Special Events Volunteer	Legal Consultant	Competition Team Accountant Compliance Volunteer	not applicable

Article V. DUTIES

Section 5.01 Responsibilities of all members

1. All board members are to attend a minimum of 6 meetings per year.
2. All board members must participate in events and actions associated with their identified role as outlined Sections 5.02-16. Failure to meet this criterion can result in impeachment to Section 4.06.
3. Where and when necessary, division of tasks, events and corresponding responsibilities shall be managed to a RACI management model using roles set in Section 4.08. “R” – Responsible for the work (does the work), “A” – Accountable for the work (delegation and review), “C” – Consulted for the work (provides input), “I” – Informed for the work (receives updates).

Example for rostering:

Responsible – League Commissioner

Accountable – VP of Competition

Consulted – Team Coaches

Informed – SJBS Board

Section 5.02 Chairman

- Act as a consultant to the President for no greater than a 2-year term held by the President
- Ensure league record keeping from prior President term is handed off to the incoming President
- Participate in voting as necessary

Section 5.03 President

- Preside over all board meetings at which they are present
- Enforce all rules up to and including the By-laws and Code of Ethics
- Oversee all board members
- Keep all league records for a 7-year retention period

Section 5.04 Vice-President(s)

- Preside at all meetings at which they are present in the absence of the President
- Enforce all rules up to and including the By-laws and Code of Ethics
- Assist the President in management of the identified function to which they are elected (Competition, Operations, Community Engagement, Administration, Finance)
- Support all League Board members associated with their identified function
- Ensure development, timeliness and completion of associated tasks within their identified function through Section 5.01.3

Section 5.05 Secretary

- Serves as appointed by the President
- Schedules each meeting and organizes a location
- Collect inputs and distribute the agenda for all meetings
- Keep and record minutes of all meetings
- Assist in each functional area (Competition, Operations, Community Engagement, Administration, Finance)

Section 5.06 Treasurer

- Responsible for management and reconcile of all accounts payable and receivable
- Keep full financial ledgers of league funds
- Demonstrate knowledge of bookkeeping practices
- Ensure continuation of financial obligations and certifications as a non-profit organization

Section 5.07 League Commissioner(s)

- Rostering for associated sport per Section 5.01.3
- Attend all associated outside league meetings as a representative of SJBS
- Lead conflict / complaint review and resolution between player / coach / parent / guardian and present to Complaint Committee per Article VIII
- Review all in-game protests with Umpire Coordinator for presentation to each associated league
- Keep team managers / coaches informed of all league requirements, rules and schedules
- Conduct season-start and season-end reviews with team managers / coaches
- Coach the coaches on team management principles, rules and communication

Section 5.08 Umpire Coordinator

- Ensure certification process for all SJBS umpires
- Oversee and schedule all umpires through Section 5.01.3
- Enforce all league rules
- Review all in-game protests with associated League Commissioner

Section 5.09 Development Coordinator

- Manage all player development clinics through Section 5.01.3
- Schedule indoor practices for off-season and in-season team activities
- Coordinate competitive team tryouts with each team manager / coach and Commissioner

Section 5.10 Equipment Coordinator

- Monitor condition of SJBS-owned equipment and replenish per Section 5.01.3
- Distribute and collect all SJBS-owned equipment to and from each team manager / coach
- Manage all uniform requirements and distribution per Section 5.01.3

Section 5.11 Scheduling Coordinator

- Oversee and schedule all SJBS home games through Section 5.01.3
- Act as point of contact and escalation for field preparation for Streetsboro Parks and Recreation
- Act as point of contact for Streetsboro Parks and Recreation on all external field scheduling outside of SJBS to enable communication and timely reservations

- Responsible for advisory and coordination of weather-impacted field determinations (“rain delay”, “cancellation”) to team managers / coaches / commissioners

Section 5.12 Concessions Coordinator

- Oversee all operations of the Concession Stand at Streetsboro City Park
- Responsible for stocking and re-order points for all related saleable units
- Responsible for upkeep of facility to basic cleanliness standards
- Responsible for coordination of any maintenance needs with Streetsboro Parks and Recreation and related City-managed departments
- Coordination with the Treasurer of cash-flow requirements for both paper and electronic payments for goods sold
- Responsible for coordination with Sponsorship Coordinator on display of applicable sponsors and scheduling of approved SJBS vendors (food trucks, equipment / goods sales)
- Responsible for scheduling of Concession Stand Volunteers in coordination with Streetsboro Parks and Recreation, Commissioners and Scheduling Coordinator

Section 5.13 Communications Coordinator

- Responsible for all external communications (e-mail, social media, website)
- Coordinate as communication partner for Special Events Coordinator, Scheduling Coordinator, Sponsorship Coordinator
- Coordinate with external communications partners at the City of Streetsboro and Streetsboro City Schools
- May serve as Software Coordinator

Section 5.14 Special Events Coordinator

- Responsible for coordination and execution of all events outside of gameplay including but not limited to: Picture Day, season start / season end activities, fundraising events (i.e. bingo, car washes), City-coordinated events (parades, special events) and sponsorship commitments

Section 5.15 Software Coordinator

- Responsible for website maintenance
- Responsible for digital integration (registration forms, host platforms such as SportsEngine or GameChanger) and associated training
- May serve as Communications Coordinator

Section 5.16 Sponsorships Coordinator

- Responsible for execution of a sponsorship program for the full organization, along with recreational and competitive teams
- Coordinate the allocation of sponsorship funding along with the Treasurer to each corresponding SJBS entity
- Engagement with local businesses as a representative of SJBS to procure their participation in the program

- Coordinate with Concessions Coordinator, Equipment Coordinator, Communications Coordinator, Software Coordinator and team managers / coaches on agreed upon sponsorship identification (team banners, uniforms, website, social media)

Article VI. MEETINGS

Section 6.01 General operation

- Meetings are to be held either in-person or virtually at a minimum of 9 times per year to a schedule agreed upon by the Executive Board.
- Meetings are to be announced to the public through coordination of the Secretary and Communications Coordinator.
- Special meetings can be called upon the requirement of the President. The President will need to set forth an agenda prior to calling for a special meeting.
- All voting conducted in the meeting will require a majority vote to determine an outcome. Each member must be present to count as a vote. A virtual vote can be accepted through submittal of a vote to the President. Additional voting members are determined by Section 4.04.2.
- A vote determination cannot be finalized without a minimum of four (4) Executive Board members present to establish a quorum. If less than four members are present, a vote must be deferred until the minimum is available to establish a quorum.
- The agenda must be coordinated and distributed by the Secretary no less than twenty-four (24) hours prior to the meeting.
- The Roberts Rules of Order shall govern meetings.

Section 6.02 Order of Business

- Call to Order (President)
- Roll-call (President)
- Old Business: reading of minutes summary from prior meeting (Secretary)
- New Business: functional reports (Executive Board)
 - Treasurer
 - Vice President(s) from each function (Competition, Operations, Community Engagement)
 - President
- Public questions (All)
- Call to Adjourn (President)

Article VII. AMENDMENTS

The Constitution and By-Laws of the Streetsboro Junior Baseball and Softball Organization, Inc. can be amended once per calendar year no later than the November meeting. A two-thirds vote of the total present voting membership shall approve changes per Section 4.04.2.

Article VIII. COMPLAINT COMMITTEE

The duty of the Complaint Committee is to rule on any infractions / complaints presented to Streetsboro Junior Baseball and Softball through the Baseball, Softball or Pee Wee Commissioner. The Complaint Committee is be chaired by the President and be comprised of the Baseball Commissioner, Softball Commissioner, Pee Wee Commissioner and a minimum of one (1) Executive Board or League Board member will be appointed by the President as a member of the Committee. If the President is the subject of the complaint in question or is the party submitting the complaint, the order of succession will then flow to the Vice-President(s) as the chair of the Committee.

The Committee is responsible for review of the submitted complaint and determination of action within five (5) calendar days of the date of the submitted complaint unless additional investigation time is required by an outside independent third party (such as a legal service provider or authorized background check provider).

Source individuals or entities of the submitted complaint must be notified either in-person (with a present SJBS volunteer or witness), phone call or written communication (e-mail, text message or letter) at the start of the review process. The notice will include the basis of the complaint and expected resolution date by the Committee.

Penalties can include but not limited to the scope set in the Code of Ethics and Article IX.

Voting on outcome of complaint must be in a majority vote and completed either in-person or virtually.

Source individuals or entities of the reviewed and completed complaint must be notified either in-person (with a present SJBS volunteer or witness), phone call or written communication (e-mail text message or letter) at the completion of the review and voting process. The notice will include a re-statement of the original complaint and the decision made by the Committee with the determined penalty. These individuals or entities may request an appeal review with the Committee. The appeal must be made in writing within 48 hours of receiving the complaint determination.

Article IX. GENERAL PLAYING RULES

Streetsboro Junior Baseball and Softball will adhere to the most current posted revision of playing rules of the outside league for the sport and age group of participation. League Commissioners and the Umpire Coordinator will serve as confirmation of league rules for each participating organization. All SJBS-sponsored umpires will follow these rules in accordance with the game they are scheduled to oversee. Any internal-to-SJBS league or game not under the governance of an outside organization will be held to established gameplay rules by the most recent revision of the Little League® Rulebook.

Article X. AUDIT

There shall be an accounting of the books once per fiscal year by a Certified Public Accountant. Streetsboro Junior Baseball and Softball will be responsible for fee payments associated with this service. The fiscal year for Streetsboro Junior Baseball and Softball will run from January through December.

Article XI. INFRACTIONS AND PENALTIES

The Streetsboro Junior Baseball and Softball Executive Board will adhere to and enforce “Principle II: Failure to meet responsibilities” of the Streetsboro Junior Baseball and Softball Organization, Inc. Code of Ethics in Appendix A.

The severity of the infraction and disciplinary result is based upon the review of the Streetsboro Junior Baseball and Softball Executive Board. Within forty-eight (48) hours of confirmed receipt of a written notice of the infraction, the Executive Board must provide notice to the affected parties with an expected decision date.

All participants (board members, volunteers, coaches, volunteers, registered guardians of players) are to acknowledge this Code of Ethics at time of season registration, volunteer registration, coach registration or board position appointment. Acknowledgement is fulfilled either in writing or electronic acceptance on any registration form. That acknowledgement serves with the full term of service (a term for a board member, a season for a volunteer, a season for a coach, a season for a registered guardian of a player).

If a board member has committed the submitted infraction, the incident will be reviewed by the Complaint Committee established in Article VIII.

Article XII. LEAGUE STRUCTURE

Section 12.01 Programs

Streetsboro Junior Baseball and Softball operate in both Spring and Fall seasons. The program offerings by Streetsboro Junior Baseball and Softball include but are not limited to (available age levels dependent upon that season’s registration):

- Baseball – 8U, 9U, 10U, 11U, 12U, 14U
- Softball – U8, U9, U10, U11, U12, U14
- Pee Wee – Tee Ball, Coach Pitch
- Champion – all ages

Section 12.02 Recreational Teams

Recreational teams are open registration-based rosters that participate in an external league to SJBS as determined by the SJBS Board. Registration is completed through a third-party software interface. Rostering is to be completed by the Competition function and assigned to each League Commissioner per Section 5.07.

Section 12.03 Competitive Teams

Competitive teams are tryout-based rosters that participate in both external leagues and tournaments mutually agreed upon between the team managers / coaches and the League Commissioner. Tryouts are established for each season through coordination of the League Commissioner, Development Coordinator and team managers / coaches for each team. Evaluations for each team are conducted by an evaluation team comprised of a SJBS Board Member, a SJBS head coach and a SJBS assistant coach. Evaluations will be documented using the evaluation form in Appendix B. Team managers / coaches will have final say in competitive team rostering using the evaluation data.

Section 12.05 Champion Division

The Champion Division is a program for people of all ages with disabilities to play a modified game of baseball focused on engagement, learning and wellness. All registration, rostering and uniform activities will be consistent with Recreational Teams managed through Streetsboro Junior Baseball and Softball assigned roles.

Section 12.05 Exceptions

1. Players may play for both recreational and competitive where double-rostering is allowed per the outside league rules confirmed by the League Commissioner.
2. Age exceptions can apply dependent on the outside league rules confirmed by the League Commissioner.
3. Residency exceptions can apply dependent on the outside league rules confirmed by the League Commissioner.

Article XII. VOLUNTEER REQUIREMENTS*Section 13.01 Coaches and Assistant Coaches*

All coaches and assistant coaches are required to register separately from player registration through Streetsboro Junior Baseball and Softball. As a part of registration, coaches and assistant coaches are required to:

- Complete a background check conducted by the National Center of Safety Initiatives (or provide a previously and still valid screened report through another Streetsboro community program / school or registered background service)
- Concussion training
- Lindsay's Law training
- Acceptance of Streetsboro Junior Baseball and Softball Code of Ethics

Section 13.02 Disqualifiers for Coaches and Assistant Coaches

The following disqualifiers will be used as a guide to determine if a person shall be permitted to coach:

- All sex offenses (no time limit, immediate disqualification – no exceptions)
- All felony violence (no time limit, immediate disqualification – no exceptions)
- All non-violent felony offense (within past 10 years)

- All misdemeanor violence (within past 7 years)
- All misdemeanors resulting in a flag acknowledgement from background check service (within past 3 years for single offense, within past 10 years for multiple offenses)
- Prior complaint history with Streetsboro Junior Baseball and Softball

Any flagged background reported to Streetsboro Junior Baseball and Softball will be reviewed and voted upon by the Complaint Committee established in Article VIII who then have authority to accept or deny coach registrants. Registrants that fail to comply or have a flagged background screen can request an appeal the decision within 48 hours of contact.

Any coach that is subject an any of the above listed offenses while an approved coach for Streetsboro Junior baseball must disclose to Streetsboro Junior Baseball and Softball for within 24 hours of the occurrence.

Section 13.03 Additional Volunteers (Non-Game / Non-Coach Volunteers)

Volunteering for events or concession stand activities can be coordinated through contact through any SJBS personnel. Volunteers are subject to acceptance by SJBS personnel.

APPENDIX A: CODE OF ETHICS

Revision 03/2025

Preamble:

Streetsboro Junior Baseball and Softball Organization, Incorporated, founded in 1967, is a volunteer organization, recognized within the state of Ohio, ran strictly by volunteers providing amateur athletics to the community of Streetsboro.

Purpose:

I am a coach. I am a ballplayer. I am a parent. I am a volunteer. The purpose of this Code of Ethics is to protect and promote the principles the best interests of our youth on the generally accepted basics of baseball and softball supporting honesty, respect, athletics, teamwork and good sportsmanship for all youth in Streetsboro, Ohio and the surrounding communities. The Code of Ethics is a commitment by each accepted party to these principles.

Principle I: Responsibility to the growth, safety and development of a ballplayer

Article A: Coaches Oath

1. To teach and mentor
2. To set an example of honesty and respect
3. To establish the team message
4. To promote safety and good sportsmanship
5. To message the positive impact of instruction in baseball and softball (“this is how” vs. “don’t do this”)

Article B: Players Oath

1. To be a good teammate
2. To build trust
3. To listen
4. To contribute
5. To graciously play the game with highest level of sportsmanship, honesty and responsibility of my actions

Article C: Parents and Family Members Oath

1. To support coaches and players alike
2. To encourage the teaching and mentoring by the coach
3. To carry the message of the team
4. To support the continual and timely participation of the ballplayer

5. To proudly and positively represent our community

Article D: Volunteers Oath

1. To serve selflessly with intent of enrichment for children and community
2. To provide and support an environment of safety and development

Principle II: Failure to meet responsibilities

Article A: Infractions set forth in General Operating Rules and Playing Rules including but not limited to:

1. Intimidation of players, coaches, volunteers, umpires and officials
2. Use of foul language directed towards players, coaches, volunteers, umpires and officials
3. Fighting and physical altercations
4. Use of controlled substances on grounds of team activities
5. Ejection by umpire or official from a game or activity

Article B: Disciplinary action review by Streetsboro Junior Baseball and Softball Executive Board

1. Conduct a review of the infraction
2. Formally acknowledge each impacted party at each step of the review
3. Establish and enforce a disciplinary action result

Article C: Disciplinary result

1. Level of severity of infraction and resulting disciplinary action based upon review of Streetsboro Junior Baseball and Softball Executive Board
2. Levels of disciplinary action can include but not limited to:
 - a. Level I - a low severity or first-time infraction could result in a warning to a 0-2 game suspension
 - b. Level II - a medium severity or second infraction could result in a minimum of a 2 game suspension
 - c. Level III - a high severity or third infraction could result in a minimum of a full / remainder of season (or longer) suspension

Principle III: The commitment

Article A: Players, coaches, parents, family members and volunteers

I will participate graciously, demonstrating good sportsmanship throughout games and practices. I will be honest and take responsibility for my actions and results. I will not use any form of intimidation or bullying against another player, coach or umpire. I will contribute for the children and community, not myself.

Article B: Streetsboro Junior Baseball and Softball Executive Board Statement on

Sportsmanship, Values and Ideals

Whereas: We believe that coaches, parents, family members and volunteers are among the strongest influences on a young person's moral and ethical development; and

Whereas: We believe that the highest calling of each party is to teach and model the character traits of honesty, integrity, respect, and personal responsibility; and

Whereas: We believe that honorable athletic competition in baseball and softball provides rigid and voluntary rules of right and wrong that can lead to strong character development among our players; and

Whereas: We believe that each party's moral and ethical conduct, on and off the field will deeply influence our players;

Therefore: We strongly encourage all members of Streetsboro Junior Baseball and Softball to place the highest priority on teaching and modeling the moral and ethical values of honesty, integrity, respect, discipline, personal responsibility, fairness and loyalty.

Principle IV: PLAY BALL!

Acknowledgement - I have read and acknowledged each statement.

APPENDIX B: COMPETITIVE TEAM EVALUATIONS

An evaluation form (“SJBS Competitive Team Player Evaluation Form – Master.xls”) has been created for use in evaluating the skill set of a potential player to meet the generally accepted expectations of a competitive player at a set age group.

Skills will be evaluated based on four components: Pitching, Hitting, Fielding and Baserunning.

Evaluation ratings will be assigned based on the following scale:

- 1 – does not meet requirements at age level
- 2 – needs development to meet requirements at age level
- 3 – meets all requirements at age level
- 4 – above age level requirements
- 5 – exceeds all requirements at age level

Evaluations are then composed through the established formulas in the Evaluation Form tool and can be provided to each team manager / coach for use in determining a roster and player feedback.