



Greene County Youth Center

175 Sassafras Lane

Ruckersville, VA 22968

# 2016 BYLAWS

Revised: TME

February 2016

## GCYC BYLAWS

- I. **Affiliations:** The Greene County Youth Center, Inc. (GCYC) shall be affiliated with Babe Ruth for Baseball and Little League for Softball.

- II. Geographical Area:** The principal operations of the GCYC shall be within the county boundaries of Greene County, Virginia; its teams may participate in tournaments outside of the county boundaries.
- III. Powers:** The GCYC Board has the following powers in addition to the powers expressly or implicitly conferred upon it by law.
- A) To make and enforce Rules and Regulations to govern itself consistent with Rules and Regulations promulgated by Babe Ruth and Little League. To make and enforce local Rules and Regulations as may be necessary to operate its facilities and programs.
  - B) To adopt or amend bylaws as may be necessary to ensure the orderly operation of the GCYC and its sponsored activities.
  - C) Approve or disapprove fundraising endeavors or solicitation of contributions by leagues and teams.
  - D) Enter into whatever contracts or hold and own property as may be legally permissible under the applicable and pertinent sections of the Code of Virginia.
- IV. Membership:** The GCYC shall be members of Babe Ruth and Little League.
- V. Board of Directors:** There shall be an elected Board of Directors who shall serve as the managing Board of the affairs of the GCYC. Said Board shall have no more than 12 members or less than 4 members. There shall be the executive offices of President, Vice President-Baseball, Vice President-Softball, Secretary, Treasurer, Comptroller, and up to six other members of the Board. The Executive Officers of the GCYC shall serve one-year terms, to be elected from a panel of duly nominated candidates each position from amongst the membership on the Board. The director positions shall have staggered terms, with staggered expiration years to ensure experienced Board members remain. The term for each director position will be 3 years.

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Board membership is open to any resident of the County or parent/guardian of a child who is eligible to participate on a GCYC team, who expresses a desire to participate in and on behalf of the Youth of Greene County and is duly

nominated by an existing Board member or County resident and approved by the majority of the existing Board membership.

Terms as they expire shall immediately be attempted to be refilled either with the existing member or replacement. When there is a vacancy on the Board, nominations will be sought for replacement by, at a minimum, placing a notice on the Information Board at the GCYC or posting on the GCYC webpage.

### **Duties and responsibilities of the Executive Officers:**

**\* President:** The President shall be the chief officer of the Board of Directors. He/she shall direct, supervise, coordinate and have general control over the affairs of the Board. He/she shall preside at all meetings of the Board unless absent, in which case the Vice-President shall preside. He/she shall be responsible for the overall operation of the Youth Center and its programs.

Other specific duties:

- Coordinating the scheduling of umpires for all games played
- Coordinating rain-outs & protest games with the Directors/Commissioners
- Ensuring the payment of umpires through the League Treasurer
- Ensuring umpire schedule is available and posted in concession stand
- Scheduling of Summer & Fall practice times
- Scheduling of Summer & Fall games
- Scheduling of Summer & Fall concession assignments
- Securing school schedules so games will not conflict with school functions
- Creating schedules so games have ½ hour break between start times and avoid having games on all 4 fields at same time (3 max., to help with facility parking)
- Responsible for appointing protest committee and protest hearing
- Shall provide a preliminary agenda 48 hours in advance of any regularly scheduled Board Meeting

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**\*Vice President-Baseball/Vice President-Softball:** The Vice President shall perform all of the duties of the President in his/her absence and any other duties that are assigned by the President.

\* **Secretary:** The Secretary shall keep all records of the Board.

Specific duties:

- He/she shall notify each member of any meeting called or scheduled by the President
- He/she shall keep and send out minutes of all meetings of the Board, and maintain an address listing of all current Members of the Board
- He/she shall keep on file on an annual basis the originals of the coaches' contracts and shall notify the Board of failure of receipt of any contract for active coaches
- He/she shall be responsible for securing insurance for the Youth Center
- Filling out all Babe Ruth and Little League regular season team rosters and send copies to District, State, and National Office
- Filling out Babe Ruth and Little League All-Star Team rosters and sending copies to District, State, and National Office
- Putting together the All-Star Tournament books for each All-Star team
- Meeting Minutes shall be disseminated to the entire Board by email within 7 days of the meeting
- Shall be responsible for maintaining a running list of action items to include the action assigned, the point of contact responsible, and the due date

\* **Treasurer:** The Treasurer shall be responsible for all funds of GCYC.

Specific duties:

- Shall keep complete accounts and records of all financial transactions of the Board
- Shall have the right to require a receipt for any/all expenditures that are required by the Board
- Shall prepare and submit to the Board a record of the financial condition at each meeting
- Shall be a member of the Financial committee
- Shall file any applicable Federal and Local taxes on behalf of GCYC

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\* **Comptroller:** The Comptroller shall be responsible for auditing of all financial activities at the GCYC.

Specific duties:

- Shall be responsible for creating a yearly operating budget
- Shall serve on the Financial Committee with the Treasurer
- Shall ensure adequate financial transparency and best practices are followed

\* **Player Agent:** The Player Agent is affiliated with the Little League Softball Program.

Specific Duties:

- Record all Player transactions and maintain an accurate and up-to-date record thereof.
- Receive and review applications for player candidates and assist the President in verifying residence and age eligibility
- Conduct the assessments, the player draft, and all other player transaction of selection meetings.
- Prepare for the President's signature and submission to Little League Headquarters team rosters and tournament team eligibility affidavit

#### **Duties and responsibilities of GCYC Board Members:**

- Shall identify and appoint a 3rd party to perform a review of the GCYC financial records as requested by the comptroller and approved by the Board
- All Board members shall be equally responsible for the operation and programs of the Youth Center.

**VI. Type of meetings and quorums:** A membership or general annual meeting shall be held each year by September 30 at which reorganization and election of officers for the upcoming year will take place. This annual meeting will be at the call of the President and scheduled by the Secretary.

The Board shall meet in Regular Session, open to the public, monthly or at the call of the President and scheduled by the Secretary.

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At the option of the President, or upon majority vote of the Directors, an Executive Session of the Board may be called to address personnel issues,

disciplinary issues, matters where confidentiality is required by law, and such other matters as the Board deems appropriate.

- Before going into Executive Session, the President shall indicate the purpose for such session.
- While in Executive Session, only Board members and individuals invited by the Board may be present.
- Executive Session discussions are confidential
- At the conclusion of the Executive Session, the President shall indicate the outcome of such session.

Each member of the Board, including Executive Officers, shall be permitted one vote on any issue duly presented for action before the Board.

No business may be conducted or transacted at any meeting unless a majority of the Board membership is present. This majority is called a quorum.

Roberts Rules of Order shall be the parliamentary authority for all matters not covered by the Articles of Incorporation and the Bylaws of the GCYC.

The President shall preside over all meetings of the GCYC. In his/her absence, the Vice-President shall preside. The order of business shall be outlined as follows:

1. Call to order by the President
2. Roll call by the Secretary
3. Approval of the previous meeting's minutes
4. Treasurer's report
5. Report of the Committees
6. Old business
7. New business
8. Adjournment

The President or the presiding member conducting the meeting may amend the order of business.

Meeting attendance is encouraged of all members. Following two consecutive absences, the Secretary shall send a written notice to the member. Absence from three consecutive meetings shall constitute grounds for review and potential removal from the Board.

If warranted, action to remove a member of the Board of Directors will be conducted in Executive Session. At least 2/3 of the existing Board must be present to make up a quorum for this vote. A motion to remove a member requires a 2/3 majority of the members of the quorum

**VII. Conduct of GCYC Activities and Funding:** All activities and funding of GCYC will be conducted on an operational year basis. Said operational year basis shall be January 1 of each year and end December 31 of the following year.

All records maintained by the officers of GCYC will be closed as of December 31 of each year and appropriate reports rendered as required. New records for the next operational year will be initiated on January 1 and continue until December 31 of the next year.

**VIII. Bylaw Amendment:** As defined in Section III, GCYC Board has the power to make and amend bylaws to ensure orderly operations of its activities.

Modification of the Bylaws will be allowed in the following manner: An amendment to an existing Bylaw or addition to the by-laws may be made upon motion of any member of the GCYC Board, said motion must be duly seconded by another member of the GCYC Board. The amendment or addition shall then be considered to be on the floor and shall be carried over to the next meeting of the Board for due consideration. This will allow for a review and recommendation of the proposed amendment or addition by the Board.

Upon a majority vote of the members of the Board, the amendment or addition shall be approved.

A waiver can be granted to the one meeting wait requirement upon unanimous vote of the members present when the proposed amendment or addition is made.

**IX. Leagues:** GCYC shall operate but not be limited to the following leagues, unless modified by Babe Ruth or Little League, in which case the Board of Directors will determine if any changes are necessary.

Cal Ripken (T-Ball)	4-6 year olds
Cal Ripken (Rookie)	7-8 year olds
Cal Ripken (Minor)	10 & under
Cal Ripken (Major)	12 & under
Jr. Babe Ruth	13-15 year olds
Sr. Babe Ruth	16-18 year olds
Little League Softball (Minor)	7-11 year olds
Little League Softball (Major)	9-12 year olds
Little League Softball (Junior)	12-14 year olds
Little League Softball (Seniors)	13-16 year olds

- X. Committees:** GCYC shall have standing committees that shall have a reporting function at each Board of Directors meeting. Additionally, the President can appoint ad-hoc committees as are deemed necessary. It is recommended that each standing committee include a Board member to serve as chairperson. Standing committees shall be as follows:

**Buildings, Grounds, & Trash** – This Committee shall be responsible for the maintenance and upkeep of all buildings and grounds (year round) and coordinating the timely removal of trash.

Specific duties:

- Mowing, weed eating, snow removal, fallen tree removal, fence and facilities repair
- Equipment repair & maintenance (mowers, line markers, pitching machines, drags, batting cages, etc.)
- Ordering marking lime and stay-dry chemicals
- Ensuring pitcher's plates & bases are at proper distances and in good condition
- Coordinating field maintenance for post season play, as well as summer and fall league play
- Empty all trash cans and ensure dumpster is emptied on a regular schedule
- Order and coordinate the placement and cleaning of all porta johns needed for the Youth Center (year round)
- Ensuring cleanliness of the restrooms
- Securing a Health Department Certificate allowing for the operation of a concession
- Ensuring bathrooms are clean & neat in appearance
- Identifying and correcting any mechanical problems as needed
- This Committee shall be responsible for organizing the volunteers needed to support the duties of this committee

**Equipment, Trophies and Uniforms** – This Committee shall be responsible for the upkeep and purchase of all league equipment, balls, and trophies. They shall also be responsible for coordinating/distributing team uniforms (spring/fall).

Specific duties:

- Ordering replacement equipment, baseballs & softballs for league use (summer & fall)
- Inventory, issue, and track the league equipment
- Establishing equipment “pick-up” and “drop-off” dates for coaches
- Ordering trophies for each league champion (summer only)
- Contact uniform vendors, place orders, and arrange for payment of uniforms
- Coordinate with coaches to distribute the uniforms and follow up with any corrections needed to get teams outfitted
- This Committee shall be responsible for organizing the volunteers needed to support the duties of this Committee.

**Publicity & Fundraising** – This Committee shall be responsible for portraying the positive aspects of the Youth Center and establishing fundraising activities. The Committee shall also be responsible for coordinating/distributing team pictures (spring).

Specific duties:

- Providing information in the form of pictures, newspaper articles, postings at the Youth Center, and website content about the games and achievements of players and teams
- Facilitating and coordinating fundraising efforts for the Youth Center (raffles, merchandise sales, etc.)
- Distributing team plaques to sponsors
- Soliciting local businesses for continuing and/or new contributions as sponsors for teams
- Soliciting local businesses for continuing and/or new advertisement utilizing fence signs
- Maintaining an accurate record and list of sponsors for each year
- This Committee shall be responsible for organizing the volunteers needed to support the duties of this Committee.

**Registration and Draft** – This Committee shall be responsible for facilitating/coordinating player registration and draft for Summer & Fall Leagues.

Specific duties:

- Advertising the registration/sign-up dates
- Having coach and player forms available at registration
- Having volunteers who will run the registration
- Collecting registration fees and forms
- Provide league information at registration
- Ensuring each player registered has a Babe Ruth I.D. card (must send to Babe Ruth office for lamination)
- Coordinating player draft after registration
- Printing and distributing copies of team rosters (players' names, coaches, and coaches' phone number) to coaches and Board members

**Rules** – This Committee shall be responsible for reviewing and/or modifying the league rules and guidelines and for hearing protests and coordinating all aspects of post season tournament(s).

Specific duties:

- Establishing a 3-5 person committee to review the standing local league rules (other than Babe Ruth and Little League Rules)
- Making modifications as needed to local league rules to ensure fairness in league games
- Evaluating any changes to Babe Ruth and Little League Rules or suggested guidelines that may affect local league rules and make suggestions/proposals accordingly
- Coordinating all aspects of post season tournament(s) including concession, gate money collection, field maintenance, trophies, umpires, etc.
- Ensuring that a Youth Center representative is onsite at all times during a tournament to address any issues that may arise during the course of a tournament
- Ensuring that all the Committees are in place for duties required to run a tournament the Youth Center hosts

**Financial Committee** – This Committee shall consist of a minimum of 3 member to include the Treasurer, Comptroller, and a Board Member who does not have check signing authority

Specific duties:

- Monitoring of the bank account via QuickBooks or other software
- Quarterly reviews of financial transactions
- Assist the Comptroller with Budget
- Coordinate with Concession, Registration, and Fundraising chairs to ensure adequate accountability of all monetary transactions.

**Training and Development Committee** – This Committee shall be responsible for the training and development of all coaches and to oversee player development.

Specific duties:

- Schedule and oversee coach, umpire and player clinics
- Make coaches aware of online coaching tools offered by Babe Ruth and Little League
- Ensure every coach attends a training and development clinic at least once every 3 years

**Safety Committee** – This Committee shall consist of the Safety Officer and 2 other members and shall be responsible for the overall safety of the GCYC facility and the participants of any programs offered by the GCYC

Specific duties:

- Ensure First Aid kit is available in the concession stand
- Ensure all Little League teams have a First Aid kit in their equipment bag
- Ensure all Little League Players have a Medical Release Form on file
- Fill out, submit, and maintain all Incident/Injury Tracking Reports
- Schedule a First Aid Clinic yearly
- Ensure that all Coaches and Board Members attend a First Aid Clinic at least once every 3 years
- Coordinate with Concessions to ensure safety and best practices are being followed

**XI. Code of Conduct and Rules:** The following Code of Conduct and Rules shall be the Code of Conduct and Rules for all leagues and all personnel that participate in and have an affiliation with GCYC:

- A) Abusive language or threatening comments, gestures or actions of any nature will not be tolerated. Violation can result in immediate suspension by the Board from any activities by GCYC.
- B) The batter and on deck batter will be the only two players permitted outside the dugout – except for Little League, where only the batter will be permitted outside the dugout (there is no on deck batter allowed).
- C) Sitting in the windows or ledges of dugouts will not be permitted.
- D) Unnecessary abuse of GCYC owned property will not be permitted. Violation resulting in any loss to GCYC will require the replacement or repair, to the satisfaction of GCYC at the expense of the person or persons involved. Notice of any property destruction shall be the responsibility of each coach or manager and shall be made immediately to the GCYC President. It is the coach or manager's responsibility to govern the actions of his team members while enjoying the use of the GCYC facilities. A seven-day period will be allowed from the date of loss for restitution or repair to be made. If restitution or repair is not made within the seven-day period, said player or players shall immediately be suspended from further league play until restitution is made.
- E) Eating or drinking will not be permitted on the playing field or the dugout. Drinking of water and other non- alcoholic beverages will be allowed in the dugout.
- F) Each team is responsible for cleaning their respective area and dugout following each game.
- G) Uniforms provided by the GCYC shall be worn at all games unless medical reasons dictate otherwise. Wearing a hat/visor is optional for softball pitchers.
- H) Players wearing a hard cast shall not be permitted to participate in any GCYC sponsored game.
- I) Umpires will be the sole authority on the playing field. Judgment calls are a necessary part of the game and will not be allowed to be brought before the

- J) Umpires shall have the right during a game that they are umpiring to order the removal of any person from GCYC facilities if in violation of any rules and regulations of GCYC promulgated herein.
- K) Protests must be submitted in writing, within 24 hours of occurrence to the President of the Greene County Youth Center. Upon receipt of the letter, the President will schedule a meeting of the Board of Directors to rule on the protest. The coach filing the protest must be present. If the coach who filed the protest is not present, the ruling made on the field will stand.

The President will not call a meeting to hear a protest concerning judgement calls or if the protest is not properly filed.

- L) Managers and coaches of GCYC sponsored teams and other GCYC personnel shall conduct themselves both on and off the field in such a manner as a good example for the players and the fans and all others participating in GCYC sponsored activities.

**Local League Rules:** Local rules are permitted. In order to promote sportsmanship and safety among those participating in GCYC activities, some local rules have been developed. A full listing is below and shall be provided to each team manager prior to the beginning of the season.

**References:**

GCYC All Star Selection Rules  
GCYC Draft Rules  
GCYC Local League Rules  
Babe Ruth Rules  
Little League Rules