

BY-LAWS OF PLEASANT HILL BABE RUTH

ARTICLE 1

1.1 NAME

This organization shall be known as Pleasant Hill Babe Ruth Organization and commonly known as Pleasant Hill Babe Ruth. It will be referred to in these by-laws as PHBR.

ARTICLE 2

2.1 GOALS AND OBJECTIVES

A. PHBR provides the youth of our community with an opportunity to learn and play baseball, while developing valuable life-long skills such as teamwork, commitment and dedication.

B. The objectives will be three-fold.

- i. to promote good character in the youth of our community through baseball.
- i. to promote good sportsmanship in the youth of our community through baseball.
- i. to teach the basics and fundamentals of baseball to the youth in our community.

C. The objectives will be achieved by providing supervised competitive athletic games and organized practices. The supervisors shall bear in mind that the attainment of exceptional athletic skill or winning is secondary, and the welfare of the youth participating in the program is of prime importance.

2.2 PURPOSE

A. The purpose of PHBR shall be to develop and operate a baseball program as a Charter of Willamette Valley Babe Ruth ("WVBR") in affiliation with Babe Ruth League, Inc., a New Jersey corporation ("BRL"), in conformity with and pursuant to the principles, rules and regulations enunciated by BRL.

ARTICLE 3

3.1 GOVERNING BODY

A. The Governing Body of PHBR shall consist of the following officers and directors.

i. Officers:

1. President, Vice President, Secretary and Treasurer.

i. 3-5 Members of the Board of Directors known as Directors or Board members:

1. Safety Officer, Internet Information Officer, Field Manager, Equipment Manager and Uniform Coordinator. Positions can be added or deleted by the president with 2/3 approval vote of the board at a regular meeting.

B. Directors shall be elected at the August {September} meeting of PHBR. Board of Directors shall hold the position for a period of two years beginning November 1st.

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C. Officers shall be elected by the Board of Directors pursuant to the nomination process established at the regular annual meeting that is to take place on or before September 1st of each year by the newly formed Board of Directors. All officers shall be elected no later than September the 1st of each year. All officers except the President, may also simultaneously serve as a member of the Board of Directors.

D. The president shall serve as the Area Director to WVBR.

E. The president shall have the authority to appoint anyone to complete an unexpired term of an officer and/or director with the majority approval of the Board of Directors at a regular meeting.

F. The vice president and directors are entitled to cast one vote at all meetings conducted by the board. The president will vote only in case of a tie and shall then cast the deciding vote.

G. The secretary, treasurer, safety officer, internet information officer, field manager, equipment manager and uniform coordinator are non-voting positions and all other appointed positions unless otherwise specified in the bylaws of PHBR are non-voting.

H. The Board of Directors, by a 2/3 vote at any regular meeting, shall have the authority to suspend any member of the board whose conduct is considered detrimental to the best interest of PHBR.

ARTICLE 4

4.1 MEETINGS

A. Meetings shall be held each month of the year or as designated by the president.

B. A majority attendance of the officers and directors shall constitute a quorum at any meeting.

C. Roberts Rules of Order shall govern the proceedings of all meetings except when they conflict with the by-laws of the program.

D. Officers and directors shall attend the meetings. When a board member cannot attend a monthly meeting, he/she should notify the president. If a board member misses three consecutive meetings or four regularly scheduled meetings without contacting the president during the elected term, he/she will be removed from the board.

ARTICLE 5

5.1 COACHES

A. All prospective coaches must apply by December 1. Coaching assignments will be made after team selections. All coaching assignments will remain open until filled.

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B. Applications for coaching shall be submitted to the board of directors for final approval by the board. Utmost discretion shall be used in the selection of these personnel. Prospective coaches must consent to a background check that will be handled by the Director of Security. Any prospective coach refusing to do so will be prohibited from coaching. In addition all head coaches must satisfy all relevant requirements of WVBR -Babe Ruth Baseball and/or Cal Ripken Baseball in terms of completing educational courses and certification procedures prior to coaching any PHBR team. Any prospective coach not fulfilling these requirements will be prohibited from coaching. Coaches will be allowed to be the Head Coach of only one team per season. They may assist with other teams.

C. The president with 1/2 approval of the board of directors at a regular meeting shall appoint a standing committee for discipline to review and suspend or ban any team manager, coach, player, umpire or team fan whose conduct is considered detrimental to the best interest of PHBR. This committee will meet no later than 48 hours after any incident and will allow the person in question to appear before it. This committee will report any actions taken at the next regular meeting.

D. If Pleasant Hill Babe Ruth becomes aware of any open investigation of child abuse by a PHBR coach, regardless of the setting or age of child, the coach shall be suspended until the investigation has been concluded and the coach has been absolved of all wrong doing.

ARTICLE 6

6.1 MEMBERSHIP

A. Preference shall be given to youth whose school attendance area includes any elementary, junior high and/or high school that is in the Pleasant Hill Babe Ruth boundaries as described by the Willamette Valley Babe Ruth League. **There shall be no waiver or releases from this rule for any reason except those expressly mentioned in the WVBR Bylaws, the National Babe Ruth Rules, or the WVBR Coaches Packet:**

Age requirements:

- i. T-Ball 5 - 9
- ii. Rookies (9 and under)
- iii. AAA (11 and under)
- iv. Major-Minor AA (12 and under)
- v. Major-Minor (12 and under)
- vi. Majors (12 and under)
- vii. Prep 13-15 National
- viii. Prep 13-15 American

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B. Spring Ball is played at the direction of the board of directors. The board of directors is responsible for setting up the program. Duties include conducting a draft of players, coordinating uniforms with the equipment director, working the concessions and preparing the fields. The official game start dates are established by WVBR though pre and post games may be established by PHBR.

C. League age will be considered by registration guidelines as set forth by WVBR.

D. The board of directors may permit a child to play in a younger age group for medical reasons with approval of 1/2 of the board at a regular board meeting and upon receipt of a waiver from WVBR if the director feels that a child's best interest is served.

E. PHBR may sponsor travel teams. Age levels are to be determined by the interest of each age group and the availability of an approved coach. This coach will report to the Travel League Director. Teams will be determined by open tryouts arranged by the Travel League Director and approved the 1/2 of the board during a regular meeting. All travel team participants will pay the fee that will help support their program without taking money out of the PHBR general fund.

ARTICLE 7

7.1 FINANCIAL POLICIES

A. The officers and directors shall decide all matters pertaining to the finances of PHBR. The placement of all income in a common program treasury shall be permanent policy and the board of directors shall monitor the expenditure of all funds.

B. The president shall have the authority to make expenditures not to exceed \$500.00 without prior approval from the board of directors.

C. The director of equipment and uniforms shall have the authority to make expenditures not to exceed \$250.00 without prior approval of the board of directors.

D. The president, vice president and treasurer are the only individuals authorized to sign all checks and savings transfers. All checks submitted for payment must have a receipt, invoice or explanation (written) for payment.

E. At least 3 written bids will be obtained for all expenditures exceeding single value of \$1500.00 when a new vendor is being considered.

F. All cancelled checks will be maintained for 4 years.

G. The treasurer shall submit each month, at the monthly meeting, a budget report.

H. The treasurer shall provide an annual report and final financial statement to the board of directors prior to the August annual appointment of new officers and directors.

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ARTICLE 8

8.1 RULES

- A. The Official Playing Rules for Babe Ruth - Cal Ripken and Babe Ruth players shall be in accordance with Willamette Valley Babe Ruth (WVBR) and Babe Ruth League, Inc. (BRL)
- B. The officers and directors shall adopt the local rules of PHBR at a meeting to be held not less than 1 {2} month prior to the first scheduled game of the season.
- C. In order to properly and fairly balance teams in PHBR, common pools of all registered players in PHBR will be established. PHBR directors and coaches will select players to form teams for each year with the exception of T-Ball.
- D. Teams shall be limited, to the extent possible, to 13 players per team.

ARTICLE 9

9.1 OFFICERS AND DIRECTORS

PRESIDENT:

- A. The president shall be the Chief Executive Officer of PHBR. He/She shall preside at all meetings of the board and in general supervise and control all of the business and affairs of PHBR, including the assignment of Field Duty.
- B. The president will create the annual calendar, make any necessary changes to the calendar and distribute it to the other board members.
- C. The president may sign with the treasurer or any other proper officer any deeds, mortgages, bonds, contracts, or other instruments which the board of directors has authorized to be executed, except in cases where signing and execution thereof shall be expressly delegated by the board of directors or these by-laws to some other officer or agent of PHBR or shall be required by law to be otherwise signed or executed.
- D. The president will be authorized to do the following:
 - i. contract field coordinator and youths to maintain the fields and instruct them in proper use of field maintenance equipment.
 - ii. order the repair the existing field equipment within budget limitations.
 - iii. order new equipment as needed within budget limitations.
- E. The president shall provide the board with the number of teams needed in all divisions.
- F. The president shall service as the Area Director to WVBR and have full authority to act in this position as may be prescribed by the bylaws of WVBR.

The term of the President shall be two (2) years, elected every odd year.

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VICE-PRESIDENT:

- A. The vice-president shall be present at all meetings of Pleasant Hill Babe Ruth
- B. This director is responsible for coordinating and directing all matters pertaining to PHBR in conjunction with the other directors as deemed necessary by the president.
- C. The vice-president is responsible for the coordination of registration, scheduling the dates, obtaining adequate help for these dates and making sure that all materials needed for registration are complete.
- D. The vice-president is responsible for organizing and to carryout player education.
- E. In the absence of the duties of the president and when so acting shall have the powers of and be subject to all of the restrictions upon the president.

The term of the Vice President shall be two (2) years, elected every even year.

SECRETARY:

- A. The secretary shall be present at all meetings of PHBR.
- B. The secretary shall record and keep the minutes of all board meetings and maintain them in an official book for future reference. After recording the minutes, the secretary is to mail a copy (e-mail) to each board member for their records prior to the next board meeting.
- C. The secretary shall see that all notices are duly given in accordance with the PHBR bylaws, be custodian of the PHBR seal and the PHBR stationary, and maintain an updated roster of directors and officers.
- D. The secretary shall be fully cognizant of the by-laws and the points of order governing them and will inform the president of any violation of such points.
- E. The secretary shall be responsible for receiving and processing all registrations.
- F. The secretary shall be responsible for keeping a file of parent player contracts and coaches agreements and assuring that each coach and player is in compliance.
- G. The secretary is responsible for constructing, reviewing and maintaining team rosters.

In general, the secretary shall perform all duties incidental to the office of secretary and other duties from time to time assigned by the president.

The term of the secretary shall be two 2 years.

TREASURER:

- A. The treasurer shall be present at all meetings of PHBR and shall have charge and custody and be responsible for all funds and securities of PHBR.
- B. The treasurer shall receive, give receipts for money due and payable to PHBR from any source whatever, and deposits all such funds, with dispatch, in the name of PHBR.
- C. The treasurer must make available at the monthly board meetings an itemized monthly bank statement.
- D. The treasurer without authorization shall make no disbursements from the board.

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- E. The treasurer is responsible for developing and maintaining a budget.
- F. The treasurer shall give a comprehensive written report of the budget.
- G. The treasurer shall provide an annual report and financial statement to the board prior to the August annual appointment of new officers and directors.
- H. The treasurer shall be responsible to deduct and file the required taxes and reports to the appropriate agencies on behalf of PHBR.

In general, the treasurer shall perform all duties from time to time that may be assigned by the president or board of directors.

The term of the treasurer shall be two (2) years.

BOARD OF DIRECTORS

- A. The PHBR Board of Directors shall be elected by the parents or guardian of current PHBR participants at the annual meeting to maintain and operate PHBR. The Board is responsible for managing all parts of our Babe Ruth Baseball program including pre-season, regular season and post-season activities necessary to run a smooth program for the players. The Board is responsible for creating a safe and fun environment for the children.
- B. The business and affairs of PHBR shall be managed and controlled by the Board of Directors.
- C. Directors shall be present at all meeting of PHBR.
- D. The Board of Directors shall have the following powers in addition to the powers expressly or implicitly conferred on it by law:
 - a. To make or enforce rules and regulations to govern itself on a local basis, but consistent with all rules and regulations adopted by the BRL, and any of its National, Regional or State governing bodies, to which WVBR and PHBR is subject.
 - b. Individual Positions and Committees: Appoint bi-annually both individual positions and standing or special committees, as it shall determine necessary and to delegate such powers to those positions and committees as the Board shall deem advisable, including but not limited to the following: Equipment, Uniforms, Sponsorship and Fundraising, Concessions, Field Maintenance, Safety Officer, Internet/Information Officer.

The term of the board of directors shall be two (2) years.

EQUIPMENT MANAGER

- A. The equipment manager shall be responsible for the maintenance, distribution, and collection of all equipment.
- B. The equipment manager will determine the number of equipment bags necessary based upon the total teams in a division. The equipment manager shall prepare the equipment bags with regard to equipping them with bats, balls, batting helmets, and catcher's equipment.

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- C. Prior to distribution, the equipment manager shall examine all equipment and repair or replace any worn or defective items as necessary to insure the safety of all participants.
- D. Requisitions for new equipment shall be submitted in a written, itemized form and presented to the board for approval as early as possible prior to the season opening.
- E. The equipment manager shall be responsible for coordinating all equipment purchases for PHBR. The equipment manager shall seek to assure the most cost effective and prompt delivery of equipment ordered.

The term of the Equipment Manager shall be two (2) years.

COORDINATOR OF UNIFORMS

- A. The coordinator of uniforms shall be responsible for the requisition, sorting by player and distribution of all uniforms prior to the first game.
- B. Shall determine the number of uniforms necessary based upon the number of players in each division.
- C. The uniform coordinator shall be responsible for soliciting a minimum of 3 vendors to make presentations to and submit bids for uniforms to the board. The presentation to the board shall take place no later than December 1st.
- D. Requisitions for new uniforms shall be submitted in a written, itemized form and presented to the board of directors for approval as early as possible prior to the season opening
- E. The uniform coordinator shall be responsible for organizing uniform tryons in cooperation with the vendor.
- F. The coordinator shall be responsible for coordinating all uniform purchases for PHBR. The coordinator shall seek to assure the prompt delivery of uniforms ordered.
- G. The uniform coordinator is responsible for prompt resolutions regarding uniform issues.

The term of the Coordinator of Uniforms shall be two (2) years.

COORDINATOR OF SPONSORSHIP AND FUNDRAISING

- A. Responsible for all fundraising events and duties related to generating revenue for PHBR with the exception of registration fees and concessions. With the Treasurer, assure the fiscal needs of PHBR are met.
- B. Shall be instrumental in representing PHBR among the local businesses.
- C. Shall find sponsorship by cultivating relationships with new businesses in the community and maintaining good relationships with existing sponsors.
- D. Shall be responsible for "thanking" sponsors in writing at least once annually and acknowledging that their support is appreciated by and vital to PHBR.
- E. Keep a file of previous year's sponsors, current sponsors and potential sponsors.

The of the Coordinator of Sponsorship and Fundraising shall be two (2) years.

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SAFETY OFFICER

- A. Coordinates all safety activities.
- B. Ensures the safety in player training.
- C. Ensures safe playing conditions.
- D. Coordinates reporting and prevention of injuries.
- E. Solicits suggestions for making conditions safer, and reports suggestions to the board of directors through the PHBR President. Also responsible for:

- ☐ Developing and implementing a plan for increasing safety of activities, equipment, and facilities through education, compliance, and report. This includes generation of a comprehensive Safety Manual.
- ☐ Recommending the insurance program for PHBR and for maintaining the insurance policies approved by the Board.
- ☐ Processing all claims against PHBR, which are protected by insurance.
- ☐ Establish and coordinate with Player Equipment Coordinator before the season and periodic spot checks throughout the season of equipment, specifically batting helmets.
- ☐ Make recommendations to improve any unsafe field conditions, for both players and fans.
- ☐ Conduct volunteer background checks to assure all volunteers adhere to Willamette Valley Babe Ruth requirements.
- ☐ Maintain confidential list Code of Conduct offenders and provide feedback to the Board when Managers and Coaches are selected.

The term of the Safety Officer shall be one (1) year.

COORDINATOR OF CONCESSIONS

- A. The director of concessions is responsible for the management and control of the concession stand at the Pleasant Hill Babe Ruth fields.
- C. These responsibilities include the ordering of food, candies, beverages and other items that are sold at the concession stand.
- D. He/She will operate, maintain and obtain the appropriate food licenses from the necessary agencies.
- E. He/She will supervise volunteers.
- F. The director has the authority to set the prices for the items sold. There will absolutely be no credit permitted in the purchase or sale of the items. Items are sold on a cash basis only.
- G. He/She is responsible for collecting all monies from the sales of the concession stand and turning them in to the treasurer.

The term of the Coordinator of Concessions shall be one (1) year.

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FIELD MANAGER

- A. Be responsible for maintenance of the baseball field, park grounds, backstops, dugouts and enclosed fencing.
- B. Shall be responsible for upkeep and repair of existing equipment.
- C. With board approval, shall order new equipment as needed.
- D. In the event of inclement weather, may declare the field not playable and shall notify the person scheduled for field duty of such conditions. The decision of the field manager will be final.

The term of the Field Manager shall be one (1) year.

INTERNET/ INFORMATION OFFICER

- A. Manage the PHBR website.
- B. Manage the online registration process.
- C. Assigns administrative rights to volunteers and teams to ensure that PHBR news is updated on a regular basis.
- D. Collects, posts and distributes important information on Pleasant Hill Babe Ruth activities to PHBR families and media.
- E. Serves as primary contact person for PHBR and pleasanthillbaberuth.com regarding optimizing use of the Internet for PHBR administration and for distributing information to PHBR families.

The term of the Internet / Information Officer shall be one (1) year.

DIRECTORS-GENERAL RULES

- A. Exceptional athletic ability or the winning of games is secondary-the welfare of the youths participating in the program is of prime importance. Good character and attitude should be emphasized.
- B. Review coaches applications for teams and nominate coaches for board approval.
- C. Establish a rapport with the coaches, players and parents.
- D. Have available at registration a copy of the purpose, goals, and rules of the league for perusal by parents, players and coaches.
- E. Hold meetings with coaches before the season starts explaining the purpose and goals of PHBR in addition to familiarizing everyone with specific rules that apply to the league. It is recommended that one additional meeting be held during the season to correct any problems that may exist.
- F. A director should familiarize himself/herself with the players in PHBR and their baseball abilities.
- G. Help coordinate distribution and return of equipment.
- H. If an In-House or All Star tournament exists, assist in the coordination of events.
- I. Is responsible for conduct of coaches within PHBR.

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J. Perform field duty responsibilities when assigned.

K. Distribute season schedules, rule books, score books and team rosters to all coaches.

L. Request by a player or coach for a player to be put in a specific team shall be decided upon by the board of directors and be determined by ability and safety of the player as to which team is appropriate.

M. Perform any other duties that are assigned by the president, or the board.

N. The distribution of players to teams shall be done as evenly and equitably as possible based upon the players ages and abilities.

O. The board of directors shall have all prospective coaches evaluate players who are participating in their age group. Evaluations shall be based on the players ability against others in his/her age group. Evaluations shall then be given to the board of directors for use in the selection of teams.

P. Prepare and or maintain league S.O.P. (Standard Operating Procedures)

ARTICLE 10

10.1 FIELD DUTY

A. Every PHBR board member must assume field duty. The president and vice president will schedule field duty for each board member and post the schedule for everyone to see. If a board member cannot fulfill his/her field duty assignment for whatever reason, he/she must find a replacement from the other board members. They must then inform the resident or vice president of the change. The designated board member will be at the appropriate field at the assigned time.

i. The board member will determine the play ability of each field and thus call games due to inclement weather on or before 5:00pm on weekdays, 8:00am on Saturdays, and Sundays.

ii. The board member will notify the umpires, coaches, and concession stand personnel that they are on the field duty for that time.

iii. The board member will make sure that all areas are in order and ready for play.

iv. The board member must maintain order at all times on the field. If a person is not behaving properly the director may, at his/her discretion, ask them to leave the area. No force is to be used. If the police need to be called, do not hesitate to do so.

v. The board member at the end of each shift (last shift on the weekends) will make sure all equipment is put away, lock all of the doors, and make sure everything is in good order for the next shift.

vi. The board member will be the last person to leave the area. Do not leave while workers are still at the fields. This is to ensure the safety of everyone.

vii. The board member can call the games due to lightening and/or rain if the fields are not playable. If a dispute arises, the director is to make the final decision.

viii. The board member will check to see that the grounds are free of debris and litter.

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ARTICLE 11

11.1 FEES AND PAYMENTS

- A. Families shall pay the full amount for the 2 oldest children involved in PHBR and shall pay half fare for the 3rd and 4th oldest. Any additional children involved in the program shall be free.
- B. Enrollment fees shall be approved by a majority vote of the board of directors at a regular meeting prior to the season.
- C. Each player shall be assessed a 20.00 late fee that missed the normal registration and signs up after the normal dates. Late registration will be stopped after the scheduled registration date unless a family moves into the district after that time. If teams are full, late registrants will be put on a waiting list as determined by the board of directors.
- D. Financial hardships are allowed and families participating in the local school district free lunch or reduced lunch program will be eligible for scholarships. Documentation of proof of free/reduced lunch participation is required at the time of registration.

ARTICLE 12

CONFLICT OF INTEREST POLICY

We adhere to State and Federal law as it pertains to conflict of interest and tax exempt organizations.

ARTICLE 13

AMENDMENTS

- A. These by-laws or any section thereof, may be amended or repealed by 2/3 vote of the officers and directors present at any regular meeting.
- B. In order that all personnel in this program will be familiar with these by-laws, each member of the board shall be provided with a copy of the by-laws.
- C. These by-laws passed by the board of directors on 6-22-2011