**Easton Area Baseball Organization, Inc.**

**Riverdawgs**

# Bylaws



## Article I Organization Name

This organization shall be known as the Easton Area Baseball Organization, Inc., hereafter referred to as *EABO*, the *Riverdawgs*, or the *Easton Riverdawgs*. The address of the Club shall be 1700 Sullivan Trail, Box 167, Easton, PA. 18040

## Article II Goals of the EABO

The goal of the EABO is to offer a program of baseball training and competition to players of the Lehigh Valley area, as well as throughout Eastern Pennsylvania and New Jersey (players are not restricted to be only from these areas)**.** The EABO strives to provide an atmosphere of safety, fun and good sportsmanship, while enhancing individual and team baseball skills.

## Article III Executive Board

The governing body of EABO shall be an Executive Board, hereafter referred to as the *Board*. The Board shall be responsible for executing all policy matters at Board Member meetings, and shall consist of the following officers: *(Refer to appendix for Board duties)*

1. ***President***
2. ***Vice-President***
3. ***Treasurer***
4. ***Secretary***
5. ***Director of Coaching / Off Season Workouts***
6. ***Player Agent***
7. ***Tournament / League Director***
8. ***Web Master***

All Board members shall be at least 18 years of age, and shall be elected for a four year term. Elections for Executive Board member positions shall be held at the final meeting of the year. President, Secretary, Tournament/League Director, and Web Master shall be elected on even years. Vice President, Treasurer, Director of Coaching, and Player Agent shall be voted on odd years. Elected Board members shall assume the responsibilities of the position immediately after the election.

The President shall have the power to convene the following meetings at any time to further the EABO's interests:

1. Executive Board Meetings
2. Coaches Meetings
3. General Membership Meetings

Votes on motions shall be conducted only at Executive Board meetings and shall be decided by a simple majority of cast votes. In the event of a tie vote, the President shall make the final decision. A Board member may cast only one vote, even if he/she is holding more than one office. For EABO votes, a majority of the currently active Board members shall constitute a quorum.

The EABO will conduct meetings on the 2nd Monday of every other month (subject to change). It will be attended only by Board Members as directed by the President. Other EABO meetings shall be scheduled as determined by the Board, or in the event of an emergency. General rules for all Board meetings are as follows:

1. Board member meetings shall be made available to all Board members
2. *Roberts Rules of Order* shall be used to facilitate all meetings
3. Every member shall be allowed to express his/her opinion freely
4. All Board discussions are considered sensitive and must be treated as such

Elections of Board Members shall be decided by a majority or plurality of cast votes and general rules shall be as follows:

1. All Board members shall be eligible to vote in elections, and participation in the vote shall be made available to all Board members.
2. A Board member may cast only a single vote per person regardless of the number of offices he/she may hold.

3. For the election of new Board members, a majority of currently active Board members shall constitute a quorum.
4. In the case of a member vacating his/her Board membership position prior to the end of the term, the position shall be filled by the Board by simple majority vote at a Board Member meeting.

5. If a Board member misses (2) meetings per calendar year, he/she can be removed from position without any deliberation, given a majority vote.

6. If a Board member is unable to fulfill their office for the term of the office, they must provide written notice to the entire Board and a resignation will be requested.

7. If a Board member does not fulfill their responsibilities, the Board may motion to remove and replace that position.

8. A nomination and election process will then follow to fulfill the vacant Board position for the remainder of the existing term.

The Board shall always have the power to deal with matters not explicitly covered by the Bylaws.

## Article IV Board Member Responsibilities

The Board shall be responsible for executing all policy decisions adopted at all EABO meetings.

The Board shall have the authority to suspend, remove, or otherwise punish any member of EABO (including players and coaches) whose actions are deemed harmful to the EABO. The EABO's published Bylaws and/or Code of Conduct shall be used to determine any violation of conduct standards.

## Article V General Club Membership

Membership shall be open to all individuals interested in club activities, including coaches, players, parents, volunteers, and other adults and shall hereafter be referred to as Members. The criterion for active membership in EABO shall be registration with EABO.

General EABO meetings shall be held as directed by the President, shall be open to all members of the EABO, and will normally be convened to train new coaches, address parent concerns, or discuss other EABO matters. General EABO meetings will be conducted before the start of each season and may be presented as an Open House. EABO members may actively participate in discussion regarding matters to be voted on by the Board, but only EABO Board members shall have the power to vote at Board meetings.

## Article VI Club Financial Policy

All purchases are to be made by the either the EABO's Treasurer or President and shall be approved by at least a quorum of Board member votes. All purchases up to $1,000 can be made at the discretion of the Treasurer/President. Purchases over $1,000.01 require Board approval. (Tournament / League fees do not apply as long as they are within the teams budget). Any/all purchases require a signed Purchase Order be completed and kept on file.

1. The EABO's fiscal year shall be from January 1st to December 31st
2. All EABO revenue shall be deposited in the general EABO account
3. All EABO debts shall be paid when due
4. All funds shall be spent only in the interest of the EABO
5. Teams may raise funds only with approval from the Board

EABO charges a fee for the travel baseball programs to cover costs. These costs include but are not limited to:

1. Travel Leagues and tournaments
2. Insurance payments
3. Umpire payments
4. Uniform purchases
5. Equipment purchases
6. Field Rentals
7. Instructors

The EABO shall make every effort to minimize member fees, and will charge to cover EABO costs for fielding teams. Fees shall be decided each year by the Board and shall be payable by members at registration. Fees may vary for different age groups / teams.

All player fees must be paid in full before the first practice of the season. Failure to pay can result in suspension/expulsion from team play. Coaches are responsible for collecting player fees, and all payments shall be given to the Treasurer.

Extraordinary hardships and/or player refund requests will be considered, and shall require discussion by the Board. Payment plans are available but require Board approval.

In the event EABO is acquired by or merges with another club, all monies will be transferred to the new club. If the EABO is dissolved, all monies shall be donated to (designated local non-profit i.e. The Miracle League of Lehigh Valley). Such action shall be facilitated by the Board.

## Article VII Team Creation

Teams shall be fielded as players, coaches, available fields, and equipment allow. Players in the EABO shall play in their appropriate age group as defined by EABO or other Board approved league. Exceptions may be granted by the Board if it is determined to be in the best interest of the player and teams involved.

Players will be allowed to play up to another age level or on a second team only if allowable by league rules, the player's parents and the EABO board. No player may play in a younger age group under any circumstances.

EABO uniforms shall be approved by the Board. Guest uniforms are provided at Board discretion. Guest uniforms are to be collected at seasons end by each teams' coach. Failure to return Guest uniforms can result in suspension/expulsion from team play.

All teams shall be approved by the Board. Teams will play together from January 1 through August 15. Teams may play on through the fall season and thus would extend them through December 31.

All tournaments / leagues must be approved by the board and fit into that team's budget for the season.

EABO tryouts will be held in either September or October for the next year's teams

EABO will distribute information detailing the tryout process, and any other relevant information. All coaches will be required to attend the tryouts for each age group, in order to guarantee objectivity in the selection process. Tryouts will be advertised through email,

social media and via the EABO's website. Following tryouts, players are placed on teams and informed of placement decisions via EABO's website or email. All decisions are final. No appeals.

Age divisions shall be in accordance with any Board approved league / tournament guidelines, as applicable. Teams shall abide by the rules and regulations of their respective league, tournament, and the EABO.

## Article VIII Sportsmanship Requirements

All members of the EABO shall conduct themselves in a sportsmanlike manner and in accordance with the EABO's Code of Conduct. The Code of Conduct will be reviewed and acknowledged via signature prior to the start of every season by both the player and their parent/guardian.

All members shall also cooperate fully with the EABO bylaws, code of conduct, league guidelines, tournament guidelines, and those of Recreation Department having jurisdiction, and any guideline that is enforced during EABO events but not specifically mentioned herein.

EABO has a 'zero tolerance' policy for bullying, harassment, hazing, intimidation, or any discrimination based on gender, race, or religion.

Inappropriate behavior by any member shall be referred to the Board for review and action.

The formal disciplinary procedures for violators of the EABO's Code of Conduct are:

1. Written Warning (letter, email, or other) and/or $25 fine
2. Game Suspension (length to be determined by the Board) and/or $100 fine
3. Expulsion (permanently banned from EABO membership) without refund of fees

Depending on the circumstances, the EABO Board may decide to implement some or all the disciplinary procedures at their discretion.

The Board shall hear any grievances that are brought before it by any EABO member. Grievances shall be resolved by a majority of the board members present. Any decisions are considered final and there shall be no appeals.

## Article IX Amendments to Club Documents

Any Amendment to the Bylaws, Mission Statement, and Code of Conduct must include an EABO Board member meeting, and a vote by at least a quorum of all Board members.

The Bylaws, Mission Statement, and Code of Conduct may only be amended by at least a 2/3 majority vote of the assembled Board members.

Unless otherwise directed by the President, EABO Bylaw, Mission Statement, and Code of Conduct changes will go into effect on January 1st, and must be completed prior to the final meeting in order to be in effect for the following year.

## Appendix Description of Board Duties

The duties and responsibilities of each Board member shall be as follows:

**President**

- Chief Officer of the EABO
- Presides over all EABO and general meetings
- Signs and executes deeds, contracts, purchase orders, and similar
- Provide leadership and vision to ensure the EABO's success
- Develop strategic plan for the EABO
- Supervises work of the Board
- Work with external coaches, clubs, and organizations to promote EABO
- Attend games and practices; be adviser for coaches, players and parents
- Shall be an ex oficio member of all committees

**Vice-President**

- Executive Officer of the EABO
- Conduct meetings if/when the President is not present
- Assist in implementing strategic plan for the EABO
- Develop a club philosophy and implement the vision, core values and style of play for the club
- Recommend team assignments to ensure competitiveness with appropriate travel leagues
- Identify and recommend roster changes to ensure proper player placement and team success
- Act as the Academy Director
- Shall be a member of all committees

**Treasurer**

- Responsible for EABO's accounts, including, but not limited to checking, savings and other financial accounts; as well as the maintenance of these
- Track club expenses against approved budget and report monthly to Board members
- Present a financial statement at the end of EABO's fiscal year
- Prepare proposed operating budget and action plan for each season to Board
- Shall have custody of all funds, shall keep an accurate account of receipts and expenditures, and shall make disbursements as authorized by Board approval and signed PO
- Maintain EABO's website (financial-only)

- Shall maintain Gaming License for fundraising events

**Secretary**

- Send out notices for Board, EABO, and other general meetings
- Provide agendas for all Board meetings
- Take meeting minutes and distribute minutes to the Board in a timely manner
- Post all general meetings, and other non-board meeting minutes to the website
- Maintain updated Board by-laws, Code of Conducts, Medical Releases and similar
- Shall maintain organizational insurance policies and distribute COI's to leagues, tournaments, facilities, coaches, etc.

**Director of Coaching / Off Season Workouts**

- Recruit coaches for each of the EABO's seasons and ensure they meet all EABO's standards
- Provide leadership, direction, and vision for coaches
- Promote EABO philosophy, vision, core values and style of play for the EABO
- Organize Coaching Clinics for coaches at the start of each season and provide all necessary tools
- Develop and distribute coaching evaluations to parents at the end of each season
- Distribute coaching training plans, practice materials, game checklists, and coaching cheat-sheets
- Identify external clinics, trainings, and camps for players
- Create a set of goals for each age level and track progress throughout each season
- Develop and distribute player evaluations to coaches at the end of each season
- Attend at least one team practice per season; be advisor for coaches

**Player Agent**

- Prepare registration materials for each season
- Register EABO players, coaches, and teams with all applicable travel leagues
- Distribute team rosters to each team at the start of each season
- Help develop key dates and season timeline for the EABO
- Will be the negotiator between player, manager, coach, or the organization at any time a problem arises. Shall be the first person contacted with any issues that cannot be resolved at the team level. EABO board must be notified when such issues arise

- Keep accurate records of all players and teams
- Prepare a detailed report of player/roster/team updates and provide to Board at each meeting
- The Player Agent shall NOT be a Head Coach of any team in the EABO
- Shall ensure all coaches have completed a background check in the last 5 years and keep records of such

**Tournament / League Director**

- Track all travel league / tournament timelines and ensure we comply with all applicable deadlines
- Manage tryouts, compile notes and performs initial team creation by identifying proper fits for teams and players
- Oversee all travel matters including, but not limited to, conflicts, season schedule, league placement, team setup, player performance, and similar
- Act as Tournament Coordinator
- Will secure practice / game fields and recruit volunteers to assist in upkeep as well as acquiring new locations
- Will submit required paperwork and attend meetings for leagues / tournaments
- Shall keep a Master Schedule for all EABO practices and keep it accessible for all members on EABO website (with assistance by the Web Master)

**Web Master**

- Will advance and manage all aspects EABO website and EABO Facebook page
- Will post all pertinent information, sponsors, deadlines on EABO website and Facebook
- Will work with other board members to assure all info is posted on time and correctly
- Coordinate mass publications/email

**Non Board Positions (to be appointed by the EABO Board)**

**Fundraising / Uniform Manager**

- Provide leadership in developing strategies for raise funds to support the EABO's programs
- Organize all fundraising activities for each season

- Recruit volunteers for fundraising activities
- Develop sponsorship strategy and plan to secure donors for the fiscal year
- Assist in promoting overall EABO development
- Initiate Sportswear sales, including, but not limited to vendors, products, profits and similar
- Will design / purchase team uniforms within budget after approved by the Board
- Act as Uniform Coordinator

**Equipment Manager**

- Coordinate procurement and distribution of team equipment, including balls, first aid kits, tees, etc.
- Supply an equipment inventory list and distribute to the Board before each season
- Maintain a list of recommended approved vendors
- Make supply/equipment recommendations to the Board as appropriate