



Step Up to the Plate Baseball
Proud Affiliate of the Junior Braves
Wallace Park / Lions Park
www.stepupcobb.org
info@stepupcobb.org
470.223.TEAM



Step Up to the Plate, Inc. By-Laws

Article One - Name:

The organization existing under these by-laws shall be known as the Step Up to the Plate, Inc., Cobb County, GA, hereinafter referred to as Step Up Cobb.

Article Two - Address:

The principal address of the association shall be address of the active treasurer.

Article Three - Purpose:

The purpose of this organization shall be to establish a quality athletic recreation program with major emphasis on educating participants in the values of good sportsmanship and fair play in an atmosphere of fun and fellowship and to provide support and development of athletic skills for local, regional, national or international competition. This objective shall be achieved by providing quality, supervised, and competitive athletic programs, subject to the rules and regulations established by the Step Up Cobb. All Step Up Cobb board members and coaches are to be composed of unpaid volunteers. No part of the net earnings of the Association shall insure to the benefit of, or be distributable to board members, or coaches, except coach certification expenses or reimbursement for costs incurred by board members or coaches for expenses that would normally be assumed by the Association.

Article Four - Liability:

The Step Up to the Plate Board of Directors, Sponsors, Coaches, Managers, Umpires, and/or any other supervisory persons are not responsible for injuries to persons or damage to property.

Article Five - Government:

A. The governing body shall be the Board of Directors. The Board of Directors shall consist of the following members:

- 1. President
- 2. Vice-President
- 3. Treasurer
- 4. Secretary

5. Chairperson 1: Concessions
6. Chairperson 2: Concessions
7. Chairperson: Registration
8. Chairperson: Rules and grievances
9. Chairperson: Schedules and tournaments
10. Chairperson: Fields, grounds, equipment
11. Chairperson: Umpires
12. Chairperson: Community/volunteer liaison
13. General Manager: 6U
14. General Manager: 8U
15. General Manager: 10U
16. General Manager: 12U
17. Senior Advisor 1
18. Senior Advisor 2

B. The term of each board member shall run concurrently from July 1 of the elected year until June 30 of the following year. Officers will be elected by a majority vote of the duly constituted membership meeting as outlined in Article Eight. Elected board members will serve for one year and be able to succeed same office for up to five years (must be re-elected each year). To be eligible for office, candidates must have a child who will participate in the association program for the candidate's year of service. The Board Members shall appoint a replacement for any officer unable to fulfill his/her term.

C. All matters concerning interpretation of the by-laws, and matters of finance of Step Up Cobb shall be decided by a vote of the Board Members, and no motion shall be carried without a favorable vote from a majority of elected board members present at a duly constituted meeting. No one shall override the majority vote once a decision has been made by the Board.

D. The by-laws of the Association may be exclusively amended by a majority vote of the General Membership in attendance at a duly announced meeting, providing the following conditions have been met:

1. Notice of the proposed amendment(s) is given to the President or Secretary of the Association, thereby constituting notice to the Board of Directors at least two (2) weeks prior to the meeting at which the intended vote is to be taken. Said notice shall contain the existing article to be modified and the proposed modification and meeting at which the vote is to be taken.
2. The Board of Directors shall indicate to the membership at the said meeting whether or not they approve or disapprove of said amendment.
3. The decision of the membership shall be considered final but not to the extent that another amendment could not be submitted for the purpose of appealing a prior amendment.
4. The membership shall be given adequate notice of any meeting that has as its purpose the revision of amending of the by-laws.

E. A quorum of Board members shall consist of a majority of elected Board members present at a duly constituted meeting.

F. No games shall be played other than scheduled games unless approved by the scheduling committee.

G. Tournaments must be approved by the board and all funds go to the association unless otherwise approved by the board.

H. Each Board Member must sign the Board Member Commitment Form which can be viewed in Appendix A. The Board may vote to remove a member if there are unexplained absences from at least two meetings in succession. All board members have a duty to contact the Board at least 24 hours prior to each regularly scheduled meeting or special board meeting, if said individual will not be in attendance.

Article Six - Duties of Officers:

A. Responsibilities pertaining to all Board Members.

1. He or She shall attend all Board meetings, or if unable to attend, notify the Secretary prior to the meeting.
2. He or She shall be responsible for providing and arranging for a competent individual to assume his/her duties in the event he/she will not be able to do so and upcoming events deem it necessary. He/She shall notify the Secretary and other affected individuals accordingly.
3. All duties not specifically set forth in the by-laws shall be assigned to the appropriate General Manager by the President.

B. President

The President shall:

1. Provide leadership for the Association.
2. Delegate authority to the Vice President to act in his/her behalf should an absence arise
3. Appoint committee chairpersons and acts as an ex-officio member of all committees.
4. Call all meetings of the Board and Membership meetings
5. Sign or co-sign all contracts of the Association.
6. Be authorized to counter-sign checks.
7. Has authority to appoint vacant board positions
8. Not override the duties of other officers and Board members unless inaction would place the association in jeopardy.
9. Be authorized to temporarily warn or suspend any member including officers, board members and coaches until review at a called meeting which must be held within five days of said warning or suspension. Both parties must be present at said meeting.
10. Make a quarterly or more frequent review of the financial records of the Association with the Treasurer.
11. At his or her discretion, call for an audit of the financial records of the Association

C. Vice-President

The Vice-President shall:

1. Assume duties of President during his/her absence
2. Aid the President and other Officers/Directors as needed to complete their duties
3. Authorized to sign checks from general fund in President's absence

D. Treasurer

The Treasurer shall:

1. Manage all finances and ensures that money from all sources (registration, sponsors, fundraisers, etc.) is safely deposited in bank.
2. Approve all contracts with vendor in consultation with the President
3. Prepare and record all checks of the Organization
4. Work with accountant to complete and file the Organization's federal and state tax returns
5. Authorized to sign checks from the general fund in President's absence.

E. Secretary

The Secretary shall:

1. Maintain an accurate record of all board meetings and membership meetings
2. Record all Meeting Minutes at each meeting to include specifics on who makes what motion, who seconds, and other facts associated with each business item. No personal and discussion are not to be included in Meeting Minutes.
3. Act as custodian of all records, except those specifically assigned to others by By-Laws
4. Distribute Meeting Minutes within 72 hours of each meeting.
5. Maintain all records for at least 3 years and obtain approval from President before destroying.

F. Chairperson: Concessions 1

The Chairperson: Concessions 1 shall (with support of his/her committee):

1. Be responsible for coordinating and overseeing all activities involving concessions.
2. Decide and assign staffing requirements of the concession stand.
3. Decide items to be sold in the concession stand and prices items will be sold for. The board should beware of any major changes being considered in this area.
4. Purchase items to be sold in the concession stand and maintain an adequate supply of items. Board spending cap (\$500) is waived for the purposes of purchasing stock to be used for the concession stand.
5. Be responsible for accounting of all moneys collected at the concession stand and turning over moneys to the Treasurer for deposit in Step Up Cobb checking account.

G. Chairperson: Concessions 2

The Chairperson: Concessions 2 shall (with support of his/her committee) perform the duties as listed in section F above.

H. Chairperson: Registration

The Chairperson: Registration shall (with support of his/her committee):

1. Annually prepare the forms to be used for player registration.
2. Mail to all players from the prior season a notice concerning the upcoming registration period. These should be mailed at least 30 days prior to open registration and shall specify a deadline for their return.
3. Receive all forms and moneys which will be turned over to the Treasurer with a listing of all players and their playing status.
4. Establish the date, time, and place for open registration and assign volunteers to assist in sign-up of players. Also establish methods and costs of advertising the open registration. Turn over all moneys to the Treasurer with a listing of all players and their playing status.
5. Establish participation fees for all leagues.
6. Establish requirements for hardship case participants. Lead committee to consider all hardship requests. Committee may offer up to five (5) hardship registrations per season without approval.
7. Make recommendation to board for any potential refunds. Registration forms should include a deadline for withdrawal in order to secure a refund. Members requesting a refund after this date will not be allowed without approval by the board.

I. Chairperson: Rules and Grievances

The Chairperson: Rules and Grievances shall (with support of his/her committee):

1. Establish all playing rules for all leagues. Goals should be aimed at providing a safe and fun playing situation for all players, while teaching the players the fundamentals of baseball and good sportsmanship.
2. Establish procedure to place players on teams with an emphasis on keeping as much parity between the teams as possible.
3. Establish protest guidelines for handling grievances from association members, coaches, and any other interested parties.
4. Will be the first contact from interested parties for notice of protests and grievances, and will head any groups assigned to arbitrate protests and grievances unless he/she is a participant in the protest or grievance, at which time the Association President will assume his/her duties.

J. Chairperson: Scheduling and Tournaments

The Chairperson of Scheduling and Tournaments (with support of his/her committee) shall:

1. Create and Update League schedules.
2. The chairperson shall work the individual coaches before updating a schedule change to ensure team can commit to the change.

3. Reviews and approves all schedule requests (includes practice/game schedules, tournament dates/times, etc.). Communicates this information to President regularly or immediately upon changes so as to ensure no conflict with other Organization activities
4. Communicate all Schedules and changes to schedule to web developer, coaches, parents, and players.

K. Chairperson: Fields, Grounds, Equipment

The Chairperson: Fields, Grounds, Equipment shall (with support of his/her committee):

1. Establish guidelines and assign appropriate parties for dragging and lining of fields, designating parties to complete litter removal and working with Cobb County Parks, Recreation, and Cultural Affairs.
2. Responsible to oversee any projects intended to improve the park.
3. Be responsible for obtaining written quotations from competent suppliers for all equipment and then presenting his/her recommendations for purchases to the Board Members.
4. Purchase such equipment as is approved by the Board Members in a timely manner, and distribute equipment to the teams.
5. Make recommendations in matters of safety including equipment, field layout, fencing, league rules and other matters.
6. Maintain an inventory of supplies and arrange a method of distribution of replacement equipment during the season.
7. Be responsible for collection of all Step Up Cobb equipment at the end of the season. A complete inventory of the equipment and its condition shall be presented to the board at the last regular meeting of the year. Also, a list of all coaches who have not turned in equipment shall be presented in writing to the board.

L. Chairperson: Umpires

The Chairperson: Umpires shall (with support of his/her committee):

1. Act as liaison between Umpire Association and Board of Directors
2. Conduct pre-season meeting with Umpires to ensure clear understanding of rules
3. Ensure rule interpretations are consistent across games and leagues as appropriate

M. Chairperson: Community/Volunteer liaison

The Chairperson: Community/Volunteer liaison shall (with support of his/her committee):

1. Responsible for promoting Step Up Cobb with area business in order to obtain sponsorships
2. Recommend fund-raising events to the Board for consideration.
3. Annually draw up a written solicitation form to be used in securing sponsors. The form should describe the Step Up Cobb organization and outline the cost and benefits to the sponsor.
4. Assign each sponsor a team and collect and forward all moneys to the Treasurer.
5. Recommend methods and costs of sponsor recognition and present to the Board.
6. Liaison with area business to maintain positive relationship
7. Responsible for scheduling "FUN Day" activities, "Braves Night", and other activities that the Board deems appropriate to pursue

8. Maintain list with names, addresses, and phone numbers of sponsors for future contact.

N. General Manager 6U, General Manager 8U, General Manager 10U, General Manager 12U

The Chairpersons shall:

1. Acts as a liaison between the board of directors, coaches, players, and parents in their respective league
2. Responsible for the organization and execution of all skills assessments, team selections (drafts), and end of season recognition activities
3. Responsible for the appropriate league field for any tournaments
4. Responsible for holding coaches meetings to educate on rules (prior to each season)
5. Works with the President, Coaches, and Officials to resolve any disputes which occur during the season
6. Assists in collection of all Step Up Cobb equipment (bats, helmets, catcher's gear, etc.)

Article Seven - Meetings:

A. Regular meetings of Directors shall be held on the first Monday of each designated month at 7:00 p.m., unless such day falls on a legal holiday, in which event the regular meeting shall be rescheduled to ensure a quorum of the Executive Committee. (Subject to vote)

B. All regular meetings must be presented with the financials of Step Up Cobb. Regular meetings fall on the first Monday of each month as specified in section A above.

C. The President shall order a called Board meeting upon receipt of written petitions of four (4) members of the Board of Directors, and a General Membership Meeting upon receipt of a written petition from twenty five (25) members of the general membership. Petition for such a meeting shall state the reason for such request.

Article Eight - Elections:

A. A general membership meeting will be called for election of board members.

B. The general membership meeting for elections will be held in May during the spring baseball season.

C. A list of all offices, with sign-up spaces for the candidates for those positions shall be posted at the park at least two weeks prior to the scheduled election meeting.

D. A notice will be prominently posted at the field at least two weeks prior to the meeting stating the time and place of the election meeting and that all members in good standing are invited to attend.

E. Consent of any nominee is mandatory before placing their name on the ballot.

F. A slate of candidates shall be published and distributed to the general membership at the election meeting.

G. This ballot shall allow space for insertion of names of candidates nominated from the floor.

H. Ballots will be counted by the current board but any person running for a position, shall not be allowed to count ballots for that position.

I. Any office not filled through the annual election shall remain open until the Board members select a volunteer to fill the office. A majority vote of the Board members present at a scheduled meeting shall be required to approve a new board member.

J. It is suggested that an advertisement be placed in the local newspaper or via website 1-2 weeks prior to the elections to notify the general public.

Article Nine - Membership:

A. Parents or Guardians of any child meeting the requirements as to age and residence as set forth in the rules and regulations of the Step Up Cobb Association may become voting members by paying an annual general membership fee as determined by the Board Members. Hardship cases may be approved by the Hardship committee consisting of the registration chairperson, secretary and treasurer. Up to 5 hardship cases may be approved by this committee without prior board approval.

B. The Board Members, by a majority of elected members present at a duly constituted meeting, shall have the authority to warn, suspend, or expel any adult member whose conduct is detrimental to the best interests of the Association.

C. The use of profanity in excessive form, narcotics, alcoholic beverages, or fighting on park premises shall be sufficient grounds for automatic expulsion from the Association.

D. The Board of Directors, upon evidence of misconduct of any player, shall notify the team coach of which the player is a member, and the parent(s) or guardian(s) of the player within twenty-four (24) hours. Said coach shall appear in an advisory capacity with the player before the Board Members who shall have full authority to suspend or revoke such player's right to future participation and his/her registration fee shall be forfeited.

Article Ten - Finances:

A. The revenue of this organization shall be derived from registration fees, sponsor fees, and fund-raising activities.

B. The control of such revenue and income shall be determined by the Board Members or as stated in the by-laws.

Article Eleven - Grievances:

A. In the event that a parent feels that his/her child is not being treated fairly, the first step shall be to contact the President or Chairperson: Rules and Grievances to discuss the problem. An alternate step would be to ask for a conference with the coaches of the team with either the President or Chairperson: Rules and Grievances attending.

B. Such a request should be made to one of the two mentioned board positions. Their job is then to set up such a meeting and act as arbitrator, if required. Directly approaching a coach during practice sessions and/or competitive events is not acceptable. The loss of a parent's temper or that of a manager, coach,

or Board Member whether resulting in bodily injury or not, while on the practice field or playing field so as to be witnessed by the players and/or other children constitutes grounds for immediate expulsion from the current event and risks permanent expulsion from membership of the Association.

C. In the event that a parent is not satisfied with the outcome of a meeting with the President and/or Chairperson: Rules and Grievances

1. The next step would be to file a formal complaint (preferably in writing) with the Board Members as a whole. The President shall be the receiver of such charges and will call a Board meeting promptly following receipt of such complaint. The entire Board present at the meeting shall then act as a grievance committee.
2. If any member of the Board is a party to the grievance, they will be disallowed from acting as a part of the grievance committee, but their side of the story shall also be heard.
3. Grievances concerning other Association activities shall first be directed to a disinterested Board member, who shall act as arbitrator and shall call a meeting of the involved parties to seek a solution. In the event a satisfactory solution is not arrived at by this method, then a formal complaint should be brought with the Board Members as stated previously in this article.

Article Twelve – Coaches, Players, Teams:

The Coach/Team Selection Committee shall be established to determine rules for constructing teams and selecting coaches for the regular season and for All-star play.

General requirements for coaches shall include a periodic background check which includes no felony convictions as well as a completed & signed Code of Conduct Form.

Coach – regular season: Prior to the season an interested candidate will complete a Request to Coach Form and a Code of Conduct Form. These forms will be submitted to Step Up Cobb, along with the Background Check Authorization form, and will be reviewed for approval by the Board of Directors.

Player – regular season: As appropriate, each player will participate in the skills assessment which will be conducted prior to each season. All coaches along with members of the Coach / Team Selection Committee will attend with the purpose of assessing the players. A draft may be instituted if there are enough players. Players may request to be placed on a team and requests will be honored on a first come first served basis. Players may return to their previous team, but are not required to do so. If a draft is not used, the players will be placed among teams based on ability with the goal of constructing teams that are as evenly matched as possible.

Coaches – All Stars: any coach or assistant coach from the Spring season is eligible to be a candidate to coach an All Star team. Interested candidates should alert the Board of Directors or the Coach/Team Selection Committee of their interest by March 31st. The Selection Committee will determine coaches to lead the All Star teams placing an emphasis on the following criteria: 1. Leadership, 2. Character, and 3. Experience Coaching.

Player All Stars: Throughout the Spring regular season, the Player/Team Selection Committee and potential All Star coaches will be evaluating players. Each regular Spring season coach will nominate player candidates from their team that they feel would be an appropriate fit to an All Star team. These nominations will be provided to the Selection Committee for review and approval; the candidates identified

by the coaches will be reviewed versus the pre-season ratings. The Selection Committee will work with the All Star coach to coordinate one or more All Star Workout sessions. At these All Star Workout sessions, players will be reviewed for their abilities with regard to throwing, running, catching, and hitting. The All Star coach and Selection Committee will also discuss the time commitment and potential financial expense associated with the All Star baseball season with parents at this time. Ratings and notes on players should be reviewed with the coaches and Selection Committee prior to any discussions with parents. The Selection Committee will present recommended team members to the Board of Directors at the April meeting for review. No discussions with players or parents will take place prior to the Board's approval. The all-star teams will be announced by May 1st.

A parent/player contract has been established. The team shall be entirely self-funded.

Tournament Teams: The board has agreed to modified All-Star teams (or tournament teams). The tournament team shall operate during the season unlike the All-Star team which operates after the season. All players must be active participants of the recreation league. The recreation league shall always take precedence over the tournament team. A parent/player contract has been established. The team shall be entirely self-funded. Every member is required to complete a Step Up Cobb registration form and to pay the appropriate fee.

Other notes on All Star teams and Tournament teams:

1. The objective of the All Star and Tournament teams should be to put together the best possible team of players from those interested and willing to commit.
2. There is no guarantee of playing time and all decisions regarding how much playing time each player gets is strictly the coach's decision.

Travel Teams: Travel teams will be accommodated as field availability allows. Travel teams will receive two 90 minute time slots per week. Every effort will be made to not schedule organizational activities during these times, however there is no guarantee. Travel teams will pay for their allotted field time on a per season basis (spring/fall). These seasons will run concurrent to the recreation season schedule. The amount travel teams will be required to pay for this allotted field time will be designated (and is subject to change) by the board of directors on a per season basis. Every member of the team is required to complete a Step Up Cobb registration form. If said player is not a Cobb County resident, they will be required to pay the appropriate fee (designated by Cobb County). A contract will be established which must be signed by the head coach of the travel team.

Article Thirteen – Other Items:

These bylaws are not intended to cover all aspects of Step Up Cobb. In any matter where interpretation or judgment is needed, the board is counted on to make decisions thought to be in the best interest of the association.

Appendix A – Board Member Commitment Form

I, _____[print name], recognizing the important responsibility I am undertaking in serving on the Board of Directors of Step Up to the Plate, hereby commit to carry out in a trustworthy and diligent manner the duties and obligations in my role as a board member. I will fully understand the mission and values of this association and will always act for the good of the association and represent the interests of people served by this nonprofit. I will be proactive and seek out opportunities to grow the association while always being consistent with its mission and values. I will speak up when I disagree but will always support the Board’s final decisions.

Furthermore, I specifically commit:

1. **To Participate in Meetings:** I will attempt to attend all meetings of the board and board committees upon which I serve, and will notify the board prior to the meeting when I cannot be present. I will come to meetings prepared to discuss the issues and business of the meeting as well as lead discussions where appropriate. I will share my opinion, and respect the opinions of others. I will observe parliamentary procedures and display courteous conduct in all board and committee meetings. I will arrive on time and stay for the duration of the meeting.
2. **To Participate in Committees and Special Events:** I will participate in at least one committee and will attempt to attend all special events. I will take an active role in these committees and special events. The above commitment specific to participation in meetings apply.
3. **To Communicate Appropriately:** I will be an advocate of Step Up to the Plate within the community. I will support in a positive manner all actions taken by the board of directors even when I am in a minority position on such actions. I will communicate professionally, honestly and courteously both within and outside the organization at all times. I will not communicate outside of the board on any confidential matters unless designated to do so.
4. **To Lead by Example:** I will follow all rules set forth by the Association
5. **To Follow Through:** I will follow through on the commitments I make to the board and the committees I serve on. When circumstances prevent or delay my ability to complete tasks I have committed to, I will seek support or guidance from other board members.
6. **To Support Others:** When another board member or volunteer asks for input or assistance, I will be as supportive as I can, replying in a timely manner.
7. **To Maintain an Awareness of Our Board Level Activities:** I will thoroughly familiarize myself with the policies of Step Up to the Plate. I will read and review the By Laws, meeting minutes, and communication memos. I will seek out assistance if I do not understand any policies.
8. **To be Responsive:** I will regularly read board-related communications (including email), and respond to all inquiries within 72 hours. I will support the Association’s social media efforts.
9. **To not stray from the Association’s mission and values:** I will represent the Association in a positive manner and all of my actions will be consistent with its mission and values.
10. **To Participate in Board Member Development:** I will take personal responsibility to enhance my skills as a board member via self-education.

I understand that if my participation as a board member is in question, I will have the opportunity to discuss any problems with the officers of the board, and will seek an appropriate resolution. If, for any reason, I find myself unable to carry out the above pledges as best as I can, I agree to resign my position as a board member. I also understand that if I should fail to attend two consecutive board meetings without prior arrangement, the Board may vote to remove me.

Signed: _____

Date: _____

Member, Board of Directors, Step Up to the Plate