

Bylaws of Riverbank Baseball Softball Association

ADOPTED BY THE BOARD: *September 2025*

Article I

NAME

The name of this organization, a non-profit organization, shall be RIVERBANK BASEBALL SOFTBALL ASSOCIATION herein after referred to as the "League".

Article II

LOCATION

SECTION 2.1. The principal operations of the organization for League business are withheld in Riverbank, Ca.

SECTION 2.2. The organization may also hold league meetings/events at other places, within or outside of Riverbank, Ca relevant to the business and activities required and as the Board may from time to time designate.

Article III

PURPOSES & GENERAL POLICIES

SECTION 3.1. PURPOSE. The League is formed as a non-profit and charitable organization. The organization is formed to serve the following purposes:

1. Provide quality baseball, softball, and tee-ball programs for the local area youths aged 4-15 years.
2. Promote the development of positive sportsmanship.
3. Teach the concept of team unity and baseball/softball skills.
4. Provide the opportunity for any youth to participate regardless of athletic ability.
5. Promote positive parent participation in all aspects of the organization.

All activities of the League shall be directed solely toward the achievement of the purpose described within these bylaws.

SECTION 3.2. POWERS. The League shall have all the powers necessary to carry out the purposes of this non-profit organization. The League shall neither have nor exercise any power, nor shall it engage directly or indirectly in any activity that would invalidate its status as an organization which is exempt from federal income taxation described in Section 501(c) of the Internal Revenue Code of 1986, or any successor provision.

SECTION 3.3. PROGRAMS. The League will consist of the following three programs: Baseball, Softball, and Tee-Ball. Every division is dependent on sufficient registrations to create at least one team, as well as the appointment of at least one approved volunteer coach, and is therefore not guaranteed each and every season.

- a. **BASEBALL:** Baseball will consist of 4 divisions including: Rookies, Minors, Majors, and Ponies.
- b. **SOFTBALL:** Softball will consist of 4 divisions including: 8 & Under, 10 & Under, 12 & Under, and 14 & Under. The League may determine, based on availability of players and opponents, to combine the 12 & Under and 14 & Under divisions into a single 12/14 & Under division.
- c. **TEE-BALL:** Tee-ball will consist of 1 division with teams made up of mixed age players as evenly divided as possible. The League may determine based on availability and age(s) of players to combine the junior and senior tee-ball divisions into a single division composed of mixed-age players on each team. The League will make every effort to evenly distribute the mixed-age players across teams.

SECTION 3.4. NON-DISCRIMINATORY. The League shall be an equal opportunity organization, and it shall not discriminate on the basis of age, race, color, creed, sex, disabilities, socio-economic status, or national origin (i) in the persons serviced, or in the manner of service; (ii) in the selection of members; or (iii) in the membership of its Board of Directors.

SECTION 3.5. BACKGROUND CHECKS. The League reserves the right to perform a background check on any League representatives, including, but not limited to: board members, coaches, assistant coaches, team representatives, and League participants to ensure a safe and nurturing environment. The results of the background checks and any actions deemed necessary to ensure a safe and nurturing environment for League participants shall be handled by the General Board in a closed meeting.

SECTION 3.6. ENDORSEMENT. The League will not sponsor, endorse, advertise, or recruit for any other organization without the explicit recommendation of the Board President, followed by a General Board vote.

SECTION 3.7. CODE OF CONDUCT. All League Board Members, Coaches, Assistant Coaches, Team Representations, Parents, and Players will agree to the League's code of conduct. All listed above are subject to disciplinary action based on failure to uphold the code of conduct.

Article IV

FINANCIALS & PROPERTIES

All properties that come under the ownership of the League shall be used or operated solely toward the achievement of the purposes described within these bylaws.

SECTION 4.1. PROPERTY USE. Under no circumstances shall any such property be used by the League nor any person so as to benefit any officer, director, member, sponsor, or any other person or entity, or excessive compensation or the more advantageous pursuit of their business or profession.

SECTION 4.2. TRANSFER OF PROPERTY. Upon liquidation, dissolution, or abandonment of the League, after provision is made for payment of all debts, all property remaining shall be distributed to and/or transferred for the benefit of another qualified charitable organization within the local community whose purposes are similar to those described within these bylaws.

SECTION 4.3. REIMBURSEMENT. Nothing in these articles shall be deemed to prohibit the reimbursement of any person on the General Board or any other persons or entities as authorized by the Executive Board for amounts loans to the League. This section also shall not prohibit payment out of the funds of the League for reasonable value of services rendered, property transferred, or materials furnished to this League by any General Board member, or any other persons or entity, provided that any payment made shall be approved by the General Board.

SECTION 4.4. CHECKS. All checks shall be issued and signed by the Treasurer and/or a second Board designee. In the event of either signer's absence, the Executive Board will designate a new signer.

SECTION 4.5. LOANS. All loans must be approved by the General Board.

Article V

THE LEAGUE BOARD

The League will consist of an Executive and General Board. The Board/Directors shall supervise and control the business, property, and affairs of the League, except as otherwise provided by law and these Bylaws.

SECTION 5.1. EXECUTIVE BOARD. The Executive Board will consist of President, Vice President, Director of Baseball, Director of Softball, Director of Tee-Ball, Secretary, and Treasurer.

- a. **Election:** Executive Board positions will be filled by election at the September General Board meeting and serve a term of 2 years from October 1st through September 30th.
- b. **Duties:** The duties of the Executive Board are to carry out all policies and programs set forth in the bylaws. All actions of the Executive Board will require a majority vote with a quorum consisting of four active members in addition to the president.
- c. **Meetings:** The Executive Board will meet, as necessary, separate from the general board meetings. During these meetings the Executive Board will review detailed reports from monies coming in and monies being spent. In addition, the Executive Board may review and approve by majority vote any expenditure up to \$1000. The Executive Board will have final approval of game schedules and field any complaints.

SECTION 5.2. GENERAL BOARD. The General Board will consist of all elected officers, members at large, and the Executive Board. All board members shall plan, develop, and establish policies and objectives of the League in accordance with board directives and League bylaws. This includes planning, developing, and executing League and public relations policies designed to improve the League's image and relationships with members of the League, employees, other League representatives, city and county officials, and the public.

- a. **Election/Term:** The election for general board will occur at the September General Board meeting. Members shall serve a term of two years beginning October 1st and ending September 30th.
 - i. In lieu of electing a person to a particular board position or in the event a position remains vacant; the General Board may vote to hire an individual and/or company to contract for the services related to that position. The board may also decide to elect someone to provide oversight to that position.
- b. **Eligibility:** In order to be eligible for election to a board position, an individual must be in good standing (financial or otherwise) at the conclusion of the previous season.

- c. **Duty:** The duty of the general board shall be to carry out the policies and programs set forth in the bylaws. All action taken by the general board shall require a majority vote with a quorum consisting of one member over half of the active general board present. This rule should be added to each monthly meeting agenda as a reference. The general board will meet not less than once a month during September to June.
- d. **Reprieve:** There will be no official required board activities or meetings June 30-August 1st.

SECTION 5.3. POSITIONS. The General board shall elect the person(s) to serve for the following general board positions: Registrar, Fundraising Coordinator, Concessions Manager, Sponsor/Publicity Coordinator, Uniform Manager, Umpire Manager, Fields Manager, Equipment Manager, Activities/Event Coordinator, Team Parent Liaison, and any other positions authorized by the general board.

SECTION 5.4. VOTING. Members of the Executive and General board will exercise their voting rights at meetings should a quorum be present.

- a. **QUORUM.** A quorum consists of one member over half of the active general board members present. For example, if there are 8 eligible general board members; to fill a quorum 5 need to be present. To be a legal meeting a quorum must be present. To have a legal vote, a quorum must be present. To facilitate quorum requirements, the general board shall be divided into two groups consisting of active and inactive, with only those members on the active list having voting privileges.
 - i. **ACTIVE** members include all elected or appointed officers. They become active upon election or appointment and have voting rights beginning with the first board meeting attended.
 - ii. **INACTIVE** members are any general board member who misses **two consecutive** meetings.
 - 1. Inactive members may regain voting rights by attending two consecutive regular meetings thereby becoming active again. Actual voting may not occur until the beginning of the third consecutive meeting attended by a formerly inactive member.
 - 2. Exception: **ONLY** during the September election meeting and/or when voting in of new board persons, will all general board members be eligible to vote, and only allowed to vote to fill open positions. They will then revert to inactive status for the remainder of the meeting.

- b. RIGHTS. Active board members will have one vote during General Board meetings. This includes Executive Board members and General Board Members, other than the President. The President only votes in the event of a tie. In the event a member holds more than 1 position, they can still only cast 1 vote).
- c. ITEMS REQUIRING A VOTE. The following items require a General Board vote:
 - i. Expenses greater than \$1000 (*\$100-\$999 may be voted on by Executive Board*)
 - ii. Loans of any amount
 - iii. Filling of vacant Board Positions
 - iv. Removal of any Board Member or Coach

SECTION 5.5. MEMBERS AT LARGE. Any former Executive Board member who has fulfilled their term and who is currently active in the League or any General Board member who has served 4 consecutive years and is in good standing may become a Member at Large. They will have the same privileges as the General Board and must abide by the bylaws. A Member at Large will serve 1 year (as a mentor, if needed) and cannot be voted for longer. If the Member at Large has not attended any meetings in a 6 month period, they will lose their Member at Large status and board privileges.

SECTION 5.6. END OF TERM/RESIGNATION. Every board member has a commitment of 2 years unless otherwise specified. When the term is fulfilled that board member must either resign or they may remain in their position by a vote of the General Board. If the board member is remaining in the same position, his/her term will be on a year to year basis. If the board member is selected for a new position, it will be a new 2-year term. If the board member is not selected for a continuing term, he/she is still eligible for future board member privileges and/or other board positions, including Member at Large if they meet the criteria set forth in these bylaws.

SECTION 5.7 REMOVAL. A board member may at any time be removed from the board by an Executive Board vote followed by a General Board vote. The member loses all future privileges to be on the General or Executive Board. Members can be removed from the board for not fulfilling their obligations to the League; including but not limited to: financial good standing, board roles as outlined in the bylaws, negatively representing the League, false or disparaging communication either in person, on social media, or other communications.

SECTION 5.8 ROLES & RESPONSIBILITIES. The roles and responsibilities of each board position are as follows.

a. PRESIDENT

- i. Oversees all League operations
- ii. Presides over General and Executive Board meetings
- iii. Reviews financial statements and activity reports
- iv. Oversees/manages any vacant positions
- v. Attends charter meetings as needed
- vi. Communicates with the City of Riverbank as well as other cities/towns as needed
- vii. Obtains and holds keys

b. VICE PRESIDENT

- i. Acts as the League business manager (charters, insurance, city, etc)
- ii. Presides over General and Executive Board meetings in the absence of President
- iii. Assists President with daily duties as needed
- iv. Attends charter meetings with President if needed
- v. Communicates with the City of Riverbank as well as other cities/towns as needed or requested by President
- vi. Assists with scheduling of games for the season

c. DIRECTOR OF BASEBALL

- i. Plans, administers, and directs all Baseball divisions/teams in the League
- ii. Oversees baseball coaching staff and volunteers
- iii. Plans and coordinates activities, meeting(s), and training of baseball coaches
- iv. Positively communicates with other leagues to coordinate baseball game schedules and events
- v. Plans and oversees any baseball tournament (if taking place per League decision)

d. DIRECTOR OF SOFTBALL

- i. Plans, administers, and directs all Softball divisions/teams in the League
- ii. Oversees softball coaching staff and volunteers
- iii. Plans and coordinates activities, meeting(s), and training of softball coaches
- iv. Positively communicates with other leagues to coordinate softball game schedules and events
- v. Fields questions and complaints related to softball
- vi. Plans and oversees any softball tournament (if taking place per League decision)

e. DIRECTOR OF T-BALL

- i. Plans, administers, and directs all tee-ball divisions/teams in the League
- ii. Oversees tee-ball coaching staff and volunteers
- iii. Plans and coordinates activities, meeting(s), and training of tee-ball coaches
- iv. Communicates with field scheduler to coordinate tee-ball games
- v. Fields questions and complaints related to tee-ball

f. SECRETARY

- i. Keeps minutes at meetings, to be typed and distributed at following meeting
- ii. Maintains background checks for League coaches and other volunteers
- iii. Prepares monthly meeting agenda with input from President
- iv. Advertises meetings on website or social media, and reminds board meetings of meeting by text, phone, or other means (groupme, social media, etc)
- v. Maintains League website and social media sites
- vi. Maintains bylaws & code of conduct; distributes annually or upon election
- vii. Coordinates with events coordinator to advertise League registration and events
- viii. In the event of the secretary's absence at a board meeting, the President will appoint another member to take notes

g. TREASURER

- i. Maintains all League accounting (taxes, bills, deposits, reports, etc)
- ii. Prepares annual budget, detailed monthly reports, end of year portfolio, etc
- iii. Audits fundraising and concessions
- iv. Checks and reviews incoming mail
- v. Arranges with concessions manager, registrar, fundraising coordinator, and sponsor/publicity coordinator to collect money for deposits
- vi. Prepares checks in a timely manner

h. REGISTRAR

- i. Responsible for updating all forms related to registration
- ii. Maintains copies of birth certificates for players
- iii. Organizes and oversees registration process and issues (website, etc)
- iv. Rosters all players on to teams
- v. Prepares rosters for evaluations and drafts for Baseball and Softball
- vi. Oversees and assists with draft process; finalizing the rosters afterwards
- vii. Prepares coaches packet to include: rosters, registration forms, code of conduct, rules, etc
- viii. Arranges with treasurer for registration monies to be deposited/transferred

i. FUNDRAISING COORDINATOR

- i. Organizes and oversees all approved fundraising for the League
- ii. Collects and tracks all monies received for fundraising
- iii. Prepares monthly updates for board meetings
- iv. Coordinates with treasurer to arrange submission of fundraising money for deposit

j. CONCESSIONS MANAGER

- i. Oversees concessions operations
- ii. Prepares snack bar(s) for yearly inspections
- iii. Meets with county and city for any needed permits/applications
- iv. Manages and schedules snack bar volunteers
- v. Maintains inventory (may include shopping/purchasing up to 2-3 days per week)
- vi. Tracks sales and income from concessions
- vii. Coordinates with treasurer to arrange for deposits as needed
- viii. Opens snack bar 30 minutes prior to first game (or coordinates with a board member/employee to do so)
- ix. Closes snack bar by 9pm or immediately following the last game of the day (or coordinates with a board member/employee to do so)

k. SPONSORS/PUBLICITY MANAGER

- i. Seeks out and contacts potential sponsors for teams and/or players
- ii. Oversees form completion and collection of sponsor money
- iii. Orders, secures, and organizes any sponsorship materials to be made (i.e. banners, digital logos, etc)
- iv. Delivers sponsor plaques and donation receipts
- v. Coordinates with events coordinator to assist in advertising League registration/events
- vi. Coordinates with secretary for sponsor promotion through website, social media, etc
- vii. Meets with and/or completes necessary forms for permission to distribute flyers through local school district(s)

I. UNIFORM MANAGER

- i. Presents the board with uniform selection options and budget for the season
- ii. Coordinates with uniform vendors
- iii. Coordinates with Registrar to confirm sizes needed for each team
- iv. Coordinates with Sponsors/Publicity Coordinator to confirm sponsors/teams.
- v. Orders, secures, and organizes uniforms (including All Star uniforms, unless otherwise delegated)
- vi. Coordinates distribution of uniforms to teams
- vii. Coordinates uniform ordering and sizing with coaches
- viii. Reports billing information to the treasurer

m. UMPIRE MANAGER

- i. Manages scheduling of umpires for appropriate game coverage
- ii. Hires, trains, mentors, and supervises umpires
- iii. Handles umpire complaints and facilitates additional umpire re-training as needed
- iv. Turns in time cards to the treasurer in a timely manner
- v. Arranges for the distribution of checks
- vi. Upon the League's decision to hire umpire services, may be responsible for overseeing the communication and execution of the company providing these services

n. FIELD MANAGER

- i. Manages and schedules all field maintenance
- ii. Prepares a list of needs for the city prior to the season
- iii. Reports expenses for chalk and other misc. items to the board
- iv. Hires and/or trains people to prepare the fields for daily games
- v. Turns in time cards to the treasurer in a timely manner
- vi. Arranges for the distribution of checks
- vii. Upon the League's decision to hire field services, may be responsible for overseeing the communication and execution of company providing these services

o. EQUIPMENT MANAGER

- i. Organizes distribution and collection of athletic equipment with coaches
- ii. Follows up with coaches if equipment is not returned by set deadlines
- iii. Inspects all equipment for safety and valid usage within the League
- iv. Reports and coordinates any needed repair of equipment
- v. Orders, secures, and organizes any equipment needed for the season and coordinates preparing a budget and billing with the treasurer
- vi. Maintains inventory and spending records to present at board meeting and provide to treasurer

p. ACTIVITIES/EVENTS COORDINATOR

- i. Prepares and presents a budget for League events
- ii. Organizes and oversees all League events (Opening Day, Pictures, Modesto Nuts or other Pro team night, Closing Day Ceremonies, etc)
- iii. Coordinates with Registrar to prepare for evaluations and drafts for Baseball/Softball
- iv. Coordinates with Sponsor/Publicity Coordinator and Secretary to advertise League registration and events
- v. Orders, secures, and organizes all vendors and materials for events (i.e. medals, trophies, prizes, food vendors, etc)

q. TEAM PARENT LIAISON

- i. Organizes and facilitates team parent meeting(s)
- ii. Coordinates with events coordinator, concessions manager, and fundraising coordinator to include vital information in team parent meeting/communications
- iii. Schedules practice fields
- iv. Tracks weekly scores & standings for baseball and softball divisions
- v. Teaches scorekeeping to team parents/volunteers as needed
- vi. Manages tournament entries with/for baseball director and softball director

Article VI

COACHING STAFF and VOLUNTEERS

SECTION 6.1. HEAD COACH. Each team shall have a head coach that is at least 18 years of age. Head coaches also may appoint up to two assistant coaches and a team representative/parent to assist them in carrying out their duties.

SECTION 6.2. DUTIES. All coaches and volunteers shall carry out all organization purposes described within these bylaws as well as coordinate and execute all team activities as directed by the General Board. Coaches shall review the League rules and any addendum(s), be knowledgeable and willing to attend any coaches clinics made available through the League to ensure a positive learning/playing experience.

SECTION 6.3. APPROVAL. All head coaches will be selected based on a majority vote by the General Board. Head coaches must communicate who they would like to appoint as their assistant coach(s) and team representative. The League reserves the right for final approval of assistant coaches and team representatives.

SECTION 6.4. TEAM PHOTOS/DUGOUT. Only approved team personnel will be permitted in dugouts during games and in the official team photo.

SECTION 6.5. BACKGROUND CHECKS. As stated in SECTION 3.4, all coaches, assistant coaches, and team representatives may be subjected to and required to pass a background check in order to be selected and approved to coach/assist/represent.

SECTION 6.6. CODE OF CONDUCT. It is the coaches responsibility to model and enforce appropriate behavior at all times. All players and coaches are expected to engage in good sportsmanship and behavior. Unacceptable behavior includes, but is not limited to: taunting, profanity, disparaging comments/insults, fighting, vandalism, gang-related acts, etc. Any player who deviates from this code is expected to receive disciplinary action; first by the coaches, and if necessary, by the General Board. The General Board reserves the right to also discipline any coach who fails to maintain a disciplined team/staff and/or engages in any unacceptable behavior.

SECTION 6.7. COOLING OFF PERIOD. The League encourages and shall enforce a 24-hour cooling off period when it comes to fielding complaints and issues resulting from League games/events.

SECTION 6.8. REMOVAL. Depending on the previous steps taken, discipline received and/or the severity of the offense, a coach or other volunteer may be removed from their position by the League following a General Board vote.

Article VII

GENERAL SEASON POLICIES

SECTION 7.1. UNIFORMS. Only League issued uniforms will be worn. Uniforms may not have any additional modifications without prior board approval. Regular season and ALL-STAR uniforms will be approved by the General Board.

SECTION 7.2. EVALUATIONS AND DRAFT. In divisions with registration numbers enough for multiple teams, coaches and players will participate in an evaluation, followed by a draft. The purpose is to attempt to maintain balanced teams.

- a. **PROTECTED PLAYERS.** Only head coaches who coached the previous season may save/protect players (NOT to include TEE-BALL). The head coach's child and the two assistant coaches' children are saved/protected. No more than 5 players can be protected, including the head coach and assistant coaches' children. The protected players will count as the team's first draft picks up to 5 rounds.

b. DRAFT PROCESS:

- i. Coaches will draw cards (or sequential numbers from a hat) for draft order.
- ii. The first coach will begin by selecting the first round pick.
- iii. The last coach will select their 1st round pick and THEN will select their second round pick.
- iv. The draft will continue in this “snake-like” picking process until all players are selected that were present for evaluations (ex. There are 5 coaches; draft order will be 1-2-3-4-5, 5-4-3-2-1, 1-2-3-4-5, etc).
- v. Open selection of players from the evaluation for a coach with 5 saved players would not occur until the 6th round; whereas a coach with only 3 saved players would begin open selection in the 4th round. If a coach does not have a child participating in this division, does not yet have any assistants, and did not head coach the previous year; they would begin their open selection in the 1st round.
- vi. Any player who does not show up for evaluation and is not a protected player will not be a part of the draft, but will have his/her name put into a hat for random selection at the end of the draft. The random selection will continue until all registered players are rostered.
- vii. The League shall give courtesy to siblings to remain on the same team, as long as they are in the same division.

SECTION 7.3. ALL STARS. Dependent on interest and availability of players, coaches, and tournaments, the General Board will vote on whether or not to participate in an “All Stars” season following the regular season for divisions within Baseball and/or Softball programs.

- a. **SELECTION:** The process for selection of All-Star coaches will be determined for each division prior to the beginning of each regular season. Due to the varying number of teams and players in each division, the standards may be different for each division. Should no specific selection process be determined for the season, the default process will be:
 - i. **COACHES:** Coaches will communicate their interest in coaching an All Stars team for a specific division to the Baseball/Softball Director at least 2 weeks prior to the end of the regular season. The coach’s win/loss record shall not be a determining factor in eligibility to coach All Stars.
 - ii. **PLAYERS:** All players in that division will be notified of All-Stars team. A try-out date will be coordinated between the Softball/Baseball Director and Head Coach (once approved).
- b. **COMMITMENT.** Once rosters and schedules for All Stars have been established, failing to fulfill the commitment as an All-Star coach will be reviewed by the General Board prior to the start of the next season to determine eligibility for future involvement in the League.

Article VIII

BYLAWS

SECTION 8.1. DISTRIBUTION. Every member will receive a copy of the bylaws, as they become members and/or annually.

SECTION 8.2. REVIEW. Bylaws are to be read at the first meeting after elections. Bylaws will be reviewed every 2 years.

SECTION 8.3. AMENDMENTS. Bylaws may be amended at any time with approval of the General Board. These Bylaws may be amended or repealed, or new Bylaws adopted by the Executive Board at any meeting by the affirmative vote of not less than two-thirds of all the Executive Board present, provided notice of the proposed change is given not less than ten (10) days prior to such meeting.

ADOPTED BY THE BOARD: September 2025