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ARTICLE I Finances

Section 1 - The Board of Directors shall decide all matters pertaining to the finances of the League, bearing the responsibility to conduct all financial affairs in a prudent and sound manner.

Section 2 – The fiscal year of the League shall be September 1 through August 31.

Section 3 – The Board of Directors shall institute policy relative to the preparation and acceptance of an annual budget, and periodic and annual presentation of financial reports. The Treasurer will prepare the annual budget and submit it to the Board for approval. Expenditures will be made in accordance with the approved budget. Expenditures outside of or exceeding the budget, or in excess of \$1,500 .00 require majority approval by the Board of Directors. Expenditures between \$250 and \$1,499.00 will require majority vote within the Executive Board of Directors. The Board of Directors will work in conjunction with a hired 3rd party bookkeeper to handle the day-to-day finances and interim finances.

ARTICLE II Special Meetings and Voting

Section 1 – Special meetings of the League membership may be called by the President or upon written request to the Secretary by at least 3 members of the Board of Directors. Notice of the time and place of special meetings of the League membership shall be made known to the membership of the League one day prior to the time and date of the meeting. Membership shall be defined as all parents of the league, and all elected members of the Board of Directors as well as committee chairpersons and Honorary members.

Section 2 – At each special meeting of the League every eligible member (as defined above) present shall be entitled to vote. There shall be no proxy voting. A majority of those present and eligible to vote shall be required for election and questions brought to a vote.

Section 3 – The presence of not less than 20 members, including Board of Director members, eligible to vote shall be required to constitute a quorum for the transaction of business at any special meeting of the League.

Section 4 – eVoting

1. All participants must have access to the necessary equipment for participation in the e- vote. (If any participants do not have access, an e-vote cannot be taken.)
2. The chair (president or his/her designee) shall develop the time frame for the e- vote.
3. A minimum of (24 Hours) notice shall be provided to all participants via (e- mail, text, or telephone) by the (secretary or chair). Such notice shall include the motion and supporting documentation for the e-vote.
4. A second is not necessary for the motion to be considered.
5. Each new main motion must be made in a separate, new e-mail message with no other message thread included.
6. New motions in a new message thread (may or may not be) be introduced while there is another motion currently being debated. There is no limit on the number of simultaneous threads pending.



OPENING A MOTION FOR CONSIDERATION

1. The chair shall assign a number to the motion and shall include the number in the subject line.
2. The subject line must include the word "Motion (number)."
3. The first line of the message must begin with, "I would like to put a motion via email for....."
4. Members shall use "Reply All" in all messages.
5. Members may respond at will, that is, without seeking recognition from the chair.
6. Secondary and incidental motions shall be given a letter designation in the subject line by the chair. (For example: The main motion is given the number 1. There is a motion to amend. The amendment is given the designation "a". In the subject line the amendment will be designated "Motion 1-a".)
7. Multiple secondary and incidental motions shall be given succeeding letter designations by the chair. (For example, a main motion, amendment, a motion to refer to a committee and a motion to postpone to a certain time are all pending. The main motion is 1, the amendment is a, the referral is b, and the postponement is c. Motion 1-a-b-c.) As each motion is disposed of, the corresponding letter in the subject line is removed.
8. In the case of conflicting secondary or incidental motions, the chair shall determine preference in recognition by the date/time stamp on the messages. When a higher- ranking motion is made first, the lower-ranking motion is not in order.
9. Messages with a date/time stamp after a secondary or incidental motion is stated by the chair shall be disregarded. The chair shall inform the member who made the disregarded motion that the motion is not in order at the time by using "Reply" rather than "Reply All."

VOTE

1. The chair shall put the motion to a vote by restating the pending motion and requesting the members to vote now. The word "vote" shall be in the subject line. (Example: Motion 1-a Vote)
2. The chair shall include the time frame/deadline for the vote.
3. Members shall state, "I vote yes," or "I vote no" in the first line of the response and use "Reply All".
4. The secretary or chair of the vote shall tally the votes and report the result of the vote to the participants, including the number of votes cast for and against the motion.
5. The motion carries with a majority vote. If a majority vote is not reached in favor of the motion, the motion does not carry.
6. The chair shall either state the next pending motion and open debate or shall declare the thread on "Motion (number)" closed.

SECRETARY'S RECORDS AND MINUTES

1. The secretary shall compile and maintain the complete thread of the motion and its disposition including all secondary and incidental motions.
2. The secretary shall prepare minutes of the vote and shall send the minutes to all the members.
3. Any member shall have the right to request a copy of the message thread of a motion.
4. minutes shall be approved at the next regular meeting.



ARTICLE III Election of Board of Directors

Section 1 – On an annual basis, during the Board of Directors first meeting in the month of July, nominations for the next Board cycle will be recorded and during the Board of Directors second meeting in July, the election of the Board of Directors to serve for the next cycle, shall take place.

Section 2 – The term of office for all Board of Directors members shall be one year, beginning July 1st, and ending the following June 30th. All Board members shall be eligible for re-election. There are no term limits. The first two weeks of July will be used to transition from the old Board members to the new Board members. This transition will occur at the Board meeting on the second meeting in July. All new and old Board members should attend this meeting, if possible.

Section 2 – The term of office for all Board of Directors members shall be once year, beginning August 1, and ending the following July 31. All Board members shall be eligible for re-election. There are no term limits. The first two weeks in August will be used to transition from the old Board member to the new Board members. This transition will occur at the Board meeting on the second meeting in August. All new and old Board members should attend this meeting, if possible.

Section 3 – Qualifications for Members of the Board of Directors

- A. All Executive Board candidates will have been adult members of the League for a minimum of one fiscal year prior to their election.
- B. Candidates for President, Vice President of Operations, Vice President of Marketing and Fundraising and Treasurer must have previously served for a minimum of one year on the CYB Board of Directors.
- C. At the time of nominations, the Board of Directors may suspend these requirements by majority vote.
- D. The Board of Directors may vote by majority to include a candidate who does not meet the above requirements.

Section 4 – In the event of the death, resignation, dismissal, or inability to perform the duties of office for any reason, of any Board member, the Board of Directors by majority vote of the entire Board, shall be empowered to select a replacement for such Board member who shall serve until the end of the fiscal year. The above Board of Director’s qualifications apply to such special elections.

ARTICLE IV Board of Directors

Section 1 – The Executive Board shall include the President, Vice President of Operations, Vice President of Marketing/Fundraising, Auxiliary President, Secretary, Treasurer and the Parliamentarian.

Section 2 – The Board of Directors shall include the Executive Board, Player’s Agent, Division Commissioners (5), Head Scorekeeper, Public Information Officer, Webmaster and Social Media Coordinator, General Field Manager, Equipment Manager, Uniform & Apparel Manager, Safety Manager, Corporate Account Executive, and Coaching Director. Positions may be combined at the discretion of the Board.



Section 3 – The Board of Directors shall meet the twice a month typically the 2nd and 4th Tuesday of each month in the evenings at or around 7:30 p.m. for regular board meetings. Changes in the meeting place, date and/or time, and scheduling more frequent meetings when business mandates such, may be made at the discretion of the League President. In order to call a meeting to order, a quorum consisting of 33% of the Board membership must be present.

Section 4 – Upon election to the Board of Directors, each board member is immediately eligible for a 20% discount on registration fees for the subsequent Spring and Fall seasons. If a board member is volunteering in another capacity that receives a discount, the board member will receive all discounts for which he/she is eligible. Board Members joining the Board of Directors outside of the normal election cycle will not be eligible for this Board Member Discount. All eligible Board Members will receive remaining 80% discount on registration fees (discount not to exceed 100% of registration fees paid), to be paid at the end of the subsequent Spring season. On an annual basis, during the Board of Directors meeting on the second Tuesday in May, the board will discuss this remaining 80% discount to Board Members. For tracking and transparency purposes, this additional discount will be paid by check from the CYB Treasurer. A vote of the Board of Directors is required for a Board Member not to receive the remaining 80% discount. If a motion passes regarding a board member not receiving the discount, that member will be ineligible from receiving the remaining 80% discount. The decision of the Board of Directors can be appealed, in writing, to the CYB Executive Board. The decision of the CYB Executive Board will be final and not subject to appeal.

Section 5 – All board members must be in good standing with the league. Including having all fee's paid, and fulfilling their position requirements as listed under each position section of the By Laws. Upon a formal complaint to the Executive Board regarding a board members illegal actions, unethical behavior, or disregard to By Laws, rules (division, CYB and/or Pony rule book), or parent/coaching code of conduct. A Board member can be placed under review/discussion regarding their position on the Board. A vote of 2/3 is needed to remove an Executive Board member, and a majority vote to remove any other position. Once a member is removed, they must wait until a new/next election year to be nominated and reconsidered.

ARTICLE V Auxiliary

Section 1 – An Auxiliary organization will exist for the purpose of assisting the Board of Directors in concession stand operation, and other activities as suggested by the Board of Directors. All activities are subject to Board approval.

Section 2 – Financial statements must be prepared on a monthly basis by the Treasurer of the Auxiliary. These must be presented at the first meeting of each month, by the Auxiliary President or a representative of the Auxiliary and should be given to the League Treasurer prior to each monthly meeting so that he/she may incorporate them into the monthly report.

ARTICLE VI Duties of Board of Directors

Section 1 – President

The President shall preside at all meetings of the League membership and at all meetings of the Board of Directors; attends all meetings held by regional PONY Baseball, Inc.; receives all mail, supplies any communications from PONY Baseball, Inc.; ensures that all League personnel are briefed on all rules,



regulations, and policies of the Board of Directors and PONY Baseball, Inc.; performs such duties and assignments as customarily pertain to the office; may countersign checks with the Treasurer. Ensures Treasurer submits fiscal year-end financial information to the league tax preparer by October 1. The President shall make decisions based on his/her determination of what is in the best interests of the League overall, not just a single player, manager, coach, team or parent. The President may not act as a manager of any team, Pinto level or above, without majority approval of the Board. The President is a non-voting member of the Board and any CYB subcommittees/meetings on or in which he/she may be participating, except when a tie vote occurs and needs to be broken. The President is responsible for arranging with the City of Cypress and the Cypress Unified School District for practice and game fields. This is a year-round position and requires being at the majority of Board meetings.

Section 2 - Auxiliary President

Coordinates and supervises the operation of the Snack Bar; presides over all Auxiliary meetings. Coordinates and supervises any other duties mutually agreed upon with the Board or the League President. Coordinates contracts with outside vendors. Defines snack bar schedule (coordinates with CYB & Pony/Colt for coverage). Coordinates with city for repairs and transfer of ownership between organizations. Coordinates relationships between CYB and Pony/Colt. Reports to CYB Board once per month. Is a primary signer on the Snack Bar bank account. Directly reports to the CYB President. This is a year-round position and requires being at the majority of Board meetings.

Section 3 - Vice President of Operations

The Vice President in charge of operations shall be responsible for the actions of the following positions: Coaching Director, Player Agent, General Field Manager, Equipment Manager, Safety Officer, Head Scorekeeper, Bronco Commissioner, Mustang Commissioner, Pinto Commissioner, Shetland Commissioner, and Foal Commissioner. He / She will temporarily fill a position when one is effectively vacated, until a replacement can be found. He / she will fill in for the president at meetings or other duties upon request. The Vice President of Operations will serve as interim President in the event the President of the League is unable, unwilling, or unqualified to serve as President. This is a year-round position and requires being at the majority of Board meetings.

Section 4 - Vice President of Marketing & Fundraising

The Vice President of Marketing & Fundraising will have the primary responsibility of coordinating activities relative to fundraising. The Vice President of Marketing shall be responsible for the actions of the following positions: Uniform & Apparel Manager, Corporate Account Executive, Webmaster & Social Media Coordinator, and Public Information Officer. Within this primary responsibility, the Vice President of Marketing will seek and secure financial support for league operations through sponsorships, grants, donations, and scholarships from appropriate sources; organize and implement league fundraising activities; identify and review possible fundraising activities and maintain records of all monies secured through sponsorships and fundraising initiatives and deliver the monies to the League Corporate Account Executive in a timely fashion. Additionally, the Vice President of Marketing will oversee the Opening Day, Closing Day and Fundraising event committees. The Vice President of Marketing & Fundraising will answer to the President of the League. The Vice President of Marketing & Fundraising will serve as interim President in the event the President of the League is unable, unwilling, or unqualified to serve and the Vice President of Operations is unable, unwilling, or unqualified to serve as President. This is a year-round position and requires being at the majority of Board meetings.



Section 5 - Secretary

The League Secretary is responsible for documenting all Board meetings by typing Board meeting minutes into a template and emailing the minutes to the League President with 48 hours of the Board meeting. The Secretary will be part of any disciplinary committees to properly document the meeting. This is a year-round position and requires being at the majority of Board meetings.

Section 6 – Treasurer

The Treasurer shall receive and disburse all funds with the approval of the Board of Directors; collects, deposits, and disperses League funds and is the primary signatory on all checks; shall keep an accurate account of all funds received and disbursed for the League; shall submit a financial report at all regular monthly meetings and at such times as may be requested by the President; shall submit fiscal year-end financial information to the league tax preparer by October 1. The Treasurer shall work in conjunction with the hired 3rd party Bookkeeper. This is a year-round position and requires being at the majority of Board meetings.

Section – 7 Player Agent

The player agent shall be responsible for all the player information given to the league. He /She will verify its integrity and work closely with the all the commissioners and webmaster to assure its proper usage. He/She will also be in charge of storing sensitive information and will follow the league presidents' directives on the proper storage and return of such information. Shall assist Division Commissioners in season. Also, shall be in charge of registrations and notifying division commissioners of new registrations. The player agent will also be responsible for and training Team Parents in all CYB seasons. Player Agent will coordinate player draft and all-star selection processes with the Division Commissioners. This is a year-round position and requires being at the majority of Board meetings.

Section 8 – Director of Facilities and Fields

The Director of Facilities and Fields is in charge of the maintenance of all playing fields CYB utilizes. This includes, but it's not limited to; the playing fields, areas around the playing fields and any area that CYB is responsible for. Additionally, the Director of Facilities and Fields will be responsible for creating the Field Maintenance Schedule for each season. He/She will work with the VP of Operations on field usage in the event of bad weather. This is a year-round position and requires being at the majority of Board meetings. This position requires an annual budget projection and report.

Section 9 – Director of Equipment

The Director of Equipment is in charge of the upkeep, disposing, donating, retaining and purchasing any league equipment that is used directly for playing baseball. He/She will work closely with the Coaching director and assist in the purchasing of any necessary training material. This is a year-round position and requires being at the majority of Board meetings. This position requires an annual budget projection and report.

Section 10 – Director of Uniforms and Apparel

The Director of Uniforms and Apparel is in charge of the upkeep, disposing, donating, retaining and purchasing any league uniform that are used directly for playing baseball. This includes but is not limited to any season or post season teams that represent CYB at any time. Also, he/she shall execute a plan to purchase and sell CYB apparel to the public. This is a year-round position and requires being at the majority of Board meetings. This position requires an annual budget projection and report.



Section 11 – Bronco Commissioner

The Bronco commissioner will oversee all operations of the Bronco division. This includes, but is not limited to: team drafts, rules implementation, conflict resolution within the division, and managerial support. Oversees and coordinates the "pool player" process for the Bronco division. Coordinate the manager evaluation process at season's end. Assist in the all-star player and manager selection process. Recruit and present manager candidates for board approval. Restrictions: Cannot have a child playing in the same division he/she represents. Cannot be a team manager/coach in the same division he/she represents. This is a year-round position and requires being at the majority of Board meetings.

Section 12 - Mustang Commissioner

The Mustang Commissioner will oversee all operations of the Mustang division. This includes, but is not limited to: team drafts, rules implementation, conflict resolution within the division, and managerial support. Oversees and coordinates the "pool player" process for the Mustang division. Coordinate the manager evaluation process at season's end. Assist in the all-star player and manager selection process. Recruit and present manager candidates for board approval. This commissioner will also assist the Bronco division with pool players. Restrictions: Cannot have a child playing in the same division he/she represents. Cannot be a team manager/coach in the same division he/she represents. This is a year-round position and requires being at the majority of Board meetings.

Section 13 - Pinto Commissioner

The Pinto Commissioner will oversee all operations of the Pinto division. This includes, but is not limited to: team drafts, rules implementation, conflict resolution within the division, and managerial support. Oversees and coordinates the "pool player" process for the Pinto division. Coordinate the manager evaluation Recruit and present manager candidates for board approval. This commissioner will also assist the Mustang division with pool players. Restrictions: Cannot have a child playing in the same division he/she represents. Cannot be a team manager/coach in the same division he/she represents. This is a year-round position and requires being at the majority of Board meetings.

Section 14 - Shetland Commissioner

The Shetland Commissioner will oversee all operations of the Shetland division. This includes, but is not limited to: team drafts, rules implementation, conflict resolution within the division, and managerial support. Oversees and coordinates the "pool player" process for the Shetland division. Coordinate the manager evaluation process at season's end. Assist in the all-star player and manager selection process. Recruit and present manager candidates for board approval. This commissioner will also assist the Pinto division with pool players. Restrictions: Cannot have a child playing in the same division he/she represents. Cannot be a team manager/coach in the same division he/she represents. This is a year-round position and requires being at the majority of Board meetings.

Section 15 - Foal Commissioner

The Foal commissioner will oversee all operations of the Foal division. This includes but is not limited to: team drafts (or assembly), rules implementation, conflict resolution within the division, and managerial support. Coordinate the manager evaluation process at season's end. Recruit and present manager candidates for board approval. Restrictions: Cannot have a child playing in the same division he/she represents. Cannot be a team manager/coach in the same division he/she represents. This is a year-round position and requires being at the majority of Board meetings.



Section 16 – Incident and Safety Director

Shall continually monitor the playing fields and practice areas either directly or by report to appraise any conditions which may need correction to maintain a safe playing environment; shall notify the Board and /or Director of Facilities and Fields of such conditions, so that they may be evaluated and acted upon in a timely manner; is responsible for maintaining a first aid kit, and supplies, and organizing any formal first aid training deemed necessary for members of the fields or practice areas, and assist the parents with any insurance questions or paperwork; is in charge of maintaining current insurance policies and filing claims on behalf of the League membership; files incident reports with the Executive Board for any and all accidents. Monitors the CYB Incident and Injury Report Google Form:

<https://docs.google.com/forms/d/1jL9NrJxeinJCOCGrS9RRaYiepncaYBjIhuTOrinRxco/edit>

Section 17 – Director of Scorekeeping

The Director of Scorekeeping is in charge of training official scorekeepers for each team. He/She will follow and implement any rule changes as quickly as possible. He/She are responsible for making sure all teams have adequate supplies. The Director of Scorekeeping shall input all scores into the league's website on a nightly basis. This position requires an annual budget projection and report.

Section 18 – The Director of Public Relations.

The Director of Public Relations serves as the link between Cypress Youth Baseball and the general public. The Director of Public Relations shall serve as the primary spokesman for Cypress Youth Baseball relative to any release to print and broadcast media. Release information of interest to members of the league and general public via website postings, emails, or other mediums as deemed appropriate. The Director of Public Relations shall solicit news releases from the various divisions within the league and teams within the divisions. Encourage each team to designate a parent or other interested person to serve as the team's news representative. Work closely with the Director of Technology to maximize positive exposure of Cypress Youth Baseball. This is a year-round position and requires being at majority of Board meetings.

Section 19 – Director of Technology

The Director of Technology is primarily responsible for maintaining the official website www.cypressyouthbaseball.org, acts as the local administrator for all CYB digital assets (Dropbox, Social Media Channels, etc.). The Director of Technology should use a Technology committee to ensure the league is effectively supported. The Director of Technology sets up online registrations for both Spring and Fall seasons. Periodically reviews all the divisional and team sites for appropriate content and handles the removal of any content deemed offensive or inappropriate for Cypress Youth Baseball. Refers to the appropriate league representative when a complaining party identified an error (e.g. wrong score report) so that the appropriate league representative can make the necessary change. Make immediate changes or takes any action as deemed appropriate when time is of the essence. Post any appropriate Pony Organization news bulletin or link to any news source. "Maintaining" as used in the context means in addition to its usual application, means: Posting information of interest to the members of the league and general public; Provide links to other websites of interest; and solicit news released from the various divisions within the league and teams within the division. Identify ways and means to generate capital through the website such as posting advertising or sponsorship of a webpage or a team page. Conduct orientation training at least once prior to the beginning of the regular season for manager or their designate. This is a year-round position that requires being at majority of Board meetings.

Section 20 – Director of Fundraising and Sponsorship

The Director of Fundraising and Sponsorships shall solicit both small and large businesses for corporate sponsorships and coordinate team sponsorships. The Director of Fundraising and Sponsorship shall keep



detailed records of corporate sponsors and their yearly donations in an excel format. Any and all sponsorship funds will be submitted to the league treasurer. The Director of Fundraising and Sponsorship shall work with the leagues legal representatives on creating sponsorship contracts and other documents needed. Follows Board directives and policies in relation to corporate actions.

Section 21 – Parliamentarian

Responsible to keep all Board meetings on track per the Leagues Bylaws, Constitution and Roberts Rules of Order. This is a year-round position and requires being at the majority of Board meetings.

Section 22 – Director of Recreational Baseball Commissioners

The Director of Recreational Baseball Commissioners will be responsible for the education, training and support of the managers and assistant coaches within the Cypress Recreational Baseball League. He/She will develop and implement a curriculum appropriate for all age group ensuring that the players are being train in accordance with the leagues mission statement. The Director of Recreational Baseball Commissioners will work with the VP of Operations to resolve any rule issues and ensure that coaches are following league ethics at all times. This is a year-round position and requires being at majority of Board meetings.

Section 23 – Director of Social Media

The Director of Social Media will be responsible for communicating news on CYB social media channels through static posts, stories, reels, videos, etc. The Director of Social Media is to utilize a Social Media Committee to actively grow CYB social media channels, engage in community social media pages, local youth baseball groups, etc. The Director of Social Media will also utilize a paid social media advertising budget to run effective social media campaigns that drive CYB registrations. This position requires an annual budget projection and report.

Section 24 – Director of Advanced Baseball

The Director of Advanced Baseball will be responsible for the education, training and support of the managers and assistant coaches with the Cypress Elite and Cypress Select programs. He/She will develop and implement a curriculum appropriate for all age groups ensuring that the players are being trained in accordance with the leagues mission statement. The Director of Advanced Baseball will work with the VP of Operations to resolve any rule issues and assure that coaches are following league ethics at all times. This is a year-round position and requires being at majority of Board meetings.

Section 25 – Director of Umpire and Scheduling

The Director of Scheduling and Umpires is responsible for coordinating with the selected umpire agency to provide umpires for out Pony, Bronco, Mustan and Pinto division games; including post-season and All-Star Tournaments. Oversee the CYB “Umpire” program, including recruiting, training, scheduling, and paying umpires for our Shetland Division (and other divisions, if appropriate). Develop and maintain the CYB season game schedules for all-divisions, including re-scheduling games as necessary. This position should also participate as a member of the Rules Committee.

Section 26 - At Large Board Members

Are responsible for attending regularly scheduled Board meetings and participate in three or more of the Standing Committees. At Large board members are required to attend 50% of scheduled board meetings.



ARTICLE VII Standing Committees

These special committees are appointed by the President for the purposes listed and defined below. These committees may be composed of Board members, other League members, or interested persons as directed by the President. The duties of these committees will be outlined by the President at the time of appointment. Any recommendations or actions by these subcommittees must be subsequently adopted or confirmed by the Board of Directors at a Board meeting in order for the recommendations or actions to have any force or effect.

Section 1 – Rules Committee

This committee is established to review, on an ongoing basis, the playing and drafting rules for the League; the committee will ensure that the League rules are in conformity with those established or recommended by PONY Baseball, Inc., and that they exist to foster sportsmanship, fairness, teamwork and training in the fundamentals of youth baseball; this committee will meet regarding the playing and drafting rules prior to the start of the draft and make recommendations to the Board regarding any changes or deletions of current rules. In the event of a protest of a rule in a game situation, this committee will make the final determination as to the outcome of the protest. The Vice President of Operations will chair this committee. It is recommended that this committee be made up of, but not restricted to, all Division Commissioners, the President, and the Player's Agent. A sub-group of this committee will be used in cases of disciplinary reviews and/or actions (see Section 4).

Section 2 – Tournament Committee

This committee will meet prior to sanctioned or other tournament play and determine how teams will be drafted, the number of teams that will compete, team manager selections, and whether or not the League will host a sanctioned tournament. The following positions are to be in this committee, President, VP Ops, VP Marketing, Player Agent, General Field Manager, Auxiliary President, All Star Coordinator, and Tournament Coordinator.

Section 3 – Fundraising Event Committee

This committee will be responsible for the planning and coordination of major fundraising events to provide for the improvement of the League playing fields, as needed. The Fundraising Event Committee will be chaired by the Vice President of Marketing & Fundraising. All Board members are encouraged to participate in some fashion on this committee and/or during the event, including enlisting participants and the procurement of prizes and sponsorships.

Section 4 – Disciplinary Actions Committee

Upon receipt of a written request by a member of the League, the Board shall have the authority through this committee, to suspend, discharge or otherwise discipline any member, manager, coach, player, league official, umpire or other person whose conduct is considered detrimental to the best interests and mission of the League. Such action shall only be taken after a prompt, full review by the committee of the incident(s) and facts which gave rise to the written complaint being filed, and only if said committee meets and thereafter recommends such action be taken. This committee may decide the method of investigating the matter(s) giving rise to the complaint, ensuring, however, that all parties are given the opportunity to present their views in person or via representatives of their choosing. The above procedure applies during any and all parts of the playing season. The President shall chair the name this committee if called upon to do so, taking care not to include any persons who may be either directly or indirectly involved with the



incident. If the President is unable to participate in the meeting/review, then the VP of Operations will act in his/her stead. There shall be a minimum of 5 Board members being present in total. Determinations by this committee shall be by a vote of the simple majority of its members.

Appeal-

A written appeal of the punishment can be submitted to the Disciplinary Action Committee within 24 hours of notice of suspension. The written appeal must be submitted by the accused or legal guardian. The Disciplinary Action Committee has 72 hours of receipt of the appeal to respond with their decision on the appeal.

Section 5 – Opening/Closing Day Committees

Are responsible for planning the events of Opening and Closing days; will coordinate the acquisition and distribution of player trophies and awards with the Vice President of Marketing & Fundraising.

Section 6 – Titans Committee

This committee will meet prior to sanctioned, select or other tournament play and determine how teams will be determined, the number of teams and age groups of teams that will compete, planning and coordination of player tryouts, and team manager selections. The Titans Committee will meet on an as needed basis and is chaired by the Director of Advanced Baseball.

Section 7 – Special Committees

From time to time, issues may arise that need to be addressed if not already addressed by one of the above committees. Any member of the Board may request that a committee be established to address such issues. Such requests may be put to a vote by the Board or be established at the discretion of the President.

ARTICLE VIII

Vending and Corporate Sponsorship

Section 1 – In order to sell or advertise goods or services on the premises of Cypress Youth Baseball, an individual, organization or business must provide a meaningful benefit to the League from their proceeds of their sales. Prospective vendors must meet the licensing requirements of the City of Cypress in order to conduct business at Oak Knoll Park. Vendors are responsible for providing proof that they have met the City's requirements to the Vice President of Marketing & Fundraising in order to be considered for approval.

Section 2 – The Vice President of Marketing & Fundraising or designee shall keep accurate and up-to-date records of corporate sponsorship. Prior to inviting any individual, organization or business to sell or advertise goods or services, a member of the League must check the status of that corporate sponsor with the Vice President of Marketing & Fundraising.

Section 3 – These restrictions on the sale or advertisement of goods or services apply year- round, including periods of tournaments and league play.

Section 4 – By majority vote of the Board of Directors, a non-profit organization or corporation (e.g. a school) may sell or advertise goods or services for the purpose of fundraising for a cause consistent with the purpose of the Cypress Youth Baseball League.



ARTICLE IX Roberts Rules of Order

The rules contained in the most current edition of “Roberts Rules of Order” shall govern League meetings, and meetings of the Board of Directors and Committees in all cases which they are applicable and not inconsistent with these By-Laws and any special rules of order adopted by the League. While Roberts Rules are a recognized format for settling procedural matters, they can require interpretation by a knowledgeable person, and in general, are written for a more formal type of meeting than that usually associated with League operations. It is suggested that meetings not be bogged down with constant references to Roberts Rules where no serious challenge to procedure is made.

Section 1 – General Voting Guidelines

Following Roberts Rules of Order, voting by the Board of Directors may proceed with the presence of a quorum. A quorum is 50% of the Board of Directors membership plus 1. A motion put forth by a board member will proceed with a second from another board member. The chair shall put the motion to a discussion by restating the pending motion and requesting the members to offer any pertinent discussion. Once the discussion has concluded, the chair shall put the motion to a vote by restating the pending motion with any clarifications from the discussion. Members shall vote yes, no, or abstain. Abstention votes are reserved for those with a direct personal interest in the matter that amounts to a legal or ethical conflict of interest. Abstentions are counted and noted, but do not affect the voting result. The chair of the vote shall tally the votes and report the result of the vote to the participants, including the number of votes cast for and against the motion. The motion carries with a majority vote. If a majority vote is not reached in favor of the motion, the motion does not carry. In the event of a tie, the President will vote to break the tie.

ARTICLE X Amendments

The By-Laws, Constitution and any Local League Rules, may be amended at any time by a majority vote by the Board of Directors, present at the time of the proposed amendment, as long as a quorum is present.

ARTICLE XI Distribution of Property upon Dissolution

Upon dissolution of Cypress Youth Baseball and after all outstanding debts and claims have been satisfied, the Members shall direct the remaining property of Cypress Youth Baseball to another legally Incorporated entity which maintains the same objectives as set forth in Article II of this Constitution, which are or may be entitled to exemption under Section 501 [c]-[3] of the Internal Revenue Code or any future corresponding provisions.



Revision	Date	Amendment	Author
NC	NA	Initial Release	NA
A	7/26/2022	Updated: Article I, Section 3 Article II, Section 1 Article III, Section 1, 2 Article VI, Section 2, 8, 9, 10, 16, 17, 18, 19, 20, 22 Added in Article VI: Section 24, 25, 26 Updated: Article VII, Section 4, 6 Added in Article VII: Section 8, 9	Chad Judy
B	5/27/25	Added: Article IV, Section 5	Jackie Burton