

CONSTITUTION & BYLAWS

Signal Mountain Youth Softball

Rev 2

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Article 1: Name, Purpose, and Organization

- 1.1. The name of the organization shall be Signal Mountain Youth Softball, for purposes of abbreviation, acceptable names herein shall be "SMYS".
- 1.2. Signal Mountain Youth Softball (the organization) may conduct business as Signal Mountain Youth Softball.
- 1.3. It is the policy of Signal Mountain Youth Softball not to discriminate or tolerate discrimination on the basis of race, sex, age, religious beliefs, physical handicaps, or financial status.
- 1.4. The mailing address shall be PO Box 112, Signal Mountain, TN 37377 unless otherwise designated by the Executive Board of Directors.
- 1.5. Signal Mountain Youth Softball is a member of Dizzy Dean Softball and operates within the League Rules and Bylaws of Dizzy Dean Softball for rec teams only.
- 1.6. Signal Mountain Youth Softball Recreational teams will affiliate themselves with the Scenic City League (SCL) for Spring and Fall for age groups 8U and above for the purpose of promoting additional competition for the youth of Signal Mountain. 6U age group will not be part of the SCL pending two more teams have been formed with the Signal Mountain Youth Softball program.
- 1.7. The purpose of Signal Mountain Youth Softball shall be to promote youth girls' sports in the Signal Mountain area and to further promote the development of leadership, character, sportsmanship, tolerance, discipline, and athletic ability, and to nurture youth fitness, volunteerism, and a lifelong love of sports. The organization is organized exclusively for charitable and educational purposes, more specifically to provide sports participation and youth services for the youth of Signal Mountain.
- 1.8. Mission Statement
 - a) SMYS will make every effort to ensure that every child with the desire to participate get the opportunity to play without regard to prior experience, athletic ability, or financial status.
 - b) SMYS is committed to instilling Honesty, Loyalty, Integrity, Teamwork, Discipline, Sportsmanship, Respect, Leadership, Trust, Commitment, and the importance of Education in our young participants. We believe these values and virtues are important to their growth and to them becoming active members of our community and society.
 - c) SMYS will instill in our youth the challenge of competition, the joy of victory, the reality of defeat, and the importance of commitment and community service.
 - d) These goals will be achieved through organizing our dedicated volunteers, caring parents, and business associates who wish to partner with our great youth sports program.

Article 2: Governance

- 2.1. The governance of the organization shall be vested in the Executive Board of Directors. The Board of Directors shall consist of the following five (5) people; President, Vice President, Secretary, Treasurer, 6U/8U Commissioner, 10U and above Commissioner: each to serve a two-year term, with the President serving a three-year term. The following volunteer positions shall consist of the following seven (7) people; Information Officer, Equipment Coordinator, Uniform Coordinator, Umpire in Chief, Sponsorship Manager, and Registration Manager. When a volunteer position is unfilled, the responsible Executive Board Member in the organization chart in Article 12 will perform those responsibilities.

- 2.2.** The Executive Board of Directors has the authority to appoint *Ad Hoc*, Standing Committees, and Subcommittees that will aid in the administration and facilitation of the business of the organization under the direction and guidance of the Executive Board of Directors. Volunteers or appointees to SMYS *ad hoc* subcommittees do not possess the authority to vote at regular board meetings but may be required to present recommendations to the Executive Board of Directors.
- 2.3.** Election of Directors
- a)** Elections will generally be held in the month of June each year with the term to begin in July. The Secretary and 6U/8U Commissioners will be elected in odd years. The Vice President and 10U and above Commissioner will be elected in even years.
 - b)** Members of SMYS in good standing (with no outstanding debt) will be able to submit a letter of intent to run for a particular office. Letters of intent will be due by the end of May. Notice of this process will be posted on the league website.
 - c)** The Executive Board will review all letters and will narrow the applicants down to two (2) candidates per office. The narrowing process will be based on the reputation, experience, and level of commitment of the applicants. The names of the selected candidates will be announced two weeks prior to the election date, along with the election date.
 - d)** After the conclusion of the election, the winners will be posted on the website. **They will serve a two-year term and the President will serve a three-year term.**
- 2.4.** Executive Board of Directors may only be removed from office by a unanimous vote of the Executive Board of Directors, but the Executive Board of Directors being considered for removal from the Executive Board of Directors may not partake in a vote for his/her removal from office.
- a)** Any volunteer may be removed by a majority vote of the Executive Board of Directors whenever the best interest of the organization would be compromised by that individual being detrimental to the growth, reputation, or overall benefit of the organization.
 - b)** Executive Board Members missing two meetings in any fiscal year without an excused absence from the President are subject to suspension and/or removal from the board by a majority vote of the Executive Board of Directors.
 - c)** Said Executive Board Member will be notified in writing of the suspension/removal vote.
 - d)** In the event of death, resignation, or removal, a successor shall be selected by the remaining Executive Board of Directors who shall serve the remainder of the vacant term.
- 2.5.** Regular meetings of the Executive Board of Directors shall be held at Townhall or in any other reasonable public meeting facility. Notice to Executive Board of Directors may take place via SMYS's official website, via e-mail, U.S. Mail, facsimile, or any other reasonable and accessible mode of communication. Regular board meetings will be held after each spring and fall season.
- a)** A quorum of 3/5 (three-fifths) of the Executive Board of Directors must be in attendance in order to vote on any matter, except when otherwise noted herein, at all Regular, Special, or Emergency Board Meetings.
- 2.6.** Minutes of meetings shall be kept on file and archived by the Secretary.
- 2.7.** To protect the integrity of SMYS no related members of the Executive Board of Directors shall hold similar positions during the same fiscal year (i.e. brother/sister on the finance committee, husband/wife hold the President, Vice President, and Treasurer positions).
- 2.8.** No person shall hold more than one executive office.

2.9. The Directors of this organization shall serve without compensation.

Article 3: Finance

- 3.1. A Business Checking account has been established and will be maintained. It's the main depository of the organization's funds. The President, Vice President, and Treasurer shall serve as executors of the SMYS checking account. The SMYS Executive Board of Directors shall oversee the dissemination or usage of funds.
- 3.2. All checks require one signature. The signature of the President, Vice President, or Treasurer must be on each check. Funds of SMYS in the amount of \$500 or less, for the approved expenses, may be withdrawn from the bank by the President, Vice President, or Treasurer.
- 3.3. Savings accounts may be established in preparation to replace or purchase known and unknown sports equipment and supplies as needed. These funds may be obtained by creating a line item in the budget to be known as Reserve Funds.
- 3.4. The Fiscal year of SMYS shall be the same as the calendar year from January 1 thru December 31.
- 3.5. The Treasurer shall present at each Board Meeting a current set of financial reports to be reviewed and approved. The Treasurer will also present an annual financial report for the previous year and, the pre-approved budget for the upcoming year.
- 3.6. Any proposed expenditure over \$1,000 shall require more than one bid presented to the Executive Board of Directors (e-mail is acceptable) prior to expense approval. Petty cash will be used for purchases less than \$300 incurred on behalf of SMYS. Prior approval from President, VP, or Treasurer is needed for petty cash expenses. A receipt from purchase will be required for reimbursement and the person will also sign a receipt stating they have received funds for the purchase from petty cash.
- 3.7. Upon the close of each fiscal year the Treasurer will prepare all financial documents for tax filing purposes. A qualified certified public accountant shall be utilized for tax filing purposes. Tax documents will be reviewed by all Board Members.

Article 4: Duties of Officers, Directors, and Other Key Personnel

- 4.1. See SMYS Board of Directors Descriptions

Article 5: Membership

- 5.1. Members in good standing will include all parents and/or guardians of registered players, whose financial accounts are fully paid, whose equipment has been successfully returned, and who have followed the proper code of ethics.
- 5.2. It will also include any Board of Directors, Head Coach, or Assistant Coach affiliated with SMYS.
- 5.3. Membership in the league is good for one year from July 1st to June 30th of the following year.
- 5.4. Termination of membership of a youth or adult member shall be enacted and enforced by the Executive Board of Directors without a refund. The termination will be enacted when an individual no longer follows the philosophy and principles of the organization and it is deemed by the Executive Board of Directors that the individual or family has come detrimental to the growth, reputation, or overall benefit to the athletes, coaches, volunteers, or the organization.

Article 6: Amendments to the Bylaws

- 6.1.** The power to adopt, alter, amend or repeal the Bylaws is vested in the Executive Board of Directors.
- 6.2.** Bylaws will be reviewed for amendments annually at the Annual Board of Directors Meeting or during the course of a Special Meeting that meets the Quorum standard;
 - a)** All board of directors members must be given a minimum of 24 hours notice to attend a special meeting; said special meetings convened specifically to amend the bylaws must be designated clearly as such in all pre-meeting notifications to board members;
 - b)** Board members present at the annual meeting or special meeting will be responsible for submitting amendment changes (if any). If a board member is unable to attend via teleconference or in person, they can submit their suggested changes via e-mail to the President no less than 24 hours prior to the annual meeting or special meeting.
 - c)** Bylaws amendment changes will be voted on the following regular board meeting or a special meeting within 30 days of the initial annual/special meeting which pertained to the amendment changes.

Article 7: Registration

- 7.1.** All registration is on a first-come, first-serve basis.
- 7.2.** Rookie Clinic will be held one week prior to evaluations.
- 7.3.** Each family must register their child(ren) under their household via the official SMYS website.
- 7.4.** Withdrawal from the program;
 - a)** If a parent/guardian withdraws their child(ren) prior to uniforms ordered, the refund will be 100%.
 - b)** If a parent/guardian withdraws their child(ren) after uniforms are ordered, no refund will be issued.

Article 8: Coaches

- 8.1.** Selection of Head Coaches and coaching staff:
 - a)** Individuals who wish to coach a recreational SMYS team must first apply via the official SMYS coaches application located on the website.
 - b)** Head Coaches will be responsible for the assembly selection of their own coaching staff; no coaching staff including the Head Coach, shall not exceed three (3) total members. For pre-draft Head Coach and Assistant Coach need to be locked in.
 - c)** The Executive Board of Directors has the authority to review, interview or reject any assistant coach applicant on any staff.
 - d)** All assistant coaches must be presented, in writing, to the board ten (10) days before the first game of the season.
- 8.2.** Head Coaches
 - a)** Coaches will be selected based on positive attitude, communication skills, leadership qualities, technical knowledge, and support of SMYS objectives.
 - b)** As a general rule, if a Head Coaches wishes to return as the Head Coach in the same position in an ensuing season, they will be given the first right of refusal to serve in that same position granted they remain in good standing with SMYS.

- c) There will be no rule precluding a coach from switching to a new or different division or level in any given season, nor will any coach be deemed as having tenure in any position, regardless of first right of refusal; in an instance where the Executive Board of Directors feels it is best for the program that a coach serves at a level other than the one they primarily choose, it may vote to place that Head Coach where they deem they may serve the program best.
- d) Assignment of Head Coaches shall be made at the sole discretion of the Executive Board of Directors, the Executive Board must consider a prospective coach's overall support of the organization, leadership of their team and staff, interaction with their player's parents, their technical competence and dedication to the program and it's goals.
- e) Successful head-coaching candidates shall be notified no later than five business days following selection.
- f) Walk-on personnel shall not be permitted on the practice or game field without express, prior permission of the Head Coach.
- g) All Head Coaches must have a weekly practice schedule and must be prepared to present a copy of that plan upon request.
- h) Coaches who receive parental complaints, verbal or otherwise, must report said complaints to their respective Commissioner within 24 hours of the receipt of the said complaint; it may be necessary and is recommended that the Head Coach document player attendance, performance, behavior, etc. in this contact; Head Coaches shall handle all complaints, comments or other communications from parents of players; any attempt by parents to circumvent dealing with a Head Coach regarding complaints, etc. by addressing them with a staff member, other parents, board members or any other SMYS volunteer shall be subject to violation of the SMYS code of conduct.
- i) The chain of command to handle complaints from parents shall be as follows; Head Coach, respective Commissioner, President, and Executive Board of Directors.
- j) All coaches will follow a dead period with no games/scrimmages/practices with the start of Hamilton county's school Thanksgiving break continuing through to the end of Hamilton county's school winter break.

Article 9: Players, Rosters, and Teams

9.1. Formation of spring and fall rosters and player selection:

- a) Each official recreational roster in each division shall contain a minimum of 10 players with a maximum of 12 players, excluding 6U. Executive Board approval is required for team numbers outside this range.
- b) Players will be placed on their respective team rosters according to birth year as dictated by Dizzy Dean; players may be moved up with Executive Board of Director approval.
- c) Rosters for 8U and above divisions will be created from previous spring core rostered teams and an evaluation process.

9.2. Formation of summer rosters and player selection:

- a) Summer Allstar rosters and teams will be unaffiliated with SMYS, with no fees submitted to SMYS.
- b) Summer Allstar rosters and player selection will be performed through a invitation/tryout/evaluation process determined by spring coaches.

- c) Summer Allstar can ~~will~~ affiliate with the RBI league, which will be the governing body for rules and schedules.

9.3. Tournaments

- a) Selection process for tournaments
 - Established SMYS spring and fall rostered teams can enter into any SCL/recreational or select team tournaments they wish, which will be directed and communicated by coaches.
 - The formation of tournament rosters must provide an opportunity for every girl to participate. All players must be notified of each tournament that the team participates in.

Article 10: Code of Conduct

10.1. The Code of Conduct

- a) All players must have countersigned by their parent(s) or legal guardian(s) the SMYS Official Code of Conduct during registration vis the website.
- b) Failure to do so may result in suspension or removal from the team.
- c) All coaches, SMYS volunteers, and the Board of Directors must sign and return the Code of Conduct.
- d) Allegations or evident violations of the Code of Conduct shall be reported to the Executive Board of Directors for review, the Executive Board of Directors shall maintain the sole authority to render sanctions or decisions on players, coaches, or volunteers and no other SMYS representative shall intervene.

Article 11: Policies & Procedures (Miscellaneous)

11.1. General procedures and policies:

- a. No SMYS Executive Board of Directors shall affect policy or procedural changes, rule alterations, order edicts or mandates, or otherwise deviate from the general context of the management of the organization without it first being discussed at a regular board meeting unless said policy or procedure change is deemed an emergency.
- b. At anytime a board member is deemed to be a conflict of interest on a voting item, they must recuse themselves from that voting item.
- c. Only pre-approved volunteers may be on the practice or game fields at any time, for any reason; permitted, pre-approved ancillary personnel shall include but not limited to: EMTs, law enforcement officials, essential game day volunteers (excluding weigh-in representatives), Dizzy Dean Sports representatives, Board of Directors, credentialed members of the media, gate and concessions volunteers, official team mom or dad, and coaches.
- d. No parents or unaffiliated personnel or person may enter the playing field or practice field, regardless of prior involvement with the program, at any time, for any reason other than to attend to an injured player said parent or guardian is directly related to.
- e. Any person who wishes to serve SMYS in a capacity who has not submitted a background check information sheet for the current season shall not be permitted on the playing or practice field with the sole exception being a parent attending to an injured child; the coaching directors shall be responsible for assuring that no personnel enters the playing or

practice fields or facilities who have not yet filled out the background check information sheet and Code of Conduct; any volunteer who fails to fill out, turn in their background check information sheet may be subject to immediate removal from the facilities or fields.

- f.** All affiliates, members, coaches, officers, or volunteers of SMYS must be of good character and high moral standing; any violations of the Code of Conduct or Bylaws may result in immediate dismissal by the Executive Board of Directors or its designees.
- g.** SMYS is a private charitable organization and reserves the right to reject or admit any application of any volunteer or player for any reason and may dismiss either, with cause, at its own discretion; however, SMYS will never discriminate against any volunteer, officer, coach, player, or affiliate based on gender, age, creed, race, sexual orientation, or financial status.

Organization Chart

Article 12



