

Ellsworth Baseball & Softball Association Bylaws

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Contents

- Article I. Name.....2
- Article II. Mission.....2
- Article III. Affiliations2
- Article IV. Membership2
- Article V. Board of Directors.....3
 - Section 5.01 Purpose3
 - Section 5.02 Composition.....3
 - Section 5.03 Election Protocol.....3
 - (a) Nominations3
 - (b) Election.....4
 - (c) Term Limits.....4
 - (d) Board Member and Officer Resignation or Removal.....4
 - Section 5.04 Duties of Board Members and Officers.....5
 - (a) Board Member5
 - (b) Officers.....5
 - (c) Other Non-Board Volunteer Positions6
 - (d) Other Non-Board Paid Positions.....8
- Article VI. Meetings8
 - Section 6.01 Regular Meetings8
 - Section 6.02 Special Meetings9
 - Section 6.03 Email Votes.....9
- Article VII. Financial Policy.....9
 - Section 7.01 Fiscal Year9
 - Section 7.02 Asset/Fund Control9
 - Section 7.03 Refunds9
- Article VIII. Committees.....9
- Article IX. Disciplinary Action9
 - Section 9.01 Complaint Protocol10
 - Section 9.02 Suspensions10
- Article X. Amendments10
- Article XI. Terms of Dissolution10

Ellsworth Baseball & Softball Association Bylaws

Article I. Name

This organization shall be known as the Ellsworth Baseball & Softball Association. Whenever the terms "EBSA" or "Association" are used, they shall refer to and mean the Ellsworth Baseball & Softball Association. The EBSA is a non-profit organization under Ellsworth Community Youth Recreation. This organization exists exclusively for charitable and educational purposes within the meaning of Section 501(c)3 of the United States Internal Revenue Code.

Article II. Mission

Provide organized baseball & softball programs in the Ellsworth area within program limitations, this program: (1) Maintains recreational and competitive programs for the community, and (2) is open to all without regard to their financial status.

The EBSA believes that a healthy, cooperative attitude between the recreational in-town baseball and softball programs and the competitive traveling baseball and softball programs will provide the maximum benefit to both players and the community. The association promotes and supports sportsmanship and the development of softball and baseball fundamentals for boys and girls living in or attending school in the Ellsworth Community School District. The association strives for all who participate to have a positive and rewarding experience that will maximize personal and team growth.

Article III. Affiliations

- (a) Ellsworth Community School District
- (b) USA Softball (USAS)
- (c) Ellsworth Community Youth Recreation Association (ECYRA)
- (d) Minnesota Baseball Tournaments and Metro Baseball League (MBT/MBL)
- (e) North American Fastpitch Association (NAFA)
- (f) Tri-County Fastpitch League
- (g) Western Wisconsin Baseball League (WWBL)

Article IV. Membership

- (a) Membership in this association will be available without regard to race, religion, color, sex, age, marital status, national origin, or handicap.
- (b) An association member is defined as a parent or guardian of a player or players currently registered on an EBSA travel or community team, EBSA coach, or EBSA Board Member. Membership in the association shall be on an annual basis.
- (c) Player fees are set by the Board annually and are set to cover expenses such as league fees, field & complex maintenance, equipment, tournament entries, insurance, bathrooms, refuse removal, field prep materials, umpires, etc. The Hager City Complex is owned entirely by the Ellsworth Baseball & Softball Association and all financial obligations for the complex and the association are paid for through grants, fundraising, donations, and player fees. The EBSA and Hager City Complex is not part of the Ellsworth School District. Financial hardship cases will be considered, and grants may be awarded at the discretion of the Board of Directors.
- (d) Only members of the association shall be eligible to submit nominations, vote and participate in business meetings or serve in any elective or appointed position. Voting rights are suspended if participation fees are not paid, unless previously waived due to financial hardship.

Ellsworth Baseball & Softball Association Bylaws

Article V. Board of Directors

Section 5.01 Purpose

The purpose of the Ellsworth Baseball & Softball Association Board of Directors (EBSA Board) is to govern the policies and procedures as established in the bylaws for the Ellsworth Baseball & Softball Association.

Section 5.02 Composition

- (a) The Ellsworth Softball & Baseball Association Board of Directors will consist of 12 voting members and the President.
- (b) All board members must be at least 18 years old.
- (c) Each board position must be held by a member of the association or someone who was a member at the time they were elected.
- (d) The board will consist of:
 - 6 board members – serving two-year terms (any existing board member re-elected at the 12/13/2023 election will serve a one-year term, any new member elected to the board will serve a two-year term. This will ensure a staggering of board members each election year and to help retain board member knowledge from year to year.
 - 5 officers; president (non-voting member), vice president of baseball, vice president of softball, treasurer, and secretary - serving two-year terms. The President elected on 12/13/2023 will serve an 8 month term in order to transition the EBSA to a new “annual” calendar that matches our baseball and softball seasons. This will also allow the President to be on a different election cycle from the VP’s of Baseball and Softball. This should ensure the board has leadership at all times.
 - 2 high school representatives (one for baseball/one for softball).
 - This can be the high school coach or someone they chose to represent them.
 - The high school representatives must abstain from voting on any issues that involve the high school or high school fields.

Section 5.03 Election Protocol

- (a) Nominations
 - i. Only members of the association shall be eligible to submit nominations for Board Members and Officers, vote and participate in business meetings or serve in any elective or appointed position. Voting rights are suspended if participation fees are not paid, unless previously waived due to financial hardship.
 - ii. Nominations can be taken during the June and July meetings, or via email, verbally, or via electronic nomination form in the time leading up to the August meeting with no new nominations being accepted later than one week prior to the August meeting date. Write-in’s will be accepted.
 - iii. Any individual who has been charged or convicted of a felony or crime involving the EBSA, as the victim of that criminal activity, shall be precluded from serving on the EBSA Board.
- (b) An individual who has been sanctioned by the EBSA, placed on probation or having been issued a suspension shall not be allowed to serve on the Board of Directors or a period of not less than two (2) years. Any individual who has been convicted of a felony or any crime involving the EBSA will never be allowed to serve as an EBSA Board member. Election
 - i. Officers and board members will be elected by voting members at the August meeting. Officers will be voted on first. Any officer candidate who does not secure a position may

Ellsworth Baseball & Softball Association Bylaws

choose to run for a board member seat. For the purpose of continuity, the officer positions will be elected during the annual election in opposite years.

- ii. Elections for Vice President of Baseball and Vice President of Softball will be held in August of odd years and their two-year term will start in September of the even year.
- iii. Elections for President, Treasurer and Secretary will be held in August of even years and their two-year term will start in ~~January~~ September of the odd year.
- iv. Election of officers and board members will take place via paper ballot if there are more than one nominee for any officer position or if there are more nominees than open seats. A valid ballot must be filled out completely. i.e. if you should vote for six, six candidates need to be selected. If a ballot vote is not required then the nominees for the Board of Directors can be filled with a motion, second and approval by the current board. If any voting member has concerns with a nominee, those concerns should be voiced at the August meeting prior to the election.
- v. Each nominee will have three minutes to introduce themselves and talk about their contributions to the EBSA and why they are interested in serving on the board if they chose to do so.
- vi. In the event of a tie, the names of the individuals who are involved in the tie will be placed for a re-vote. In the event there is still a tie the current President will cast the tie-breaking vote. The person chosen will become the newly elected Board Member.

(c) Term Limits

- i. Terms of office for all officer positions shall be limited to two consecutive 2-year terms (maximum of four years), unless voted otherwise by the membership at the annual meeting in August. Partial terms are not counted.
- ii. Terms of office for all board member positions shall be limited to two consecutive 2-year terms (maximum of four years), unless voted otherwise by the membership at the annual meeting in August. Partial terms are not counted.
- iii. Terms as a board member or an officer are considered separate.

(d) Board Member and Officer Resignation or Removal

- i. Any board member or officer may resign at any time. Resignations should be given in writing to the President or Secretary and will be shared with the full board.
- ii. Should any vacancy of the Board of Directors occur by death, resignation, or otherwise, the seat shall be filled without delay by the Board of Directors. The board may vote to solicit nominations for the open seat prior to the next board meeting or vote to fill an open officer's seat with an existing board member once the resignation has been accepted by the board. The board's designee will fill in for the remainder of that term.
- iii. Any member of the Board of Directors deemed to be detrimental to the association may be removed by a 2/3 vote of the current board. Any member of the board unable to attend and vote in person may place their vote via e-mail to ensure all members have a vote.

Section 5.04 Duties of Board Members and Officers

All Board Members and Officers must attend at least 75% (9 of 12) of all monthly meetings in a calendar year or give advanced notice to the president of an absence.

(a) Board Member

Ellsworth Baseball & Softball Association Bylaws

- Cast votes on EBSA decisions such as updating bylaws, operating rules and guidelines, and monetary matters.
- Attend and vote during all meetings, including disciplinary meetings/hearings.
- Assist and cover responsibilities of unfilled volunteer positions.
- Assist with fundraising and maintenance at Browns Field Complex

(b) Officers

i. President

- Facilitate annual review of the bylaws and open discussion for changes.
- Preside over all meetings of the Ellsworth Baseball & Softball Association Board.
- In the case of a tie during a board meeting vote, casts deciding vote.
- Create annual budget with Treasurer & VP's.
- Call special meetings of the Board as requested, these meetings may not be open to the public.
- Act as the mediator and final decision maker in any discussion or disagreements that arise from the membership, coaches, parents.
- Services as the second signor on the association bank account.
- Assists all other officers with their duties as needed.

ii. Vice President of Baseball or Softball

- Assists president in fulfillment of duties, including the creation of the annual budget.
- Participate in annual review of the bylaws.
- May vote during a board vote.
- Liaison between EBSA and appropriate affiliate leagues.
- Hold meetings with EBSA coaches prior to beginning of a season to review coach and parent guidelines and as needed during the season.
- Coordinate any skills evaluations and programs for all ages. All age levels should go through evaluation process, regardless of need - final decision maker on team rosters and level of play per team.
- Coordinate field usage at Hager Complex, Summit Field, Bus Garage, and High School as needed or delegate to coaches.
- Assist Umpire Coordinator(s) by reviewing umpire schedules and communicating changes to coaches and coordinator or delegate to coaches.
- Schedule local tournaments (if applicable), may schedule clinics and camps.
- Direct or delegate one tournament director for each tournament (if applicable).
- Relay requests from coaches for new or additional equipment to the Board.

iii. Secretary

- Take meeting minutes and attendance.
- Assemble and e-mail meeting materials, including minutes from previous meeting with current agenda to all board members and membership, for review and approval at the next meeting.
- Issue notice of all meetings of the Board at the request of the President prior to meeting.
- Maintain and update EBSA email contact list.
- Own and maintain EBSA email account and use to send email to membership as requested by board members, directors, or coaches.
- Facilitate on-line signup for events and volunteer opportunities as requested.
- Maintain Facebook account.
- Electronically files and maintains all EBSA documents on Google Drive.

Ellsworth Baseball & Softball Association Bylaws

- Hold and maintain raffle licenses and ensure accurate financial reporting and rules are followed.
- iv. Treasurer
- Signor on all EBSA bank accounts and keeps accurate, orderly, and up to date records of all monetary income and expenses of the Association.
 - Provide a monthly financial report to the Board of cash flow information including balances in the General, Softball and Baseball accounts, bills paid and revenue generated. Monthly finance reports will be posted on the EBSA website.
 - Shall be responsible for the disbursement of the Association funds for legitimate expenditures as budgeted or as approved by the Board. Receipts shall be required to substantiate all expenditures.
 - Copies of all receipts shall be kept in a paper file and turned over to the secretary for scanning into the google drive at the end of the calendar year. Receipts can be used to conduct the year-end audit.
 - Deposit all cash funds of the association in a timely and efficient manner, recording the source of all funds deposited.
 - Liaison with bank regarding EBSA accounts and balances.
 - Prepare Annual Team Budgets (if applicable) in conjunction with VPs for approval by the Board.
 - Liaison with outside tax preparer along with President or other officers, as needed.
 - Assists committee of 2 or 3 association members or board members in completing the year-end audit of the associations finance records.
 - Prepare Year-End report and assist President and VP's with preparing the budget for the next year for Board approval.
- (c) Other Non-Board Volunteer Positions
- i. In-town Softball and Baseball Program Director(s)
- Assist VP's of Softball and Baseball with coordinating registration and sign up of players and coaches.
 - Assign coaches and teams.
 - Assist in-town coaches and parents with field prep.
 - Prepare practice and game schedules and schedule the season end.
 - Request and organize necessary equipment with equipment manager.
 - Submit equipment requests to the Board for consideration. All new equipment orders must be approved by the Board.
 - Primary point of contact for all in-town league issues.
 - May be EBSA board member, officer, association member or other volunteer.
- ii. Hager City Complex Manager
- Provide input and assist with coordinating general maintenance needs at Hager fields with board selected vendors, i.e. lawncare, restrooms, garbage, sprinklers etc.
 - Communicate any field issues or repair needs to the board.
 - Order and maintain supplies needed for field preparation, i.e. chalk, line paint, and any items associated.
 - Maintain equipment at the field or contract for repair with board approval.
 - Assist the board with coordinating field work day projects at the complex.
 - Assist board with field maintenance grant applications (if applicable).
 - Supply lawncare company with schedule of practices and games.
 - May be EBSA board member, officer, association member or other volunteer.
 - In the absence of a complex manager these items may need to be hired out or shared amongst board members or other volunteers.

Ellsworth Baseball & Softball Association Bylaws

- iii. Website Manager
 - Maintains and updates EBSA website per requests from board members or officers.
 - Configures registrations on SportsEngine.
 - Assists with posting meeting materials, events, advertisements and EBSA documents on the website.
 - Add all teams, coaches, rosters and schedules to website.
 - Give instructions to coaches on use of SportsEngine website and app.
 - Give appropriate access to each coach for their team page.
 - May be a board member, officer, member, or other volunteer.
- iv. Equipment Manager
 - Creates and maintains an inventory with equipment locations (i.e. Hager, Middle School, bus garage, etc.) (Equipment Manager may enlist the help of player's parents in creating the inventory. Parents may use the hours as part of the required volunteer hours per family).
 - Orders new equipment at the direction of the board. Coaches may request items or brands to be ordered, but the equipment manager will make the final decisions on what is ordered based on budget allowances.
 - Coordinate pick-up and return of equipment with coaches.
 - Discuss equipment needs and availability with baseball, softball and in-town coaches.
 - Collects inventory from each coach at end of season. Coaches are not required to return equipment at the end of the spring/summer season if they are coaching a fall season.
 - May be a board member, officer, member or other volunteer.
- v. Apparel Coordinator
 - Coordinate with vendors and oversee all apparel sales and orders.
 - Issue jersey numbers to new players.
 - Track jersey numbers used by players.
 - Tally and submit one order for all new and replacement jerseys.
 - Collect fees for new jerseys before handing them out (if applicable).
- vi. Fundraising Coordinator/Committee Members
 - Lead fundraising committee.
 - Manage all fundraising programs as directed by the Board.
 - Outline plans for fundraising events and gain approval from the Board.
 - Responsible for execution of fundraising plans and reporting results of fundraising to the Board monthly and following all applicable state and federal rules for fundraising.
 - Must be notified of any Team fundraising, funds raised, and use of funds for record keeping purposes for transparency.
 - May be a board member, officer, coach, member, or other volunteers.
- vii. Team Parent(s)-(Coach/Team Dependent)
 - Each coach may choose to designate a team parent to assist with team duties.
 - These duties can include but are not limited to and count as volunteer hours:
 - Gathering and holding birth certificate copies for tournaments.
 - Collecting volunteer checks and submitting them to the EBSA secretary.

Ellsworth Baseball & Softball Association Bylaws

- Scheduling team events or team fundraisers.
 - Leading home tournament concessions (if held).
 - Communicating volunteer opportunities to parents and where to track their volunteer hours electronically. It is each parent's responsibility to track their required hours.
 - Assisting with team online page via sports engine or USA Softball.
 - Sending team e-mails at the direction of the coach.
 - Any additional duties as requested or decided on between the team parent(s) and head coach.
- (d) Other Non-Board Paid Positions
- i. Umpire Coordinator/Umpire Association – Baseball
 - Coordinate training for new umpires.
 - Obtain and assign umpires for all home league scrimmages, regular season games, playoff games, and home tournament games (if applicable).
 - Liaison with VP and/or coaches in the event of weather-related cancellations.
 - Submit hours to Treasurer for paychecks to the umpires, coordinating with Treasurer.
 - Consider all complaints relative to umpires and make recommendations to the Board if needed.
 - Pay rate for these services to be approved by the board each year.
 - ii. Umpire Coordinator/Umpire Association – Softball
 - Obtain, train, and assign umpires for all home league scrimmages, regular season games, playoff games, and home tournament games (if applicable).
 - Liaison with VP and/or coaches in the event of weather-related cancellations.
 - Submit hours to Treasurer for paychecks to the umpires, coordinating with VP.
 - Consider all complaints relative to umpires and make recommendations to the Board if needed.
 - Contract for services to be approved by the board each year.

Article VI. Meetings

Meetings of the Board of Directors may be held at any time or place where the majority are present and have consented to the holding of such meeting. Members will be notified of meeting date, time, and location via Facebook and the email list 5 days prior to the meeting. If possible, meeting date and time will be set at previous meeting.

Section 6.01 Regular Meetings

- (a) Meetings will be held monthly, if possible. A board meeting may be cancelled one week prior to scheduled date if the board does not have any business to discuss. Notice of cancellation will be posted on our Facebook page and sent out to the EBSA e-mail list.
- (b) Annual meeting will be held in August of each year
- (c) Each Regular meeting will include a limited public comment section in the beginning of the meeting to discuss issues not on the agenda. Each member wishing to speak will be limited to 3 minutes.
- (d) Board members may go into a closed session to discuss and make decisions on matters where privacy is required.
- (e) All actions carried out by the Board will be agreed upon by a majority vote of those board members present.

Ellsworth Baseball & Softball Association Bylaws

Section 6.02 Special Meetings

Special meetings of the Board may be called by the Secretary upon receipt of the written request of at least three members of the Board of Directors or by the President. Notice of a special meeting will be emailed to members and posted on Facebook.

Section 6.03 Email Votes

The Board of Directors is authorized to conduct a vote via email on any item which requires a vote by the Board of Directors when the matter is time sensitive and when there is insufficient time prior to the next regularly scheduled board meeting.

Article VII. Financial Policy

The Board of Directors shall decide all matters pertaining to the finances of the Association, bearing the responsibility to conduct the financial affairs of the Association in a sound business-like manner.

Section 7.01 Fiscal Year

Fiscal year is from September 1st to August 31st each year. This calendar fits with the end of the Spring season and the start of planning for the upcoming season.

Section 7.02 Asset/Fund Control

- (a) 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, and an annual audit of the books of the Association. An official audit by a CPA, if needed, must be called for by a vote of the board.
- (b) The President and Treasurer are to have their names on all account signature cards at the bank laid out.
- (c) Payment for registration fees will be accepted by debit/credit cards along with an additional surcharge by Sports Engine.

Section 7.03 Refunds

Player fee refunds will only be given if there is a season ending illness or condition, prior to team placement at Board discretion.

Article VIII. Committees

The Ellsworth Baseball & Softball Association may appoint committees from time to time, as needed, and for such purposes or activities as it deems necessary. Members of such committees shall be appointed by the Board and shall serve at the pleasure of the Board. The Board may also adopt standing committees from time to time. The identities of the standing committees and their functions will be set forth in the Operating Rules.

Article IX. Disciplinary Action

Unbecoming behavior by a player, coach, or fan, that breaches the parameters of an organized youth activity will be deemed unacceptable by the Ellsworth Baseball & Softball Association. The board encourages coaches, assistant coaches, parents, or players to report unbecoming behavior or any incidents to the board in writing.

Ellsworth Baseball & Softball Association Bylaws

Section 9.01 Complaint Protocol

See Complaint Protocol steps in the Operating Guidelines.

Section 9.02 Suspensions

Ellsworth Baseball & Softball Association reserves the right to remove from or refuse to let any person into EBSA functions per the Complaint Protocol steps laid out in the Operation Guidelines. This includes but is not limited to: Coaches, Parents, Fans, and Players.

Additionally, if the Board determines that someone's conduct is inappropriate or detrimental to the objective of the Association or its other members, they may vote to ban said person for any amount of time designated by the board.

- With regard to board or coaching positions, suspensions of a spouse or close family member must be disclosed prior to a vote.

Article X. Amendments

These Bylaws may be amended by majority vote of the Board Members at the annual meeting.

Article XI. Terms of Dissolution

Upon dissolution of this organization, after paying or adequately providing for the debts and obligations of the Ellsworth Baseball & Softball Association, the remaining assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.