

By-Laws
for the
West Seattle Association of Pee Wee Baseball
2006 Edition

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Article I - Name

This organization shall be known as the “West Seattle Association of Pee Wee Baseball”, and commonly referred herein as “WSAPWB”.

Article II - Objectives

Section 1: The objectives of the WSAPWB shall be to firmly implant in the boys and girls of the community the ideals of good sportsmanship, honesty, loyalty, courage, and reverence so that they may be finer, stronger and happier children and will grow to be good, clean, healthy men and women.

Section 2: The objectives will be achieved through providing supervised, competitive baseball and softball games. The supervisors shall keep in mind that the attainment of exceptional athletic skill and the winning of games is secondary to the above objectives and that the molding of future men and women is of prime importance.

Article III - Membership & Code of Conduct

Section 1: Membership in WSAPWB is achieved by any parent or guardian whose child is on an active roster, any child on an active roster, and any person who is active in the WSAPWB as an approved manager, coach, elected official, volunteer, or sponsor. To be eligible to vote, the WSAPWB member must be 21 years of age or older by February 1st of the current season.

Section 2: This code of conduct applies to all members of the WSAPWB and spectators. It is to be followed during all official activities. These include, but are not limited to, practices, games and other gatherings.

A positive, sportsmanlike attitude towards each other will be used. Everyone will be treated with respect. There will be no foul language, belittling, put-downs, or arguing allowed. Racial, sexual or other negative comments will not be tolerated.

Umpires are to be treated with respect. There will be no complaining about an umpire’s call. If an umpire hears any negative comments, is questioned in any way, or is treated in any disrespectful way, that constitutes a violation of this Code of Conduct.

Any person found to be in violation of this Code of Conduct by the umpire or league official shall be warned that the offensive conduct must stop at once. If there is a second incident, the offending person shall be asked by the umpire or a league official to remove themselves from the game or ball park as deemed appropriate by the umpire or league official. In the event that person does not heed the order to leave, the game will be stopped until that person does leave. If that person still does not leave, the Police will be called to remove that person. When Police are needed, that person will then be banned for the remainder of the season from all activities associated with WSAPWB.

Article IV - Government/Executive Board

Section 1: The governing of the WSAPWB shall be under the supervision of the Executive Board as documented in these By-Laws. In addition to these By-Laws, the Operating Procedures and the Rules & Regulations together determine how the WSAPWB is organized and operated.

Section 2: Changes to the By-Laws, Operating Procedures, and Rules & Regulations.

By-Laws:

These By-Laws may be modified by a simple majority of members present at any general parents' meeting of the WSAPWB. A request to modify the By-Laws must be submitted to the Executive Board in writing at least 15 days prior to a meeting. This request must contain the requested By-Laws change. The Executive Board must make a good faith effort to inform the members of WSAPWB about the modification request at least 7 days prior to the meeting. A vote to amend the By-Laws shall require a motion from the floor and the motion must be seconded. At that time, the President will publicly restate the motion and call for a vote.

Operating Procedures:

The Operating Procedures may be modified by a simple majority of members present at any official meeting of the WSAPWB provided there is a quorum (4/6) of the Executive Board present. The intent of the By-Laws is that these Operating Procedures could be changed at any official meeting of the WSAPWB.

Rules & Regulations:

The Rules & Regulations may be modified by a simple majority of members present at any official meeting of the WSAPWB provided there is a quorum (4/6) of the Executive Board present. The intent of the By-Laws is that these Rules & Regulations would be reviewed prior to the start of practice for each season and changes voted on by the members of the WSAPWB at the first general parents' meeting of the season. It should be the exception that the Rules & Regulations be modified after the official start of league games for that season.

Section 3: The Executive Board (EB) will be elected annually. The term of each position is one year, starting on August 1st, and ending on July 31st. There is no limit to the number of terms allowed per position. The EB shall be made up of the following positions (listed in ranking order):

President:

The duties of the President are to conduct orderly and timely meetings of the WSAPWB, and to assure that the By-Laws/Operating Procedures and Rules & Regulations are followed. The President has been given the authority to assure that the day to day operations of the WSAPWB is done in an efficient manner. In the event of a tie on any EB vote, the vote of the President will break the tie.

Vice President:

Duties include taking the place of the President when absent or incapacitated. The Vice-President shall oversee all committees and shall be the official keeper of all league documents of previous years of operation. Also, the EB Vice President is in charge of organizing the coaches.

Treasurer:

Duties include keeping and maintaining accurate financial information of the WSAPWB. The Treasurer shall provide timely financial reports to the EB as directed by the EB. The Treasurer shall provide a complete financial report to the entire association at the March and June general parents' meetings. The Treasurer is also responsible to assure that all public document filings are made, including all state, federal and local filing requirements.

Secretary:

Shall be responsible for attending all EB and general meetings; taking and publishing notes of same. The Secretary shall also be responsible for maintaining league files in a complete and orderly manner.

At Large Positions:

Two "at large" executive board positions shall be established. The responsibilities of these two positions shall be set by the EB on an annual basis. It shall be the responsibility of these two board members to attend EB meetings and general meeting. The ranking order of these positions shall be denominated as EB At-Large No. 1 and EB At-Large No. 2.

Section 4: The EB positions shall be voted on at the June general meeting. It is recommended that existing EB members be asked if they want to serve the following year. League members are eligible to serve as officers or on the executive board.

The following procedure will be used for selection of officers and the Executive Board. The existing EB members will be asked (in highest ranking order) if they want to serve again in the same position or in another position. If they do, then each position with a candidate will be submitted to the members present for vote, starting with the president and then moving down. After this process is completed, nominees will be accepted for all open positions. The nominated individual must be present to accept the nomination. Once all nominees are named, a vote will be held for each position. In the event of a tie, the voting process will be repeated with just the tied candidates until there is a winner or there is a tie with the candidates. In this event, the highest ranking existing EB member will cast the deciding vote. This process will then be repeated until all positions are filled.

Section 5 Any member of the EB can be governed and over-ruled by a simple majority vote of the remaining members of the EB. In the event of a tie, the deciding vote will be that vote cast by the highest EB member.

- Section 6:** Any member failing to participate actively or to attend meetings regularly, shall be requested by the President to resign. If resignation is not forthcoming within one week, the other members of the EB by a 4/6 vote at any duly authorized meeting, shall have the authority to remove them from office.
- Section 7:** Once formed, the EB shall form an Advisory Committee. The Advisory Committee members, duties and responsibilities are defined in the Operating Procedures of the WSAPWB. EB members may also serve in Advisory Committee functions.
- Section 8:** The EB is responsible for providing a turnover to the new EB at the end of each season. The purpose of this turnover is to provide the new EB with the status of the current projects along with the future projects that have been reviewed by the current EB.

Article V - League Structure

- Section 1:** The WSAPWB consists of baseball (hardball). The baseball teams will consist of three levels: T-Ball; Instructional Level; and Beginning Baseball. These levels are called T-Ball for ages 5 & 6, B-Ball for ages 7 & 8, and A-Ball for ages 9 & 10.
- Section 2:** At no time shall a team roster include more than eight players of age 6 for T-Ball, age 8 for B-Ball, and age 10 for A-Ball.
- Section 3:** Exceptions to these age allotments must be submitted in writing to the EB. The EB will grant exceptions to the age limits based on: first, the best welfare of the child; and, second, on the need to keep all teams within each level competitively balanced.
- Section 4:** The official rules of WSAPWB shall be (listed in ranking order) the current edition of Official Baseball Rules as printed in the current edition of PONY Baseball Rules & Regulations, and the WSAPWB Rules & Regulations. No other rules, regulations or exceptions shall be defined or shall govern the WSAPWB except as noted in these By-Laws and Operating Procedures.
- Section 5:** Selection of players onto teams. New players to the WSAPWB may play on any team within the league. Existing players must stay within the franchise that they played for in the previous year. An existing player is one who was on a roster for the previous season. If there is not a team at the next higher level or there is not sufficient players to form a team, those players will be put into a pool and drafted by the remaining teams from that level. The draft order will be done by drawing numbers out of a hat. The order will be reversed at the end of each round until all players are assigned to existing teams.

If a player wishes to change franchises, he or she must submit the request in writing to the EB. The EB will grant exceptions to this based on: first, the best welfare of the child; and, second, on the need to keep all teams within each level competitively balanced. The practice of soliciting players from one team by another, whether such solicitation is done by coaches, parents, other players, agents, or operatives is flatly prohibited.

Section 6: It is the responsibility of the EB to fill the head coach/manager of each team. The head coach then has the responsibility to fill the assistant coaches. The EB has the power to remove either a coach (head or assistant) if in its judgment, it is in the best interest of WSAPWB. The following process shall be used to fill head coach/manager positions:

- 1) Last year's coaches (Head Coach, then Assistant Coaches)
- 2) Last year's coaches from next lower team (Head Coach, then Assistant Coaches)
- 3) Parent from team's current roster
- 4) Assignment by EB

Article VI - Meetings

Section 1: The business of operating the WSAPWB shall be conducted in an open and public manner via meetings. All meetings are open to any member of WSAPWB. Robert's Rules of Order shall govern the proceedings of these meetings, except where procedures conflict with these By-Laws.

Section 2: Two general meetings shall be held each season. General meetings include EB members, Advisory Committee members, coaches, and parents of registered players. One meeting will be in March to welcome new parents into WSAPWB and other business pertaining to the start of the baseball season. One meeting in June shall be held to facilitate the elections of a new EB, and other business pertaining to the end of the baseball season. Notification to all association members of such meetings shall be given at least one week prior to the date set for meetings. Notice is to be provided by the EB to coaches. Coaches are responsible for notifying parents of players on their roster.

Section 3: Executive Board meetings will be held monthly starting in January and going through the end of the season and are solely for the day to day operation of the league. The schedule of meetings will be determined by each EB and made public to the members of WSAPWB. Meetings during the remainder of the year are at the discretion of each EB.

Section 4: Coaches/Managers' meetings will be held as necessary in order to conduct the day to day running of WSAPWB.

Section 5: Committees can be formed at the discretion of the EB by a simple majority of the board. The meetings of these special committees constitutes an official meeting of the WSAPWB.

Article VII - Sponsors

Sponsors are defined as a business firm, a merchant or group of merchants, parent group, or an individual who donates financial support to a team or the WSAPWB. The cost, guidelines, and responsibilities for the sponsors will be determined by the EB and documented in the Operating Procedures.

Article VIII - Financial Policy

- Section 1:** The year to year operation of the WSAPWB shall be covered by the registration fees and sponsor fees. Any funds received via fund raising will be used for projects that have been prioritized and approved by the EB.
- Section 2:** It shall be the general policy of the WSAPWB that all funds received from sponsors, registration fees, fund raising campaigns, or donations shall be turned over to the Treasurer for disbursement in accordance with the directions of the EB.
- Section 3:** Any concession stand money shall be kept in a separate account or accounted for on a separate ledger at the discretion of the Treasurer. Concession stand receipts shall be kept in an orderly, business-like fashion and turned in on a regular basis to the Treasurer.
- Section 4:** In the event that a prospective player is from a family which cannot afford the player registration fee, the EB has sole discretion to reduce or waive the fee, so long as the financial solvency of the league is not jeopardized.
- Section 5:** The financial records of the WSAPWB shall be audited at the end of the season before being turned over to the newly elected Treasurer or before commencing a new term of re-election. This shall be done by three members of the general membership, non of whom are to be members of the EB. At the June parents' meeting the newly elected President shall call for volunteers to perform this duty.
- Section 6:** Any disbursement of the WSAPWB funds shall be made by check. When the disbursement is greater than \$500 and not part of the approved budget, then two signatures are required. The signatures can be the President, Vice President or the Treasurer.

OPERATING PROCEDURES

Official Address of WSAPWB:

P.O. Box 47091
Seattle, WA 98146

Tax I.D. Number: 91-1949692

Advisory Council Positions & Responsibilities:

These positions are under general supervision of the Executive Board except as noted.

Past President:

General Advisor to the Advisory Council and Executive Board

Concession Stand Manager:

Day to day running of the concession stand. This includes the setting of the menu and the buying of the food, the coordination of volunteers for staffing, the nightly collection of funds, and the deposits of the funds. In addition, this person will need to be available for organizing the concession stand during our All Star tournament. This position only exists if the EB determines that a concession stand is desirable.

Equipment Manager:

Responsible for managing the equipment of the WSAPWB. This includes the distribution of the equipment at the start of practice and working with the EB in determining what equipment needs to be purchased for the upcoming season. Responsible for inventory list of all equipment at the beginning and end of each season. Responsible to collect all equipment at the end of each season. Responsible to procure safe storage of all baseball equipment at the end of each season.

Uniform Manager:

Responsible for managing the uniforms of the WSAPWB. This includes the distribution of the uniforms prior to the start of games and working with the EB in determining what uniforms need to be purchased for the upcoming season.

Field Manager:

Responsible for the general upkeep of the field and coordination of all activities of the fields. At the end of the season, he/she is responsible for sitting down with the Board to determine the priority of the projects for the upcoming season. Responsible to make inventory list of all field equipment at the beginning and end of each season. Responsible to report the loss or theft of field equipment to the President upon discovery of loss or theft.

Umpire-In-Chief:

Training of the umpires for the upcoming season and general availability to answer questions that pertain to the rules of baseball. They would be available to sit in on any rules committee that would be formed during the season.

All-Star Tournament Director:

General responsibility for coordinating our annual All-Star tournament and tournament schedule for our All-Star teams. This includes the publishing of the flyers, arrangement of umpires, scheduling of the games, and distribution of the trophies for the tournament.

Sponsorship Director:

Responsibilities include soliciting and finalizing sponsorships for the league.

Awards Coordinator:

Works with each team manager in insuring the child's name is spelled correctly for the award. The distribution of the awards is not this person's responsibility because they are not handed out until all the equipment and uniforms are turned in.

Picture Coordinator:

Works with the photographer in scheduling the teams for their photos. Insures that each team's photos are returned to each team.

Mariner Mom:

Coordinates the activities with the Mariners for the WSAPWB. This includes the souvenirs that are given away during the general parents' meetings and the arrangements of tickets for little league day.

OTHER OPERATING PROCEDURES

Decisions Committee:

As documented in the PONY Baseball Book, this committee is responsible for hearing protests. The EB will serve as the Decisions Committee.

Volunteers:

It is the Head Coach's responsibility to fill out the league volunteer form for the team and then turn in that list along with phone numbers over to the EB.

Fees:

Fees are set annually by the EB. Sponsor fees are to be applied to the league's general fund in order to meet the league's financial needs and to keep player fees to a minimum.

Uniforms:

Uniforms will be selected using input of sponsors, with the objective of economy being of prime importance.

Coaches Meetings:

The first meeting shall be held prior to the February sign-ups. At this meeting new managers should be picked and returning managers confirmed and then advised about the up-coming season. The need to pick an umpire for the hardball teams shall also be brought to the attention of the managers at this time

and they should be urged to name one as soon as possible. Practice fields and schedules shall be set and made available at this time if possible.

The second meeting shall be held before the commencement of league play. All paperwork is to be turned in, problems with equipment and uniforms shall be addressed, and rosters shall be set at this time. Schedules for games, pictures, playoffs, All-Star Tournament, and fund raising activities information shall be made available at this time.

The third meeting shall be called before the June general parents' meeting. At this time any problems that have arisen during the season may be discussed and solutions suggested. Rules changes can be considered and playoff schedules can be confirmed. Information from this meeting can be used to help establish the agenda for the June general parents' meeting. This is also the time to establish preliminary commitments to managing and coaching next year.

Concession Stand:

At the discretion of the EB, the concession stand may or may not be operated during the season. The considerations of the EB in determining whether to operate a concession stand shall include, but not be limited to, (1) the availability of competent and trustworthy volunteer management and operation; (2) the profitability of the stand; and (3) the desire of league members to have it.

If the EB decides to operate a concession stand, cash receipts may be used by the concession stand manager to purchase on-going food stores and supplies that are necessary for the operation of the concession stand.

The start-up of the concession stand is to be funded from the general fund.

If the concession stand funds are kept in a separate account, they are to be transferred to the general fund at the conclusion of the season. These funds may be transferred during the season at the direction and vote of approval by the EB.

Concession stand prices, menus and product selections are to be set by the concession stand manager but subject to approval by the EB.