

SANDY PLAINS SOFTBALL ASSOCIATION, INC.

BY-LAWS

Approved May 27, 2010

ARTICLE I – ORGANIZATION

SECTION I - NAME

1. The organization existing under the By-Laws is to be known as the Sandy Plains Softball Association, Inc. Cobb County, Georgia, herein referred to as SPSA.

SECTION II - ADDRESS

1. The principal address of the Association shall be a Post Office Box as approved by the Board.

SECTION III - FUNCTION

1. The objectives of the SPSA shall be to promote the interests of the children of the community through the operation of supervised athletic training and competition.
2. It shall be one of the foremost objectives that the attainment of exceptional athletic skill or winning is secondary and the molding of future citizens of prime importance and the true purpose of this program.
3. The foundation of the organization shall be the application of these statements to all of the organization's activities.

SECTION IV - FISCAL YEAR

1. The Association's fiscal year shall be July 1 through June 30.

ARTICLE II - GOVERNMENT

SECTION I - STRUCTURE AND POLICY

1. The government of this organization shall be a Board serving all programs. The Board of SPSA will carry out activities common to all programs, and allocating facilities and resources on an impartial, historically consistent basis.
2. The by-laws of SPSA are an integral part of each of the programs under its jurisdiction, and may not be waived.

SECTION II - BY-LAWS

1. The By-Laws of the Association may be exclusively amended by a two-thirds majority vote of the General Membership in attendance at a duly announced meeting, providing the following conditions have been met:
 - a. Notice of the proposed amendment is given to the President or the Secretary of the Association, thereby constituting notice to the Board of Directors at least two (2) weeks prior to the meeting at which "the intended vote is to be taken. Said notice shall contain the existing article to be modified and the proposed modification and the meeting at which the vote is to be taken.
 - b. The Board of Directors shall indicate to the membership at said meeting whether or not they approve/disapprove said amendment.
 - c. The decision of the membership shall be considered final but not to the extent that another amendment could not be submitted for the purpose of appealing a prior amendment.
 - d. The membership shall be given adequate notice of any meeting that has as its purpose the revision or amending of the By-Laws.

SECTION III - BOARD OF DIRECTORS

1. Members will be elected to the Board of Directors at a General Membership Meeting to be held no later than May 31st each year.
2. The Board shall be comprised of three or more members as provided by these By-Laws.

SECTION IV - SUPERVISION

1. The management and supervision of the organization is entrusted to the duly elected members functioning in the form of a Board of Directors.
2. A quorum of Board members shall consist of 10 Board members.
3. The term of the board members shall be one (1) year coinciding with the fiscal year.

SECTION V - RESPONSIBILITIES OF BOARD MEMBERS

1. All Board members shall adhere to the use of objective criteria and refrain from partisanship and favoritism in carrying out their respective duties to the children.
2. All Board members shall familiarize themselves with the By-Laws.
3. He/She shall attend all Board meetings, or if unable to attend, notify the Secretary prior to the meeting.
4. He/She shall be responsible for providing and arranging a competent individual to assume his/her responsibilities in the event he/she will not be available to do so and upcoming events deem it necessary. He/She shall notify the Secretary and other affected individuals accordingly.
5. The President shall assign all duties not specifically set forth in the By-Laws to an appropriate Board member.

6. Board members having 3 unexcused board meeting absences in a year may be asked to resign their position on the board.

SECTION VI - COMMITTEES

1. Committees may be established by the Board of Directors.
2. Committee chairman will be appointed by the President.

ARTICLE III - DUTIES OF OFFICERS

SECTION I - Executive Board

1. The Executive Board shall consist of the following: President, Facilities Director, Comptroller, Secretary, Scheduling Director, Softball Director, and the Travel/Tournament Director.
2. The President, Comptroller and Facilities Director will have check writing authority for the association.

SECTION II – PRESIDENT

1. The President shall provide leadership for the Association.
2. It shall be the duty of the President to preside at all meetings of the Association.
3. The President shall act as an ex-officio member of all committees.
4. The President shall vote when voting by ballot or in other cases to break a tie.
5. The President shall sign all contracts of the Association with the exception of those contracts reserved for the Comptroller.
6. The President shall not override the duties of other officers and Board members, unless lack of action would place the Association in jeopardy.
7. The President shall be authorized to suspend or warn any member, including Board members, managers, and coaches until review by the Board of Directors at a called meeting within five days of suspension or warning, and to bar the suspended person from attendance at league fields or activities.
8. The President shall attend all Cobb County Softball Counsel meetings.
9. The President shall be responsible for developing a 2 year strategic plan for the association, to be presented to the board of directors at the December called meeting.
10. The President of the Board shall also be the President of the Corporation and shall have and exercise all powers of such office.

SECTION III - FACILITIES DIRECTOR

1. The Facilities Director shall have overall charge of the facilities, and shall be the principal contact with the Cobb County Parks Department.

2. The Facilities Director shall act for the President in his/her absence.
3. The Facilities Director shall be authorized to suspend or warn any member, including officers, Board members, managers, and coaches until review by the Board of Directors at a called meeting within five days of suspension or warning, and to bar the suspended person from attendance at league fields or activities.
4. The Facilities Director shall also be a Vice-President of the Corporation and shall have and exercise all powers of such office.
5. The Facilities Director will organize/coordinate all major capital and maintenance improvement projects at the facilities, including taking full advantage of the CCPRCA Matching Grant Program.

SECTION IV - COMPTROLLER

1. The Comptroller of the Association shall have full charge of all finances and see that all monies are safely deposited in a local bank.
2. The Comptroller shall report in writing at each regular Board meeting and every General Membership Meeting the conditions of the finances, with such recommendations, as he/she shall deem appropriate.
3. The Comptroller shall have primary responsibility for signing all checks.
4. The Comptroller shall function as primary business manager for the Association. He/she shall approve all contracts with the vendors and shall serve as contract manager on all functions related to the completion and payment of services rendered by outside vendors.
5. The Comptroller shall separate both income and expenses for the association.
6. The Comptroller shall maintain financial records for a 5 year period and hand them over annually to the succeeding Comptroller.
7. The Comptroller, at the end of each fiscal year, shall submit the financial records to an independent auditor. A written report from the auditor shall be submitted to the Board not later than July 31 following said fiscal year.
8. The Comptroller shall also be the Treasurer of the Corporation and shall have and exercise all powers of such office.

SECTION V – SECRETARY/ REGISTRATION DIRECTOR

1. The Secretary/Registration Director shall have and exercise all powers of such office and shall have charge of and keep a full and complete record of all proceedings of all meetings, render documented reports and minutes when called upon at a meeting under direction of the President, and handle all correspondence of the Association. Minutes shall be maintained for a 5-year period and handed over annually to the succeeding Secretary.
2. Secretary/Registration Director will act as parliamentarian of SPSA, including maintenance of current By-Laws.
3. Secretary/Registration Director will process all meeting minutes and distribute via email to all current board members to allow a reasonable time for review before the next board meeting

4. Secretary/Registration Director shall bi-annually prepare registration forms to be used by the players for enrolling in the Association.
5. Secretary/Registration Director shall ensure that all players from the two previous seasons receive a copy of the registration form, along with the current season newsletter. These shall be sent (mailed) at least 30 days prior to the first open registration.
6. Secretary/Registration Director shall receive all of the returned forms and monies, which will be turned over to the Comptroller.
7. Secretary/Registration Director shall maintain a current mailing list for all players and for adult volunteers serving the Association.

SECTION VI – SCHEDULING DIRECTOR

1. The Scheduling Director shall schedule all games, make up games and practices and shall coordinate scheduling with other parks for any NGFA and/or inter-park play.
2. The Scheduling Director shall be responsible for the master schedule for all park activities approved by the Board of Directors and to insure there are no conflicts and all facility use is being maximized for the organization.

SECTION VII – SOFTBALL DIRECTOR, TRAVEL/TOURNAMENT DIRECTOR

1. The Directors of each program shall handle registration, tryouts, and league drafts, with assistance of the Board and the league coordinators.
2. He/she shall direct league coordinators when necessary to assist in league operations.
3. He/she shall recommend managers for all teams in their league, and shall present "A" and "B" level travel managers to the board for discussion and approval.
4. The Tournament/Travel Director shall be the primary coordinator of all tournaments and friendly tournaments at SPSA facilities, unless another board member assumes responsibility for a specific tournament. The tournament/travel director, or duly responsible board member and will work with all board members in the organization and execution of all tournaments.
5. The Softball Director shall be responsible for review and modifications of rules each season with any rule changes being submitted to the board of directors for final review and approval.
6. The Travel/Tournament Director shall be responsible for review and modifications of all travel team rules each season with any rule changes being submitted to the board of directors for final review and approval.
7. The Softball & Travel/Tournament Directors shall be involved in the planning and execution of any tournaments held at SPSA facilities for their respective programs.
8. The Softball Director shall be primarily responsible for coordination of teams for the Coke Classic and the season ending in-park tournament.

SECTION VIII – EQUIPMENT COORDINATOR

1. The Equipment Coordinator shall be responsible for compiling a list of all needs in the areas of uniforms, training equipment, umpires equipment, and related items and presenting this list to the Board for that program.

2. The Equipment Coordinator shall obtain written prices on the articles to be purchased prior to seeking authorization to purchase them.
3. The Equipment Coordinator shall oversee vendor performance on equipment and upon delivery of the equipment shall oversee the distribution and record keeping on the equipment. At the conclusion of the season the Equipment Director shall oversee the collection of equipment and shall complete an inventory, which includes the condition of the equipment.
4. The Equipment Coordinator will be responsible for purchasing and maintaining all SPSA provided managers/coaches equipment, including practice bats, balls, bags, pitching machines and protective gear.
5. The Equipment Coordinator will be responsible for purchasing and maintaining all SPSA provided player equipment, including batting helmets and other protective gear

SECTION IX – GROUNDS COORDINATORS (2)

1. The Grounds Coordinators shall have the responsibility for maintaining the playing fields, batting cages and all other grounds areas.
2. He/she shall maintain all equipment used in the maintenance of the fields.
3. The Grounds Coordinators may declare a field unplayable for a period, but shall not have authority to direct umpires concerning field conditions during a game.
4. The Grounds Coordinators will be responsible for purchasing additional field maintenance equipment and field equipment as needed and prior to the beginning of each season.
5. The Grounds Coordinators shall maintain equipment used in the maintenance of the fields, batting cages and grounds.
6. The Grounds Coordinators will coordinate any additional grounds volunteers needed to properly maintain SPSA facilities
7. The Grounds Coordinators will be responsible for hiring and training field lining personnel, coordinating their schedules and making sure all fields at SPSA facilities are properly prepared for both games and practices as required.
8. The Grounds Coordinators shall report the field lining payroll to the treasurer/comptroller at the required intervals.

SECTION X – CONCESSIONS MANAGER

1. The Concessions Manager shall have the responsibility for operating the concession stands, including purchasing supplies, setting prices, and scheduling workers.
2. The Concessions Manager shall recommend policies as pertains to concession operations for approval by the program's Board of Directors.
3. The Concessions Manager shall report the concession stand payroll to the treasurer/comptroller at the required intervals.
4. The Concessions Manager will coordinate any additional volunteers needed to properly operate concession stands at SPSA facilities.

SECTION XI CONCESSIONS COORDINATORS (2)

1. The Concessions Coordinators will be responsible for coordinating employee schedules and making sure concessions are properly staffed for both games and practices as required.
2. The Concessions Coordinators will ensure supplies are adequately stocked for any upcoming events. They will coordinate with the Concessions Director concerning the ordering of supplies, scheduling of employees, payroll, repairs and any other needs of their responsible concession.
3. The Concessions Coordinators will assist the Concession Manager and other Concession Coordinators with the efficient staffing and operation of the concession facilities at all SPSA facilities.

SECTION XII – UMPIRE COORDINATOR

1. The Umpire Coordinator shall have the responsibility for recruiting, hiring, training and supervising all umpires.
2. The Umpire Coordinator shall be in charge of scheduling at least two umpires for every game.
3. The Umpire Coordinator shall keep at the park a schedule, by game, of umpires, and a list of all regular umpires.
4. The Umpire Coordinator shall not interfere in the umpires' conduct of a game.
5. The Umpire Coordinator shall report the umpire payroll to the treasurer/comptroller at the required intervals.

SECTION XIII – SPONSORS COORDINATOR

1. The Sponsors Coordinator shall be responsible for insuring that each team has a sponsor.
2. The Sponsors Coordinator shall be responsible for collecting sponsors fees prior to uniforms being ordered.
3. The Sponsors Coordinator shall be responsible for ordering uniforms and coordinating colors for each age division.
4. The Sponsors Coordinator shall be responsible for ordering sponsor plaques, and shall distribute the plaques to team managers so the managers may present the plaque to the sponsor.
5. The Sponsors Coordinator shall be responsible for ensuring that a sign is on the sponsor board at the park for each sponsor.
6. The Sponsors Coordinator will be responsible for planning and scheduling Picture Day.
7. The Sponsors Coordinator shall be responsible for ordering sponsor banners and coordinating their installation with the grounds director. He/she will ensure that all sponsor banners have been installed to ensure proper recognition, that all sponsor changes have been reported to the Web Coordinator and that any expired sponsorship banners have been removed.

SECTION XIV – PUBLICITY COORDINATOR

1. The Publicity Coordinator shall be responsible for advertising registration particulars:
 - a. Place an announcement in the Atlanta Constitution Cobb section, the Marietta Daily Journal and East Cobb Neighbor newspapers.
 - b. Post announcement on any supermarket bulletin boards.
 - c. Prepare an announcement to post in neighborhood association newsletters and on neighborhood association websites.
 - d. Prepare and distribute an announcement to be posted at all elementary, middle and high schools, on their websites or in the newsletters, within a 10 mile radius of SPSA facilities.
 - e. Order and coordinate the distribution of signs by school area in an area within a 10 mile radius.
2. The Publicity Coordinator shall be responsible for all non-sponsor public relations.
3. Promptly update the SPSA Hotline with current registration and evaluation information. Delete any expired information.
4. Promptly coordinate with the Web Coordinator to ensure current registration and evaluation information is posted to the website. Delete any expired information.
5. Prepare each season's newsletter, coordinating with each area to ensure correct information. Have current newsletter printed and mailed for receipt 30 days prior to scheduled registration dates.

SECTION XV – WEBSITE COORDINATOR

1. The Website Coordinator will develop and maintain the existing Sandy Plains Softball Association web site.
2. Collect information pertaining to SPSA and members and provide updates to the SPSA web site.
3. Provide regular updates, news, events, etc. to Sandy Plains Softball membership via the Sandy Plains Softball Association web site
4. Disseminate information to appropriate board members when necessary (as on receipt of various e-mail questions directed to Web Coordinator from the feedback page on Sandy Plains Softball Association web site.
5. Coordinate with various board members to ensure information pertaining to their areas is current and complete.

SECTION XVI – 6U/8U/10U & 12U/14U/16U COACH PLAYER DEVELOPMENT (2)

1. Responsible for developing and conducting programs and clinics that will result in improved skills of both players and coaches of the Sandy Plains Softball Association in their respective programs.
2. Coordinate with all Directors and Coordinators to ensure necessary skills programs are both organized and effective.
3. Work with equipment coordinator to ensure any training equipment is ordered and available.

SECTION XVII - 6U/8U COORDINATOR, 10U/12U COORDINATOR, 13UP COORDINATOR

1. Each Coordinator will collect and assign managers/coaches for the applicable program. Review candidates with Program Director and Coach/Player Development prior to selection. Maintain database of candidates and selections.
2. Each Coordinator shall provide lists for all leagues of the players enrolled in their respective leagues in a timely fashion.
3. Assist Program Director in setup and administration of evaluations and drafts.
4. Each Coordinator shall develop a set of rosters for all teams using information provided by the league coordinators/directors.
5. Each Coordinator shall furnish to the Board a bi-annual report of league populations.
6. Review rules and recommend changes to improve players' safety and skill development.
7. Provide rulebooks and instruction of their proper interpretation to managers and coaches. Instruct managers regarding their conduct and responsibilities.
8. Be the first line of SPSA management for the program. Resolve issues between managers, coaches and members. Notify Director of problems and solutions.
9. Review evaluation forms collected from SPSA parents. Assess status of the programs and submit written report to the SPSA board at the first post-season meeting. Report to consist of summary of responses, interpretation of these results, and recommend actions.
10. Evaluate managers/coaches at end of each season to provide guidance of future selections.

Section XVIII – Board of Directors Eligibility

The Board of Directors shall consist of NO MORE than two (2) non-members of the association at any given time.

ARTICLE IV - MEETINGS

SECTION I - GENERAL MEMBERSHIP MEETING

1. Any called, scheduled or annual meeting of the general membership of SPSA the latter being mandatory and including the election of officers, shall be held with notice to be prominently posted at the league field no less than 2 weeks prior to the meeting. Such notice shall clearly state that all members in good standing are invited. All meetings will be conducted according to Robert's Rules of Order.
2. The President shall make his/her annual report to the membership at the annual meeting, giving financial status, summary of his/her administration and suggested plans for the coming year.

SECTION II - BOARD OF DIRECTORS

1. The Board of Directors shall hold a duly constituted meeting monthly which will be conducted according to Robert's Rules of Order.

SECTION III - CALLED MEETING

1. A called meeting of the Board of Directors or the full membership may be held at the discretion of the President and will be conducted according to Robert's Rules of Order.
2. The President shall order a called Board meeting upon receipt of a written request from any member of the Executive Board, and a General Membership Meeting upon receipt of a written petition from fifty (50) members of the general membership. Petition for such a meeting shall state the reason for such a request.
3. A board meeting called by the petition shall be held within five (5) days of delivery of the petition; a general membership meeting shall be held within twenty-one (21) days of delivery of the petition. Such meetings shall be held at a time and place customary for regularly scheduled meetings.

ARTICLE V - ELECTIONS

SECTION I - NOMINATING COMMITTEE

1. A nominating committee shall nominate one candidate per office as specified in Article III.
2. The Board of Directors shall appoint a nominating committee consisting of no less than three (3) present members of the association, at the March meeting. A current board member shall chair the committee.
3. Consent of the nominee is mandatory before placing their name on the ballot.
4. A slate of candidates shall be published and distributed to the general membership at the annual or general membership meeting. This ballot shall allow space for insertion of names of candidates nominated from the floor.
5. A printed absentee ballot shall be made available for members unable to attend the scheduled meeting. This ballot must be requested from a member of the nominating committee, not more than one week prior to the meeting.
6. No proxy votes will be allowed.
7. Ballots will be counted by the nominating committee and verified by the Secretary.
8. Any office not filled through the annual election shall remain open until the Board of Directors nominates an association member to fill the office. A majority vote of the Board shall be required to approve a new officer.

SECTION II - RECALL OF OFFICE

1. The membership of the Association may call for a special election by petition at any time. Such petition shall consist of signatures of at least 10% of the total membership. All offices reopened for nominations by said petition, shall have an election schedules within 21 days, at a called meeting of the general membership. Nothing shall prohibit sitting members of the Board from running for any office.
2. Newly elected board members shall take office immediately.

ARTICLE VI – FINANCE

SECTION I – REVENUE

1. The revenue of this organization shall be derived from registration fees, sponsor fees, and fund raising activities.
2. Capital expenditures over \$5,000 shall be approved by a majority of the board of directors.

SECTION II - ANNUAL AUDIT

1. The Comptroller of the Association shall have an outside audit done at the conclusion of the fiscal year and submit results to the Board of Directors.

ARTICLE VII – MEMBERSHIP

SECTION I - PARENTS

1. Each parent or guardian of any player meeting the requirements as to age and residence as set forth in the rules and regulations of SPSA becomes a voting member of SPSA, having one vote by virtue of such membership. This membership shall continue until registration is closed for the same program in the next year.
2. The President of the Association must approve hardship cases.

SECTION II - SUSPENSION

1. The Board of Directors, by a majority vote of 51% of elected members present at a duly constituted meeting, shall have the authority to warn, suspend, or expel any adult member whose conduct is detrimental to the best interest of the association.
2. The use of profanity, narcotics, alcoholic beverages, or fighting on park premises shall be sufficient grounds for automatic expulsion from the association.

3. The Board of Directors, upon evidence of misconduct of any player shall notify the team manager of which the player is a member, and the parents or guardian of the player within twenty-four (24) hours. Said manager shall appear in an advisory capacity with the player before the Board of Directors who shall have full authority to suspend or revoke such player's right of future participation and her registration shall be forfeited.

ARTICLE VIII – GENERAL RULES AND REGULATIONS

SECTION I - PROGRAMS

1. The Board of Directors will establish the various programs and may modify or terminate their existence.

SECTION II - INSURANCE

1. The Association shall make medical insurance coverage available to each player as long as required by Cobb County Parks and Recreation.
2. The Association, its Board Members and or general membership are not responsible beyond the limits of the insurance provided.

SECTION III - MISCONDUCT

1. Any board member, manager, coach or association member may be removed for inefficiency or conduct detrimental to the association standards and activities by the Board, a majority of 51% of the Board members present at such board meeting being necessary to effect such removal. The affected person shall be notified of such a meeting.
2. If any manager, coach or program official comes to the ballpark under the influence of alcohol or narcotics, he/she will be relieved of his/her immediate duties, and asked to leave the park. Said individual will remain on suspension until brought before the board of directors.
3. Any parent, spectators or players shouting derogatory remarks at any player, team or umpire will be warned once, and then asked to leave the premises. Continued violation of the by-law, as determined by the Board of Directors will result in action being taken under paragraph one of this section.
4. After being duly warned by the program coordinator, any player may be expelled from team membership before or during play when the team manager and the coordinator deem her conduct unacceptable. The player will be notified and given and opportunity to appeal any decision to the Board, a majority of 51% of elected Board members present at the meeting being necessary to effect such removal after an appeal.

5. A member of the Board of Directors may be removed from the Board for non-performance of duties upon a two-thirds (2/3) majority vote of a duly constituted meeting of the Board. The Board member must be notified 48 hours in advance and then shall have the opportunity to present a defense at the Board meeting at which the removal vote is to be taken.

SECTION IV - PLAYERS

1. Any player resigning without cause, or dismissed for disciplinary reasons after being assigned or drafted to a team is ineligible to participate on any other SPSA team for the remainder of that season.

SECTION V - REGULAR GAMES

1. No games except regular scheduled games will be played without the approval of the Board.
2. Before the start of any game, the responsibility for canceling games because of field conditions shall rest with the Board member in charge of the park. In his/her absence the umpires shall have jurisdiction.

SECTION VI - PLAYING RULES

1. Each program shall play according to the rulebook of a sanctioning body. Such exceptions as there may be and all SPSA rules shall be published as a rulebook, approved by the Board and furnished to the managers and available at the Park.
2. The Board of Directors must approve sanctioning changes, which affect regular season rules.
3. Multiple sanctioning for purposes of insurance, tournaments or other reasons not affecting regular season rules may be done at the discretion of the Board.

SECTION VII - CORPORATE SEAL

1. The Corporation shall have a seal in the form and manner hereupon set forth.