

Alameda Junior Baseball Association  
By Laws, Rules and Regulations  
November 1st, 2012 – October 31st, 2013

**ARTICLE 1**

Section 1 – Organization

1. The Alameda Junior Baseball Association, Incorporated, shall be active in the area surrounded by: Sixth Avenue from Sheridan Boulevard to Wadsworth Boulevard, Wadsworth south to Alameda Avenue, Alameda west to Garrison, Garrison south to Mississippi, Mississippi west to Kipling, Kipling south to Jewell Avenue, Jewell east to Sheridan, and Sheridan north to Sixth Avenue, or Alameda High School boundaries
2. The organization shall participate as a member of the Jefferson County Junior Baseball Association and shall be bound by Jefferson County Junior Baseball League By-laws at all times.

Section 2 – Membership

The voting membership shall consist of all Board members, active coaches, and assistant coaches (limited to one assistant per team for voting purposes). Non-voting membership shall be all residents of the Alameda community. The voting membership shall elect the Board of Directors and vote on changes to the rules of game play. All other matters shall be exclusively determined by the Board of Directors.

Section 3 – Meetings

The regular monthly meetings of the membership shall be held at a time and place to be announced by the President.

Section 4 – Quorum

The majority of active Board Members at any meeting will constitute a quorum at a regular meeting. If a quorum is present, the vote of the majority of the membership represented at the meeting and entitled to vote on the subject matter shall be the act of the members.

Section 5 – Adjournment

If a quorum is not present at any meeting, such meeting shall be unofficial. The President may call another meeting before the next scheduled meeting if deemed necessary

### Section 6 - Order of Business

The order of business at all meetings of the membership will be determined by the President.

### Section 7 - Books and Records

1. The organization shall keep a complete set of books and records of account and shall keep minutes of the proceedings at all meetings.
2. Any member upon written demand, stating the purpose thereof, shall have the right to examine at any reasonable time or times, for any proper purposes, its books and records of account, minutes and to make extracts therefrom.
3. Upon the written request of any member, the organization shall make available to such members its most recent financial statement.
4. At the October meeting of each year, the Executive Board will propose a budget to the membership for the next fiscal year.
5. A professional accounting service will be hired to review and certify all account registers at the end of the fiscal year.

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## **ARTICLE II**

### BOARD OF DIRECTORS

#### Section 1 – Number and Election

1. The affairs and management of the organization shall be under the control of a Board of Directors consisting of twelve members who shall be elected for a two year term, one-half of the members being elected each year.
2. The President shall appoint a nominating committee of two or more members of the Board each year, who shall report to the Board at the August meeting, nominating persons to fill all vacant Board seats. These names shall be presented at the August membership

meeting.

3. The election to fill the vacant Board seats shall be held at the September membership meeting. Any resident of the community is eligible to be elected for these positions, with the exception of all Executive Board positions. Nominations may be made from the floor.
4. Majority vote of the quorum shall elect the board members, who will begin their term on October 1st of that same year.
5. All votes will be cast in a closed vote forum.
6. A presentation will be prepared and presented by the nominee to the voting members prior to voting.

#### Section 2 – Organization

At all meetings of the Board of Directors, the President, or in his absence, the Vice President, shall preside. The Secretary of the organization shall act as Secretary of such meetings. In the absence of the Secretary, the Executive Director will uphold the responsibility of the Secretary. In the event that they are both absent, the President shall appoint a Secretary in his/her absence.

#### Section 3 – Vacancies

Any Board of Directors member absent three consecutive meetings shall be automatically dropped from the rolls of the Board of Directors and shall be reinstated only upon written application and upon approval of the Board of Directors. When any vacancy shall occur on the Board, it shall be filled by Presidential appointment and ratification by majority vote of a quorum of the Board.

#### Section 4 – Special Meetings

Special meetings may be called by the President or any two of the Directors.

#### Section 5 – Quorum and Manner of Acting

A majority of sitting Board of Directors shall constitute a quorum for the transaction of business at any meeting. The majority of the quorum shall constitute the action of the Board. The Directors act only as a Board and the individual Directors shall have no power as such.

### **ARTICLE III**

## OFFICERS

### Section 1 – Number

The officers of the organization shall be a President, a Vice President, a Secretary, a Treasurer, an Executive Director, and such other officers as deemed necessary. There shall be up to a total of seven additional directors named in order to completely fill all board positions.

### Section 2 – Duties of Officers – President

The President, when present, shall preside at all meetings of the Board and of the membership. He/she shall sign all contracts, countersign checks, deeds, and other instruments executed on behalf of the organization, and shall perform such other duties as may be required by him/her by the laws of the State of Colorado, and by their By-Laws and by the Board of Directors.

### Section 3 – Vice President

In the absence of the President, the Vice President shall possess all of the powers and perform all the duties of the President, and assist the President in all matters.

### Section 4 – Treasurer

1. It shall be the duty of the Treasurer to receive the money and funds of the organization and deposit the same in such banking houses as the Board of Directors shall from time-to-time direct, and under direction of said Board he/she shall pay out the same by check and/or electronic funds when presented. It shall be required that the Treasurer shall be one of the two signers on all approved checks.
2. The Treasurer shall at all times keep full and correct books of account which shall be open to the inspection of any member of the Board of Directors or to the public. He/she shall make a detailed report annually and monthly and shall make such other reports and statements as the Board of Directors from time-to-time may require. He/she shall keep on file proper vouchers and receipts for all expenditures by him.
3. The Treasurer shall assist in preparing and shall provide the Board, an upcoming budget for the next fiscal year by October 31st of the current year. The Treasurer shall provide cumulative and monthly reports to each meeting of record.
4. The Treasurer shall file all local and state reports as required by the State and Local laws in a timely manner, keeping both sales tax and exemption status in good standing with the State of Colorado.

## Section 5 – Secretary

1. It shall be the duty of the Secretary to keep full and accurate minutes of the proceedings of the Board of Directors and of the organization in proper books. The Secretary shall also keep a list of all members and all sponsors and addresses. A copy of all correspondence sent in letter form to the public by AJBA shall also be kept on file.
2. The Secretary shall perform such duties as may be required by the laws of the State of Colorado, by these By-Laws, and by the Board of Directors.
3. The Secretary shall manage and keep on file all background checks required by AJBA and JCBJL.
4. The Secretary shall dispense all mail accordingly to the appropriate person.

## Section 6 – Executive Director

1. It shall be the duty of the Executive Director to be the fifth vote on the Executive Board.
2. In the absence of any other Executive Board member, excluding the President, the Executive Director shall fulfill the stated duties of that position.

## Section 7 – Election and Tenure Officers

1. Officers shall be elected by the Board of Directors at their regular Board meeting before the election of the Board, and shall serve until their successors are elected, unless deemed necessary to replace such officer.
2. The primary duties of the Board Members and Directors are:
  - To abide by the Rules and Regulations of JCJBL and AJBA.
  - To properly notify the eligible players, and their parents of guardians, of registration dates and requirements.
  - To approve all expenditures by AJBA.
  - To establish registration and sponsorship fees.
  - To be responsible for the selection of head coaches each year.
  - To have the authority to place a coach on probation or discharge him/her from their coaching duties.
  - To attend AJBA meetings.

3. Officers are required to uphold AJBA and JBJCL by laws. They are responsible to address any misconduct or inappropriate behavior seen at any AJBA event at which they may be present. They are required to notify an Executive Board Member immediately of such an event. To avoid any conflict of interest, any director who is actively coaching a team or at an event which involves his team shall refer the incident to a different Board member for resolution. His status as a coach will override his director status.
4. Directors should be clearly identified as such, either by a hat, jacket, etc. and should be social and available at any AJBA event attended.

#### **ARTICLE IV**

##### FISCAL YEAR

The fiscal year of the organization shall be from October 1st of each year to September 30th of the following year.

#### **ARTICLE V**

##### EXECUTIVE BOARD

The Executive Board shall consist of the officers of the Board of Directors.

#### **ARTICLE VI**

##### AMENDMENTS

These by-laws (except Article 1, Section 2) may be amended, repealed, added to, or altered in whole or in part, by a majority vote of a quorum of the Board of Directors at the November Board meeting. Amendments to article 1, section 2, must be approved by a majority vote of a quorum at the January membership meeting.

#### **ARTICLE VII**

##### MISCELLANEOUS

1. At the discretion of the Board of Directors, paid employees may be utilized where deemed necessary.
2. Any interested person or persons may attend meetings, but shall not have a vote.
3. All books of the Treasurer will be audited after the end of the fiscal year by a professional accountant.
4. The voting membership shall be informed, by appropriate means, of any pertinent rules and policies of the organization, to minimize misunderstandings. Any other information designed to improve the operation of the organization may be similarly distributed.
5. Each year all coaches shall be screened by a committee composed of the Executive Board plus one member, selected by the President. This committee shall establish chosen coaches, team assignments and team ranking.
6. In the event of termination and/or dissolution of the Alameda Junior Baseball Association, any funds remaining after the payment of all debts will be donated to the Alameda High School Baseball Program.

## RULES AND REGULATIONS OF THE ALAMEDA JUNIOR BASEBALL ASSOCIATION, INCORPORATED

### A. GENERAL

1. The Board of Directors shall make rules and regulations governing eligibility, age, and equipment, for all concerned in the program, within the scope of JCJBL rules.
2. Every Coach and/or Director present at an AJBA event shall assume the responsibility for the conduct of spectators at its field.
3. The Board of Directors shall set a date for all age groups to begin practice on AJBA approved fields or Jefferson County and City of Lakewood fields.
4. All Alameda Junior Baseball teams, players and coaches are required to take part in a minimum of one fund raiser to benefit AJBA.

5. All Tee-ball and Coach-pitch coaches will rotate players every inning so that no player will play the same position twice in the same game.
6. If a clinic for coaches is offered by Alameda Junior Baseball, each team will be required to send the head coach or one assistant.
7. Post season tournaments
  - a. With the agreement of the Executive Board and available finances in the treasury, teams qualifying for state or World Series tournaments will have their entry fee paid for by Alameda Junior Baseball. All other expenses will be team's sponsor's responsibility.

## B. PLAYERS

1. Players shall register at such time and place as shall be designated by the Board of Directors.
2. The players shall be divided into age groups as follows:
  - a. Tee-Ball – five, six, and seven years olds
  - b. Coach Pitch – seven and eight years olds
  - c. First year midget – nine year olds
  - d. Second year midget – ten year olds
  - e. First year junior – eleven year olds
  - f. Second year junior – twelve year olds
  - g. First year intermediate – thirteen year olds
  - h. Second year intermediate – fourteen year olds
  - i. Seniors – fifteen to eighteen year olds
  - j. Age limits shall be from the dates required by JCJBL or such league.
  - k. Teams shall be composed of players of the same age group whenever possible.
3. Resident Eligibility
  - a. A player must meet the JCJBL eligibility requirements.
  - b. A player is expected to play on a team fielded by his/her own community.



- c. Any flagrant act of unsportsmanlike conduct on playing fields or as a spectator may be cause for the cancellation of the players eligibility.
- d. The player's high school eligibility is to be safeguarded at all times. No coach, by his/her actions, shall cause such eligibility to be jeopardized

#### 4. Registration and Required Documents

- a. All players shall have a photostatic copy of their birth certificate or other age proof acceptable to the association, and a code of conduct contract signed by a parents or guardian..
- b. Only players whose names are on an official team roster which is approved by the league, may play in a league or play-off game. A player will be approved by the league by means of a photostatic copy of their birth certificate or other proof of age on file with AJBA, may play in a league or play-off game.
- c. No player may be transferred from one roster to another after the start of league play unless approved by the Board of Directors, and JCJBL
- d. All new and broken team players will come under the rules of supplemental agreement attached to the standing rules and regulations.
- e. Open Pre-registration will continue until the number of designated teams are filled.
  - (1) Open registration will be the last Saturday in January and one night during the following week.
- f. Any player registering after the teams are filled will go on the Master roster.
- g. The cost of registration shall be established each year at the November board meeting. It is recommended that the fees proportion to the costs of fielding the various age groups.
- h. All players must have a signed registration on file with AJBA prior to participating in any AJBA event.

#### C. TEAMS

It is recommend that the maximum number of players on a roster be as near twelve as possible.

#### SUPPLEMENTAL AGREEMENT

## A. PLAYERS

1. If a player wishes to try out for a higher flight team, he/she will be allowed to go on the Master roster to be picked by a higher flight team. If the player is unsuccessful, he/she shall be returned to last years team, as long as that team has not been filled.
2. If there remains players from the open registration and the draft who have not been placed on a team due to all team rosters being filled at their age level, they may be placed on an unfilled team at a higher age level.
3. If a player chooses to not play for his previous team or the team that has drafted him, for any valid reason, that player shall be placed on the Master Roster to be chosen or assigned to another team by the Executive Board.

## B. DRAFT

1. An open draft should be held to fill the top Alameda team first.
2. The coach of that top team shall fill his/her roster with 12 or 13 players (coach's choice) chosen from players from the previous year, new players, and other players from other teams in that age group who have requested the draft.
3. In the interest of developing this "top notch" team the area and coaches should encourage good ball players to compete for positions on this top team.
4. There will be no must-play rule for competitive teams in first and zero flights and that all players will be expected to compete for playing time. JCJBL rules require all leagues to bat their entire roster.
5. Any players entering first year midgets are required to enter the draft.
6. If a coach wishes to pass and not make a pick, he/she may do so, and he/she shall have no recourse. If a coach is not represented at the draft when the rosters are to be filled from the Master roster, he/she will automatically pass his turn.
7. When two or more teams are bracketed in the same flight, the team that played in the higher league the previous year or the one with the best record shall draft first and fill their roster.

## C. TEAMS

1. A returning team shall be defined as any team that participated in league play the previous year with a minimum of seven returning players.

2. If for some reason a coach or coaches do not return to last year's team and the team wishes to return as a team, every effort will be made to find a coach for that team.
3. If the head coach does not return to the team he/she coached the previous year. The new appointed head coach has the choice to keep all the returning players of that team or enter all the players of that team through the draft.
4. If coaches cannot be found by one week before the scheduled draft, the team will be considered as a broken team.
5. If a team breaks up and is no longer a team, the remaining players will be placed on the Master roster.
6. The size and number of teams will be determined by the number of players remaining from the draft or open registration in that age group after the top team is chosen. Other teams will complete their rosters in order from the higher flights down.
7. When all teams are filled and there remains on the Master roster enough players to form one or more teams, AJBA will form those teams with new coaches.
8. When, in the opinion of a coach, it is felt that a player of lesser abilities should play on a team in a weaker flight, he/she may (with the concurrence of the Executive Board) place the player on the Master Roster. This action will be limited to three players per team per year. It is mandatory to discuss such action beforehand with the Executive Board and with each player's parents.
9. All teams must adopt the "bat your roster" rule. This will not apply in cases where failure to attend practice is involved. However, rules established by the coach regarding attendance should be made known to the team before the season starts. Tournaments are exceptions.
10. Any returning coach or new coach requesting to coach a zero or first flight team shall present a resume and presentation to the Board or the Coaches Director for a selection at that level.