

Cottage Grove Athletic Association, Inc.
Baseball Division Bylaws

ARTICLE I - NAME

This organization shall be known as the Cottage Grove Athletic Association, Incorporated, Baseball Division.

ARTICLE II - OBJECTIVE

The purpose of the Baseball Division is to provide recreation and education for the youth of Cottage Grove in the field of baseball and to instill the ideals of good sportsmanship, honesty, loyalty and courage so they may be finer, stronger and happier children and will grow to be clean, proud, confident adults.

ARTICLE III - MEMBERSHIP

- A. Any adult resident of the City of Cottage Grove with a child registered in the Baseball program shall be a member and have voting privileges in the Baseball Division.
- B. Any adult resident or volunteer non-resident active with the CGAA Baseball program shall have voting privileges in the Baseball Division.
 - 1. Definition of Active for Article III, Section B - (1) Commissioner of a League; (2) Head Coach and his/her assistant.

ARTICLE IV - PLAYER ELIGIBILITY

- A. For participation in the in-house leagues, all players must live in the following areas: the City of Cottage Grove, the City of St. Paul Park, the City of Newport, the Township of Grey Cloud Island, and any other rural community within the School District 833 (excluding Woodbury) which does not offer a youth baseball program.
- B. For participation in specialty leagues and traveling leagues, players must fall within the chartered boundaries for those leagues.
- C. Children of active non-residents are eligible to play in the CGAA Baseball Division as long as they meet league registration requirements (also, any family where at least one adult member has been active in the CGAA Baseball Division and a resident of the City of Cottage Grove and moves to another community, the children will be allowed to continue participation in the CGAA program so long as adult member of the family remains active in the program and league registration requirements are met).

ARTICLE V - GOVERNMENT

- A. The Baseball Division shall be under the supervision of a President and a Board of Directors, whose duty is to manage the organization subject to the will of the Baseball membership and its bylaws.
- B. The Board of Directors shall consist of 10 elected Directors who shall be charged with the responsibility of appointing a Fields

Manager, Publicity Chairperson and Registration Chairperson. The elected Board positions are: President, In-House Director, Travel Director, Budget Director, Director of Communications, Director of Registrations, Director of Administration, Director of Umpires, In-house Tournament Director and Equipment Manager. Only elected Board members shall have voting rights at a Board meeting.

- C. Any voting member may serve in any Board position except the position of President. The President must be a voting Cottage Grove resident.
- D. The general membership shall vote each year in August to elect Directors to positions on the Board. The elected Directors will assume their positions the first day of September. A Nomination Committee of three to five CGAA Baseball members shall be appointed by the Baseball Board to find officers for Baseball Board elections. The term of this committee expires at the end of their appointed time.
- E. The positions of President, In-House Director, Director of Administration, In-House Tournament Director and Budget Director shall be up for election in odd years; and, the positions of Travel Director, Director of Registrations, Director of Communications, Director of Umpires and the Equipment Manager shall be up for election in even years.
- F. Any vacated Directorship shall be filled by an interim appointment by the Board of Directors. The appointed Director will hold office until the next annual election.
- G. All elected Board Positions shall be for a 2 year term.
- H. Duties and responsibilities of the Directors are:
 - 1) **The President shall:**
 - a. Preside over all meetings of the General Membership and Board of Directors.
 - b. Represent the Baseball Division at all CGAA, Inc. meetings.
 - c. Be a member ex-officio of all Division committees.
 - d. Establish ad hoc committees as necessary.
 - e. Enforce all laws, rules and regulations of the Division.
 - f. Provide an administration budget for the upcoming year.
 - 2) **The In-House Director shall:**
 - a. Be responsible for organizing the In-House Leagues (T-Ball, Pitchball, Peewees, and Minors).
 - (1) Designate Commissioners for the individual leagues, and approve coaches in said leagues.
 - (2) Work with League Commissioners in the formation of their leagues and oversee teams of the municipalities participating in our league.
 - (3) Coordinate with the scheduling and distribution of pictures.
 - b. Enforce all laws, rules, and regulations in the In-House Leagues.
 - c. Be a voting member of the Protest Committee.
 - d. Be a member ex-officio of all committees under his/her jurisdiction.
 - e. Provide in-house teams budget for the upcoming year.
 - f. Attend monthly board meetings.
 - 3) **The Travel Director shall:**
 - a. Perform all duties of the President in the absence of the President and the In-House Director.

- b. Be responsible for organizing the Traveling teams.
 - (1) Represent Cottage Grove at all Traveling League meetings.
 - (2) Coordinate with the scheduling and distribution of pictures.
 - (3) Coordinate with the Budget Director/Secretary for the timely payment of league fees.
- c. Enforce all laws, rules, and regulations of the Traveling League.
- d. Be a voting member of the Protest Committee.
- e. Be a member ex-officio of all committees under his/her jurisdiction.
- f. Provide a Traveling Teams budget for the upcoming year.
- g. Attend monthly board meetings.

4) The Director of Registrations:

- a. Perform all duties of the President in the absence of the President, In-House Director and Travel Director.
- b. Be a member ex-officio of all committees under his/her jurisdiction.
- c. Be in charge of spring registration and delegate all responsibilities to others helping registration.
- d. Coordinate, with Director of Communications, the submittal of registration information through the Bulletin, Cottage Grove Report, and flyers as appropriate.
- e. Provide a Registration's budget for the upcoming year.

5) The Budget Director:

- a. Perform all duties of the President in the absence of the President.
- b. Assemble the Baseball Division budget (income and expenses) for approval by the Baseball Board and the CGAA, Inc.
- c. Present a report for the disbursement of all funds on a monthly basis for inclusion in secretary's records.
- d. Keep records, books and documents pertinent to the Baseball Division.
- e. Work closely with the CGAA, Inc. treasurer and Baseball Equipment Manager.
- f. Be a member ex-officio of all committees under his/her jurisdiction.
- g. Attend monthly board meetings.

6) The Director of Communications

- a. Record the minutes of all Baseball Board and General Membership meetings, and distribute copies of the minutes.
- b. Work closely with other board members on communications to members.
 - a. Including the collection and assembly of articles for the association newsletter.
 - b. Work with "Event Coordinating Team", or other such created committees to assure association newsletter and communications are sent to members.
 - c. Coordinate with Director of Registrations and In-House Director on dates and communications to local newspapers and/or schools
- c. Work closely with the CGAA, Inc. treasurer
- d. Be a member ex-officio of all committees under his/her jurisdiction.
- e. Provide a communications budget for the upcoming year.
- f. Attend monthly board meetings.

7) The Director of Administration shall:

- a. Be responsible for the league scheduling of all Baseball games.
- b. Schedule fields for practices, make-up and rescheduled games.
- c. Secure fields in Cottage Grove from the City and School District 833.
- d. Work in securing fields from communities outside Cottage Grove.
- e. Periodically check on conditions of fields used inside and outside Cottage Grove and report any problems to the Baseball Board.
- f. Chair the Rules Committee.
 - (1) The date for the Rules Committee meeting shall be set at the September Board meeting.
 - (2) The new rules shall be read at the October General Membership meeting.
- g. Chair and be a voting member of the Protest Committee.
- h. Be a member ex-officio of all committees under his/her jurisdiction.
- i. Provide a field's budget for the upcoming year.
- j. Attend monthly board meetings.

8) The Director of Umpires Shall:

- a. Arrange all umpires for in-house games.
- b. Collect names and arrange all payment for umpire services.
- c. Provide accounting for budgeting.
- d. Attend monthly board meetings.

9) The In-House Tournament Coordinator:

- a. Arrange the brackets and seeding of each in-house level team for an end of the year tournament.
- b. Arrange for a site supervisor for each division's in-house tournament.
- c. Arrange a schedule for concession workers for the in-house tournaments.
- d. Attend monthly board meetings.

10) The Equipment Manager shall:

- a. Be responsible for purchasing, distribution, storage, control and maintenance of all baseball equipment.
- b. Work closely with the Budget Director for equipment purchases.
- c. Provide an equipment budget for the upcoming year.
- d. Attend monthly board meetings.

- I. Committees
 - 1. The President from time to time establishes ad hoc committees to execute specific needs of the Division. Examples: publicity, bylaw changes, Board member removal, etc.

- J. The procedure for removal of persons (Board members, Commissioners, Coaches, Committee members, etc.) from positions is:
 - 1. A written motion will be made at a Baseball Board or General Membership meeting.
 - 2. A quorum of the Board shall at this time appoint an ad hoc committee of at least 3 people and not to exceed 5 people to investigate the charges.
 - 3. At a specific General Membership meeting called within 15 days of the motion, the committee shall make its report to the Baseball Board and General Membership.
 - 4. If the committee at the duly called special membership meeting finds a cause for removal, the President at that time shall call for a vote.
 - a. For removal of a member of the Board of Directors, a two-thirds majority vote of those present at the general membership meeting is required.
 - b. For removal of a commissioner, coach, committee member, etc., a majority vote of the elected Board of Directors is required.
 - 5. Only voting members in the CGAA Baseball Division are allowed to vote at this special meeting.
 - 6. Article III - Membership of the Cottage Grove Athletic Association, Inc. Baseball Division Bylaws will determine eligibility at this meeting.
 - 7. A quorum of the voting members of the Board of Directors is required to convene a special removal meeting. If a quorum is not present on the original selected date, the meeting will be on very next day, and the next day, and the next day, until a quorum is present. Official notice shall not be sent to the General Membership in this case.

- K. Any additions to the approved budget must meet the following stipulation:
 - 1. Be referred to the Board or a committee approved by the Board for study and approved by a majority of the Board members at the Board meeting.

ARTICLE VI - MEETINGS

- A. Robert's Rules of Order shall govern the proceedings of all meetings except where there is a direct conflict with the Articles or Bylaws of this Division.

- B. General Membership Meetings
 - 1. Four (4) members will constitute a quorum.
 - 2. There will be no fewer than (2) General Membership meetings per year (i.e. Rules Meeting, Election, etc.)
 - 3. Official notification of General Membership meetings will be published in the Balls and Strikes and/or the Local newspaper.
 - 4. Special Membership meetings may be called by a quorum of any four (4) Directors, with 5 days notice to the General Membership.

- C. Board of Directors Meetings
 - 1. Four (4) voting Directors shall constitute a quorum.
 - 2. A meeting may be called by the President or any two (2) Directors at any time when ample notice has been given to all Directors.
 - 3. The Board from time to time shall establish ad hoc committees with specific objectives which shall cease when these objectives are complete.

4. All meetings will be conducted by an in-person gathering of a quorum of the voting Directors. From time to time votes may be called for by email. Email votes are to be maintained until the next scheduled board meeting. Telephone voting shall not be permitted.

ARTICLE VII - POLICIES

- A. This Division recognizes goals, objectives, rules, and regulations of youth baseball as stated in appropriate rule books. It is a policy of this Division to register some teams in leagues that play under the guidance of these rule books, always keeping in mind that the CGAA policies, rules and regulations still apply when appropriate.
- B. This Division shall provide a youth baseball program which provides the opportunity for all youth to compete and develop at their respective age levels as defined by the Rules Committee.
- C. All participants of the programs offered by this Division shall be fully and properly registered prior to participating and the parents or guardians of each participant shall be informed as to their responsibilities to support the programs and events offered and sponsored by this Division.
- D. This Division shall establish and publish playing rules for each program level. Such rules shall be in agreement with the appropriate Traveling League rules and the general CGAA, Inc. rules.
- E. This Division shall appoint coaches who adhere to our Baseball coaches Code of Ethics:
 - I will treat each individual (player, opposing coach, official and sport administrator) with respect and dignity.
 - I will do my best to learn the fundamental skills, teaching, techniques and strategies of my sport.
 - I will become familiar with the rules of my sport.
 - I will become familiar with the objectives of the Cottage Grove Athletic Association Baseball Division.
 - I will uphold the authority of the officials who are assigned to the contest in which I coach and I will assist them in every way to conduct fair and impartial contests.
 - I will learn the strengths and weaknesses of my players in order that I might place them into situations where they have maximum opportunities to achieve success.
 - I will conduct my practices and games so that the players, regardless of ability, have an opportunity to improve their skill level through active participation.
 - I will communicate to my players their rights and responsibilities.
 - I will cooperate with the Director of my sport in the enforcement of the rules and regulations. I will report any irregularities that violate sound competitive practices.
 - I will protect the health of my players by insisting that all of the activities under my control are conducted for their psychological welfare rather than the vicarious interests of adults.
- F. The Division shall establish guidelines for playing time at all levels.

- G. This Division shall establish a procedure with the appropriate rules and regulations which shall define the method used to select and/or form teams for the different playing levels offered by this Division.
- H. This Division recognizes league playoffs and shall help develop the procedures and rules governing such playoffs.
- I. This Division shall establish player equipment requirements; also care and return of said equipment.
- J. This Division shall establish yearly program registration fees.
- K. This Division shall charge extra fees for various specialty and traveling leagues as appropriate to cover umpire fees, specialized equipment, etc. This would be in addition to the registration fees.
- L. This Division recognizes and promotes the sponsorship of program activities and functions by the businesses and associations from Cottage Grove and the surrounding area.
- M. This Division recognizes the need for individual and team awards given by the Division and therefore shall establish procedures and regulations governing the type of awards and the qualifications for each.
- N. This Division recognizes, encourages and promotes the participation of CGAA teams in specialty and traveling leagues when eligible and appropriate.
- O. This Division recognizes the use of fund raisers to reduce the overall registration fees and at times in conjunction with registration the board of directors may require participation.
- P. Invitational tournaments are recognized by the Division as one means of promoting our baseball program and for providing external competition for our teams. This Division shall establish procedures, rules and regulations governing the participation of teams in such.
- Q. This Division recognizes the importance of officiating and hereby establishes a policy to encourage and promote officiating and training of such individuals.
- R. This Division recognizes the need of a Protest Committee to solve grievances arising from baseball games and therefore shall establish procedures and regulations to form said committee.

ARTICLE IX - BYLAW AMENDMENTS

- A. For this constitution or any section thereof to be amended or repealed, the following stipulation must be met:
 - 1. Ratification shall occur only at the October Baseball Board and General Membership meeting.
 - 2. Changes must be recommended to the General Membership by a committee appointed by the President, or by a motion in writing at a General Membership meeting.
 - 3. Changes must have one reading at a regularly scheduled monthly General Membership meeting prior to ratification.
 - 4. A simple majority of members present will be required to ratify an amendment.