

South Farmington Baseball, Inc.

(Also known and referred to as “South Farmington Baseball & Softball”)

Program Policy/By-Laws

I. General Considerations

A. Purpose Definition

The South Farmington Baseball, inc. (Also known and referred to as South Farmington Baseball & Softball) is a corporation that has offered baseball and softball opportunities for youth in Farmington, Farmington Hills, and adjacent areas for over 50 years. Youths depend on South Farmington Baseball & Softball for ongoing development and exposure to baseball and softball. The corporation will sustain these opportunities for the community as long as volunteers are available to manage the organization and there are active participants within the community. The Program Policy comprises the rules and regulations that govern the operations of the corporation.

B. Responsibility

1. The Board of Directors is responsible for ensuring that all corporate activities are conducted in accordance with this policy, whether executed by the Board directly or delegated to others.

C. Policy Changes

1. The Board of Directors may augment, eliminate, or amend any or all policy statements during any regular or special Board meeting.

a. For special meetings, Board members must be notified of the meeting's time, location, and agenda at least 24 hours prior to the meeting.

b. Policy change decisions must adhere to quorum and voting rights requirements.

D. Policy Limits

1. No policy shall contravene existing laws.

2. All policy statements pertaining to the "house" leagues should prioritize providing the maximum benefit to the greatest number of players.

3. Policies should be adhered to whenever feasible, although exceptions may be permitted when justified.

E. Terminology

1. Volunteer: Any adult who participates in program activities without financial remuneration.

2. Board Member: A volunteer possessing voting rights concerning league policies and procedures. A Board Member is entitled to only one vote, regardless of the number of roles held, and must be at least 18 years of age.

3. Committee Member: Members who fill a specific need/position within South Farmington Baseball & Softball .

4. League Directors: Individuals responsible for overseeing one or more leagues.

5. League: A collection of teams competing against each other regularly, typically categorized by age and gender.

6. Division placement shall be based on grade level

7. Evaluations: An official form used to assess players' abilities.

8. Head: An individual responsible for leading and managing a team.

9. Assistant Coach: An individual assisting the head coach.

F. Dissolution of the Corporation

Upon the dissolution of the corporation, all assets will be donated to the City of Farmington.

II. The Board of Directors

A. Board Composition

1. The South Farmington Baseball & Softball Board of Directors shall consist of the following positions:

- President
- Treasurer
- Secretary
- Baseball Commissioner
- Softball Commissioner
- T-Ball Director
- Baseball Grade 1-2 Director
- Baseball Grade 3-4 Director
- Baseball Grade 5-6 Director
- Baseball Grade 7-9 Director
- Softball Grade 1-3 Director
- Softball Grade 4-6 Director
- Softball Grade 7-9 Director
- Equipment Director

- Uniform Director
- Fundraising Chair
- Field Coordinator
- Registrar
- IT Director
- Safety Director
- Ethics and Code of Conduct Director
- Umpire Director
- Tournament Director (TBD)

The members listed above are eligible for board voting.

2. In the event of a vacancy on the Board due to death, resignation, or other reasons, it shall be filled by a vote of the remaining Board members.

- a. The filling of the vacancy must achieve a majority vote of all remaining Board members.
- b. There is no prioritized order for filling vacancies; any adult may be elected pending the approval of a background check.
- c. The position shall be posted for 30 days and each applicant shall come to a specialized meeting with voting board members only to fill any vacancy.

3. In the event that a board member initiates a motion to remove an individual from the board, the decision shall be made by a majority vote of the remaining board members.

4. The Board shall elect a President, who will serve as the Chief Executive Officer and Chair of the Board.

B. Board Responsibilities

1. The Board shall oversee the management of the corporation's property and affairs, adhering to the Program Policy.

2. The Board may establish both standing and special committees as deemed necessary.

3. The Board shall formally authorize the annual budget and oversee the allocation of expenditures.

4. The Board holds responsibility for disciplining Board members, officers, officials, managers, coaches, parents, and players, in accordance with established disciplinary procedures.

5. The Board will determine which individuals are authorized to disburse corporate funds, as defined in the bylaws.

6. Board members shall be elected annually by existing Board members at conclusion of the regular baseball/softball fall season. Board members shall be nominated for removal at any

point in the season. Voting for uncontested and contested positions shall be voted on by secret ballot, and shall be individually addressed. The recipient of the majority votes will be awarded the vacant position. All voting be conducted via secret ballot. Each vote into a board or committee position is considered a 1 year term.

7. The Board shall:

- a. Order an external audit to be performed annually and approve the year-end financial statement.
- b. Ensure that the Treasurer is bonded.
- c. Approve the final budget.
- d. Ensure the Treasurer files an annual report with the State of Michigan.
- e. Determine league structures and registration fees.
- f. Assess the need for and approve fundraising methods.
- g. Approve registration letters.
- h. Review and address complaints from parents, players, managers, and coaches.
- i. Approve hosting of tournaments.
- j. Review and approve the year-end statement.
- k. Take necessary actions for the program's welfare.
- l. Schedule special meetings as necessary.
- m. Approve expenditures not already included in the budget.
- n. Board members are expected to attend monthly Board meetings whenever possible.

8. The President will:

- a. Schedule and preside over Board meetings.
- b. Recommend and solicit candidates for Ad Hoc Committees subject to the board's voting approval process.
- c. Can remove managers, coaches, parents, players, and umpires with Board advice and consent when necessary.
- d. Approve scholarships, coupon codes, or credits on registration fees.
- e. Represent the Board and program when required.
- f. Coordinate Opening Day ceremonies and associated logistics.
- g. Prepare the budget with the Treasurer.

h. Schedule a photographer for picture day, potentially a function of the Picture Day Coordinator.

i. By virtue of the office, the President serves on all standing and special Board committees.

9. The League Directors shall:

a. Prepare and distribute game schedules.

b. Form teams for non-draft leagues and send details for approval.

c. Distribute and compile evaluations for all players.

d. Refer late registrations to the Registrar.

e. Approve all coaches and assistant in their league. To coach a team in South Farmington Baseball & Softball, an individual must either be a parent or legal guardian of a program participant or reside within Farmington/Farmington Hills and be approved by the Board.

f. Suggest changes regarding league structures, rules, and exceptions.

g. Assist in distributing uniforms and equipment.

h. Ensure recovery of equipment from managers.

i. Coordinate All-Star games for their league (Spring Only).

j. Address complaints and take necessary actions, seeking assistance from the League Commissioner or Board as needed. Take necessary action after discussion with both league commissioner and the ethics and code of conduct chair.

k. Hold midyear election process to fill board position roles if they are vacated midterm.

l. Vote on committee positions and members as the leagues requires.

10. The Treasurer shall:

a. Oversee the collection and disbursement of league funds and banking.

b. Annually file documentation with the State of Michigan for non-profit corporation status.

c. Collaborate with the Board to prepare the budget.

d. Maintain insurance coverage.

e. Prepare annual financial statements.

f. Co-sign checks.

11. The Director of Equipment shall:

a. Maintain custody of league equipment.

b. Manage the repair or replacement of equipment as necessary.

c. Recommend new equipment acquisitions.

- d. Distribute and collect equipment.
- e. Prepare annual inventory of equipment as required by the Board.

12. The Director of Uniforms shall:

- a. Obtain and distribute uniforms for house leagues.
- b. Recommend acquisitions for house uniforms.
- c. Prepare an annual inventory of uniforms as required by the Board.

13. The Secretary shall:

- a. Maintain minutes and distribute copies to all Board members.
- b. Schedule and inform Board members of meetings.
- c. Assist with league correspondence.
- d. Apply for parade permits for opening day.

14. The Commissioner of Baseball shall:

- a. Oversee all baseball league activities.
- b. Recruit league directors.
- c. Act as proxy for the President when necessary.
- d. Approve teams formed by division directors.
- e. Organize drafts and oversee proceedings.
- f. Coordinate the annual coaches' meeting before the season.
- g. Distribute game schedules to relevant parties.
- h. Review and revise the rule book annually.
- i. Address complaints requiring additional assistance.
- j. Select coach(s) for tournament teams.
- k. Recommend ad hoc committees for baseball.
- l. Arrange for clinics for players/coaches as needed.

15. The Commissioner of Softball shall:

- a. Oversee all softball league activities.
- b. Recruit league directors.
- c. Act as proxy for the Baseball Commissioner when necessary.
- d. Approve softball teams formed by division directors.

- e. Distribute game schedules to relevant parties.
- f. Review and revise the rule book annually.
- g. Recommend ad hoc committees for softball.
- h. Arrange clinics for players/coaches as needed.

16. The Registrar shall:

- a. Maintain the player database.
- b. Oversee and manage the registration process.
- c. Coordinate registration announcements and materials.
- d. Secure dates and locations for regular registration.
- e. Develop and maintain the online registration database.
- f. Process regular and late registrations.

17. The Field Coordinator shall:

- a. Work with city officials to secure fields for practices and games.
- b. Coordinate field assignments with league directors.
- c. Convert internal schedule into a professionally formatted version suitable for city officials' use.
- d. Provide yearly diagrams to city officials confirming field set up for each division

18. The IT Director shall:

- a. Oversee the maintenance and update of the website.

19. Compensation of Board Members

Board positions are considered volunteer roles; therefore, Board members are not compensated for their services. However, in recognition of the extensive time commitments, each Board member will receive a waiver for one registration fee for their oldest child participating in the league.

20. The Tournament Director, if applicable, shall:

- a. Coordinate tryouts.
- b. Provide coach with tournament-related information.
- c. Collaborate with the field coordinator for practice scheduling.
- d. Direct any SFBI tournament.

21. The Umpire Director is a paid position and is thus considered non-voting. The Umpire Director shall:

- a. Coordinate umpire training.
- b. Secure necessary umpire equipment prior to the spring season.
- c. Ensure proper return of umpire equipment for seasonal storage.
- d. Hire and evaluate umpires.
- e. Select umpires from qualified applicants.
- f. Maintain proper training for umpires on rule exceptions.
- g. Process umpire payments and submit related documentation to the Treasurer.
- h. Compile game schedules and prepare assignments for umpires.
- i. Receive compensation from SFBI for performing coordination activities.

2. Committee Member Positions

Additional non-board roles may be created as deemed necessary for effective program operation, including (but not limited to) committee positions deemed necessary by the board. Committee Members are eligible to attend meetings, but not vote. Committee Member positions are 1 year terms and voted on between our Spring and Fall season.

- a. The South Farmington Baseball & Softball Committee Members shall consist of the following positions:
 - Opening Day (2 Members)
 - Picture Day (1 Member)
 - Business Liaison (1 Member)

D. Board Operations

- 1. The Board will conduct regular meetings as well as special meetings as determined by the President, who also serves as Chair.
- 2. Meetings shall be organized orderly, applying a mutually agreeable parliamentary procedure, including:

- a. Introduction and discussion opportunities.
- b. Formal motions and seconding.
- c. Clarification and further discussion opportunities.
- d. Voting by Board members to reach decisions.

3. Quorum Requirements

- a. No official actions may be taken without a quorum present.
- b. While discussions may proceed, lack of a quorum prohibits formal action apart from adjourning the meeting.
- c. A quorum is defined as two-thirds of the Board.

4. Voting Requirements

- a. Each Board member is entitled to one vote.
- b. A majority vote from those present, with a quorum established, is required for motions to pass. A tie results in motion failure.
- c. The President votes only to break ties.
- d. A Board member will refrain from voting and discussion regarding matters presenting a conflict of interest.
- e. Voting typically occurs by show of hands unless secret ballot is requested by any Board member.

5. Disciplinary Procedures

- a. Procedures apply to Board members, managers, coaches, parents, participants, and officials.
- b. The board may convene a special meeting to address raised issues.
- c. Relevant parties will be invited to participate in discussions.
- d. The Board retains the authority to impose disciplinary actions ranging from no action to termination of participation in SFBI activities.

E. Board Committees

1. The Board may establish standing committees, including a Protest Committee, which will consist of three Board members, including the President, the Commissioner of the relevant league, and the League Director dealing with the protest.
 - a. Protests will be limited to instances of umpires misapplying rules or league violations and can only be initiated by the head coach. Protests must be documented and submitted in writing to the League Director within 48 hours.
 - b. The entire Board will be notified in writing of the establishment of the Protest Committee. Any Board member may request a replacement for conflicts of interest.
 - c. The committee is responsible for final judgment on protests, issuing written responses to the head coach and the Board.
2. A Fundraising Committee will be established, including the Treasurer and additional members as appointed, responsible for recommending annual registration fees and fundraising activities.
3. The Board may also create other standing committees or special committees as deemed necessary.

III. Finance

A. General

1. Given the reasonable costs associated with younger leagues and the higher expenses incurred by older leagues, financial subsidies from younger leagues will be implemented for older age brackets.
2. Given the likelihood of players being selected for All-Star teams or playoff participation, all registrations will contribute to these activities.
3. The President and Treasurer will draft an annual budget between October 31 and December 31 for the upcoming fiscal year. The final budget shall be approved by the Board before the commencement of the season.
4. The program will be privately financed, with local municipal government support anticipated for necessary field maintenance and improvements.

B. Fund Raising

1. Administration funding will mainly stem from parental registration fees.
2. Additional fundraising initiatives may occur throughout the season as deemed necessary.
3. Fundraising for individual Tournament or Travel team expenses will be separately accounted for from administrative operations.
4. Special sponsorships or fundraising efforts by parents/guardians will fund teams in leagues outside of South Farmington Softball and Baseball league.

C. Expenditures

1. Expenditure limitations include:
 - a. There shall not be any paid employees within the Corporation.
 - b. Umpire fees will be compensated on a service basis.
 - c. Compensation for services rendered by Board members, officials, managers, or coaches, other than the Umpire Director, is not permitted. The Board will determine compensation policies as necessary.
 - d. The Corporation will not sustain operational losses exceeding one year, and reserves for contingencies may be maintained but excessive surplus will not be kept.
 - e. Board members, officials, and directors may request reimbursement for authorized expenditures, with proper documentation submitted to the Treasurer for reimbursement. Short-term debts may exceed cash balances with Board consent, provided they are not due before the next registration or major fundraising.
 - f. All purchases must align with the approved budget.
 - g. Administrative funds may temporarily support tournament-related expenses, such as equipment and supplies.

- h. Emergency subsidies from tournament funds for operational expenses are permitted.
- i. Sponsor-provided funds for special league teams will be managed according to the sponsor's directives and must comply with MHSAA rules.

2. Expenditure authorizations, subject to the Commissioner's approval, are as follows:

- a. Insurance: Treasurer
- b. Equipment: Equipment Director
- c. Umpires: Umpire
- d. Other: By designation of the President or relevant Commissioner.

3. Fund disbursement requires signatures from at least two of the following four officers: President, Commissioner of Baseball, Commissioner of Softball, and Treasurer.

IV. External Relationships

A. Business Transactions

- 1. Routine business interactions will be conducted through authorized channels as directed by the President.
- 2. The organization will refrain from engaging in business dealings that may present conflicts of interest with Board members.

B. Government and School Systems

- 1. Relationships with governmental entities will be handled by the President on behalf of the organization, ensuring respectful interactions that align with program needs.
- 2. Board members or their family members with official roles in governmental units will refrain from participating in decisions affecting those entities.
- 3. Any lobbying efforts made by parents/guardians on behalf of the program without Board consent will not be regarded as corporate actions.

C. The Media

- 1. Media relations will be managed by the President or an appointed designee to ensure courteous engagement that reflects program priorities.
- 2. Media communication should adhere to the organizational structure and receive Board consent before dissemination.

D. Other Baseball and Softball Programs

- 1. Relationships with other sports programs will be managed by the President or designees, enforcing courteous interactions that reflect cooperative program needs.

2. Board members or their family members involved in other programs will not participate in decisions affecting those entities.
3. Board members are prohibited from managing or coaching unrelated programs that conflict with the Corporation's goals.

F. Registration

1. Eligibility for registration requires that potential players are placed according to their grade level – spring season being their current grade level and fall season the grade they will be moving into.

Exceptions may apply for specific circumstances, such as parental involvement as officials, league eligibility, division rules, or prior participation with SFBI.

2. Completion of registration occurs upon submission of duly filled forms, verification of league age, and payment of fees.
3. Missing or inaccurate information may invalidate registrations. Proof of age may be requested in the form of official documentation. Waivers of fees are subject to discretion and confidentiality, pending Board approval.
4. Unpaid registrations remain owed until settled, impacting future registration approvals. Refunds will not be issued unless a player is unable to be assigned, with exceptions at Board discretion.

5. Registration Periods

- a. There will be formal registration events and online registration opportunities.
- b. Notifications regarding registration will be disseminated through local media.
- c. Late registration may be granted at the League Director's discretion, with corresponding penalties.

G. League and Team Assignments

1. Players will be grouped by league age and comparable abilities, with move requests subject to review.
2. Subdivisions may occur in leagues with wide ability ranges but are limited to maximum of two and must have a minimum of four teams each. Competitive balance and safety will guide these decisions.
3. Evaluations will guide player assignments, with required participation in tryouts for team placements, subject to League Director discretion.
4. Team Assignments
 - a. Team assignments will be managed by League Directors, employing ratings and evaluations for older age groups.

- b. Preferences for team placements must be approved by the League Director.

H. Regular Season Play

1. Teams will be scheduled for games each season with provisions for rescheduling at the League Director's discretion.

2. Each team must start games with a new ball, while players must provide their safety equipment.

3. The league will supply uniforms for league play and maintain restrictions on specific equipment as necessary.

4. Field Maintenance

a. Field upkeep and improvement will be a priority, with maintenance responsibility assigned accordingly.

5. All program activities must exhibit good sportsmanship, with engagement from all participants to ensure a positive environment. Failure to abide by the rules set forth laid out in the Ethics and Code of Conduct will result in a review and potential disciplinary action.

6. Rules of Play

a. Adherence to basic baseball and softball rules by specified by division is required. There shall be no effort to "interpret" or "game" the rules in a manner that provides one team an advantage.

7. Officiating

a. Umpires, trained for their respective divisions, will be appointed for games as per established standards.

V. Protests

A. Protests may be filed for umpire misapplication of rules or league violations, necessitating proper notification during games.

VI. Tournament

A. The league emphasizes regular season play, with tournament participation structured to avoid conflicts.

B. Funding logistics and responsibilities for tournaments, including individual fundraising efforts and financial reporting, will be enforced.

C. The selection and management protocols for tournament teams will require compliance with established rules and qualifications.

VII. Amendments

A. They bylaws and/or division rules can be amended with 2/3rds approval from voting board members. The amendment will be added to the document and dated accordingly.

This document establishes the guiding principles and operational framework for the South Farmington Baseball & Softball to uphold the integrity and effectiveness of its programs.