

## Crestwood Youth Softball and Baseball Bylaws

### Article I: Legal Name

- A. The legal name shall be: Crestwood Youth Softball and Baseball, hereby known as "CYSB"

### Article II: Incorporation of the Bylaws

- A. These Bylaws and rules listed herein shall, by majority vote of the Board, be the governing rules of all officers, coaches, and members.
- B. The Executive Board consists of the following
  - a. President
  - b. Vice President
  - c. Secretary
  - d. Treasurer
- C. The remaining board positions consist of the following:
  - a. Fundraiser Coordinator
  - b. Three commissioners (One baseball, one softball, and one tball)
  - c. Two equipment managers (One baseball and one softball)
  - d. The Crestwood High School Head Baseball Coach
  - e. The Crestwood High School Head Softball Coach
  - f. Webmaster
- D. Amendments to the Bylaws must be submitted in writing, to be discussed at one regular meeting and voted on at the following meeting. A majority vote is required to change a Bylaw.
- E. Emergency changes may be made at any time by the Executive Board with unanimous vote only. Emergency changes must be brought to a Board vote for approval at the soonest available opportunity.

### Article III: Meetings

- A. Meetings shall be held as scheduled by the President.
- B. Roberts Rules of order shall be used as a guide to conduct the meetings or followed as closely as possible.
- C. No meeting shall be held without a quorum consisting of at least two-thirds of the standing board members.

### Article IV: Objective

- A. The objective of this organization shall be to teach the fundamentals of the sport and give the youth of the community an opportunity to develop their skills, implant the ideals of good

sportsmanship, teamwork, respect, honesty and courage.

- B. These objectives shall be achieved by providing supervised competitive games through any league determined by the board.
- C. The board members, coaches, team parents and all other adults should bear in mind that the attainment of exceptional athletic skill or the winning of games is secondary and the molding of future adults is of prime importance to our organization.
- D. If CYSB participates in a travel or competitive league, a separate set of rules will apply for those teams participating.
- E. Any violation of the rules of CYSB or current league determined by the board can result in punishment up to and including permanent removal from CYSB.

#### Article V: Registration

- A. Registration dates and fees shall be determined by the board during a regular meeting.
  - a. Registration fees will be determined based on costs to play and can vary from season to season. Items to consider when establishing registration fees are as follows (this is not intended to be an all-inclusive list):
    - i. Uniform Costs
    - ii. Umpire Fees
    - iii. League Fees
    - iv. Trophies/Ribbons
    - v. Insurance Premiums
    - vi. Basic Equipment Costs (balls, chalk, etc.)
- B. To be eligible to register to play in CYSB an applicant must:
  - a. Be at least the minimum age required per current league played.
  - b. Live in Crestwood School District or be released from another township.
  - c. To meet all registration requirements
    - i. Registration forms must be properly filled out and signed by the parent or guardian.
    - ii. All forms must be approved and signed by a representative of CYSB.
    - iii. In accordance to league roster requirements no application will be accepted after final roster date provided by league played.
    - iv. CYSB will determine a registration deadline prior to final roster date each year.
    - v. Exceptions to the registration rules must be approved by the board of CYSB
    - vi. The applicant's parent or guardian must complete any required forms (Lindsey's Law, Concussion Form, etc.)
    - vii. Submit a copy of birth certificate if it is first time signing up.

- C. No applicant shall be allowed to participate in practice or league games until all registration requirements have been met and all entry fees are paid.
- D. Prior to registration and/or release to other township the Association must receive all outstanding fees, monies, and equipment.

#### Article VI: Rostering Players

- A. All players will be assigned a team by the board prior to final roster date.
- B. Players will be assigned a team using the following:
  - a. Age
  - b. Previous team
  - c. Parent requests
- C. CYSB reserves the right to change roster placement of any player as needed to maintain equal roster size and team fairness.
- D. Each roster will have a maximum of 18 players and a minimum of 10 players.

#### Article VII: Uniforms and Equipment

- A. All players must wear the complete regulation uniform provided by CYSB at all regulation games. This rule may be suspended by the CYSB board.
- B. Uniforms will be ordered in bulk by CYSB board. Player uniforms sizes will be collected during registration.
- C. Team Managers are responsible for distribution to players.
- D. The uniform supplier will be determined by CYSB board each season.
- E. Equipment are the sole property of CYSB and are restricted for its use only, unless the board by majority vote approves otherwise.
- F. All equipment must be turned in to CYSB at the season's completion. Personal items such as hats, visors, t-shirts, and socks are excluded from this requirement. CYSB can waive this requirement at any time.

#### Article VIII: Election of Officers

- A. Any open position within the CYSB board will be posted within 14 days of the opening.
- B. The CYSB secretary will post the opening via any social media platform, to all league coaches and any other way they deem appropriate.

- C. Any interested party shall submit a letter of interest to the CYSB Secretary no more than 30 days from the position being posted.
- D. A list of all qualified individuals for each open position of the CYSB board shall be made and reviewed at the next scheduled board meeting.
- E. The board will set the election date for the following meeting.
- F. The board, in making their selection for each position, should consider the following:
  - a. The candidate's ability, cooperation, and sincerity for the position they seek.
  - b. The candidate's desire to promote CYSB's objectives.
  - c. The candidate's commitment to the future of CYSB.
- G. Anyone that has been subject to any discipline from the CYSB board within the previous calendar year of their letter of interest IS NOT eligible for board or committee membership. Examples of discipline include, but are not limited to warning, suspension and/or expulsion for any period of time. Eligibility of applicant is at the exclusive discretion of the CYSB board.
- H. The board shall together review and screen applicants.
- I. Review of applications will begin as appropriate. Only those chosen for an interview will be contacted for any open positions as posted by CYSB. Applications to unposted positions will not be considered.
- J. The president shall contact, at least 2 weeks prior to the elections of officers, screened candidates who are eligible to be elected to the board, for purpose of securing their willingness to serve in the capacity of the board.
- K. In the event that any candidate or candidates selected declines, the board shall then select another candidate or candidates until such slate is completed.
- L. Should the board be unable to complete the slate, the CYSB by a majority vote will select any person to the open position
- M. Any new board members shall be voted in by the majority vote of the CYSB board. Any tie vote shall be broken by the CYSB president.
- N. Terms of office will be limited according to the parameters outlined below. At the end of a term, Officers can run for reelection to the same position, but must abstain from the voting process for that position.
- O. The terms will end on either even or odd years. The following is the schedule for each position:
  - a. President, Secretary, Commissioner baseball, Commissioner Tball, and Equipment manager softball will be elected on even years.
  - b. Vice-President, Treasurer, Fundraiser Coordinator, Commissioner softball, Webmaster, Equipment manager baseball will be elected on odd years.
  - c. High School Coaches are not term limited.

#### Article IX: Requirements to Hold Office

- A. Must be a responsible adult of 21 years of age or older.
- B. No person with a felony or serious misdemeanor conviction within the last five (5) years will be permitted to serve on the board.
- C. Must meet one of the requirements below:
  - a. Must live in Crestwood School District
  - b. Must have a child or grandchild participating on a team or have participated in any Crestwood youth baseball organization in the past.

#### Article X: Duties of Officers

##### A. President

- a. The President shall ensure that all CYSB meetings are held according to the requirements outlined in these bylaws.
- b. The President is responsible to ensure meetings associated with all leagues that CYSB participates in are attended to ensure representation. If mutually agreed, the President can delegate portions of this responsibility to Another Board Member, but any delegation must be approved by the CYSB board.
- c. He/She shall appoint committees for the conducting of Association business.
- d. He/She shall be responsible for the execution of CYSB business and operation within the framework of the rules and regulation set forth herein.

##### B. Vice President

- a. Shall work alongside the President.
- b. In the absence or disablement of the President, the Vice President shall assume the duties of the President. He or she shall also continue with the duties of the office for which he or she was elected.
- c. Shall monitor commissioner(s) in the completion of their duties. Shall handle all grievances from commissioner(s) as well as complaints or matters concerning coaches, players and parents and then present them to the President.

##### C. Secretary

- a. The secretary shall record the minutes of all business meetings and shall be responsible for notifying all members of the meetings for this Association.
- b. Shall be responsible for all CYSB publicity.

D. Treasurer

- a. The treasurer is responsible for all CYSB monies.
  - i. To collect and deposit monies from registrations.
  - ii. To collect and deposit monies from all fundraisers.
  - iii. To collect and deposit monies from all sponsors.
- b. Must keep adequate records showing receipts of funds and disbursement and will provide an account of such records upon request of the CYSB board.
- c. Is responsible for paying all bills legitimately as received by CYSB.
- d. Shall present a detailed financial report (funds spent/received; monies owed to CYSB; monies owed by CYSB to others; cash available) at each general meeting of CYSB and also present the current checking and savings account statement balances.
- e. Shall present a budget for upcoming season's expenses and income to the board.

E. Fundraising Coordinator

- a. Shall be responsible for raising funds to ensure the financial viability and stability of CYSB.
- b. Shall be responsible for heading all fundraising activities.
- c. They shall work closely with the President and Treasurer to achieve financial goals.
- d. All fundraising activities must be reported to CYSB board no more than 14 days after fundraisers completion.

F. Commissioners

- a. There shall be three commissioners (baseball, softball and Tball.)
- b. Shall be responsible to develop field assignment recommendations for their respective age groups. The recommendations will be provided to the President for review and approval.
- c. Shall be responsible for organization and assignment of players to their individual teams with the help and/or approval of the President and other officers.
- d. Shall observe at random, regular scheduled games within this organization and related association functions and shall be empowered to act as necessary to ensure that these games are played in such manner so as to conform to the objectives of this association.
- e. Shall handle all complaints and matters concerning coaches, players and parents and then report them to the Vice President.

- f. Shall review all disciplinary matters.
- g. In the event that a commissioner must step down for personal or other reasons the President will assume responsibilities until a new commissioner is elected.

G. Equipment Manager

- a. There shall be two equipment mangers (one for baseball and one for softball.)
- b. The Equipment Manager shall have the responsibility of ensuring the participants in the CYSB are properly uniformed and equipped within CYSB ability to meet such needs.
- c. As soon as possible following the close of the season, he/she shall:
  - i. Review equipment records and inventory equipment on hand and determine the needs in general for the upcoming season.
  - ii. Shall then determine combined general Association and individual team needs and present same to CYSB for approval.
  - iii. Shall receive from coaches any and all damaged equipment before any replacement item is issued.

H. Crestwood High School Head Baseball and Softball Coaches

- a. To be a liaison between CYSB and Crestwood Local School District.
- b. To help develop necessary skills throughout all ages of CYSB.
- c. To help develop all players' skills to prepare for high school athletics.
- d. To create a list of skills that should be mastered at the end of each age group.
- e. Shall be a resource for all coaches to develop the coach's skills.
- f. If appropriate, the High School Coach can delegate the responsibilities of liaison to an Assistant Coach, but this delegation must be approved by the CYSB board.

I. Webmaster

- a. Build and maintain functional and easy-to-use websites i.e., Sportsengine, Facebook, X (Twitter) and/or any other web based application.
- b. Test websites across browsers and devices.
- c. Ensure site security

- d. Create and provide reports from websites i.e., player registration, financial reports and any other information gathered via the websites.
- e. Create registrations and invoices via the websites.

J. Impeachment of an Officer

- a. If an officer on the CYSB Board is alleged to not be fulfilling their duties, the President or Vice President can call for an impeachment vote among the other members of the board. A 75% majority vote of those board members would remove the member in question from their position, which could then be filled by an appointee of the President until the next election.
  - i. If the President is impeached, the Vice President would assume the role of President on an interim basis and appoint an interim Vice President until the position can be filled.

Article XI: Duties of Head Coach

- A. Head Coach must attend or have an assistant coach attend all CYSB and/or league meetings during the baseball season (March to October).
- B. The head coaches shall choose their assistants as long as the assistants meet the minimum standards of CYSB (completion of certification, background check, etc.).
- C. The Executive Board shall retain the right to approve or disapprove any selection.
- D. Head Coaches are responsible for their teams and to uphold the Bylaws of the CYSB, NEOBaseball, Sandlot or current league.
- E. Code of Conduct Acceptance – Coaches will be required to understand, sign, and agree to uphold the Code of Conduct.
- F. Head Coaches shall share playing fields for games and practices according to the schedule set by the CYSB Board.
- G. Head Coaches are responsible for general field maintenance and ensuring the field is prepared for games. Major field issues will be the responsibility of those persons appointed by the President and/or CYSB Board.
- H. Equipment maintenance and cleaning is the team's responsibility under direction of the head coach.
- I. Head Coaches are responsible for knowing all the rules of CYSB, NEOBaseball, Sandlot and/or current league that pertains to their league/division.
- J. Head Coaches and assistant coaches shall make a responsible effort to secure the health and safety of all players.
- K. As stated in Article IV, Part C, each player will have equal playing time in the field. All

players will play approximately the same number of innings as all other players on their team over a 4-game span. The player with the most innings played in the field must be within 4 innings played of the player with the least amount of innings played in the field. Coaches should notate on their score book how many innings each player played in the field. These will be audited as deemed necessary by any CYSB Board member, at any time. Coaches unwilling to comply are subject to removal from CYSB. In addition to these requirements, all requirements of the current league being played must also be followed. Exception: A player will be credited a full game if being disciplined, but the commissioner must be notified prior to the start of game.

#### Article XII: Duties of Assistant Coaches

- A. Assistant Coaches are responsible to help the head coaches in their duties.
- B. Assistant Coaches shall assume and continue the head coach duties if he/she is unable to complete them. This is in order to provide continuity of the program.

#### Article XIII: Coaches and Team Parent Eligibility

- A. Any person interested in coaching or team parent shall contact the President or any member of the Executive Board. All coaches must complete an application provided by CYSB. All coaches must be approved by the Executive Board.
- B. CYSB reserves the right to perform background checks on all coaches and team parents. No person with a felony or serious misdemeanor conviction within the last five (5) years will be permitted to coach or team parent.
- C. Shall be 18 years of age.
- D. Crestwood area residents who have coached the previous year will have priority to coach the same team or players the following season. The coach's performance must have been acceptable to the board in the prior season. Seniority and attendance to CYSB meetings will be considered.
- E. Non-Crestwood School district residents who coached the previous year shall be given next priority.
- F. Under no condition will any officer, coach, spectator, or player use illegal drugs or alcohol at any CYSB event. Under certain circumstances, such as a fundraiser event, alcohol may be consumed if authorized by the board. CYSB may, at its discretion request a drug test of any officer, coach, or team parent. A positive test result, refusal to be tested or any drug arrest will be grounds for immediate suspension by the CYSB Board.
- G. No tobacco products are to be used on or around the playing field.

#### Article XIV: Player Responsibilities

- A. All players should behave properly at practices and games meaning:
  - a. Treat teammates, coaches, and all parents with respect.

- b. Be courteous to umpires and other game officials.
  - c. Never use foul or offensive language.
  - d. Always shake hands with opposing players after a game.
  - e. Never argue with or respond to provocation of opposing players, coaches, and parents.
- B. Any player deemed to have violated these behavior standards will be subject to discipline up to and including removal from CYSB as determined by the board
- C. Shall be set by the head coaches as noted in article XI.

#### Article XV: Parents/Guardians Responsibilities

- A. Parents/guardians can play a positive role in their player's baseball development through their attitudes and support of CYSB. Specifically, they have the following roles and responsibilities.
- B. Code of Conduct Acceptance - During the player signup Parents/Guardians will be required to understand, sign, and agree to uphold the Code of Conduct.
- C. Transportation:
- a. Be a reliable chauffeur to your player (and friends). Get them to practices and games on time. Encourage players to take responsibility for arranging rides and notifying coach if they are going to be late or absent.
- D. Teacher:
- a. Be inspirational. Teach your player to take responsibility for their game and to avoid making excuses if things do not go their way. Encourage them to talk directly to the coaches about team and individual concerns.
- E. Supervise:
- a. Ensure that players behave properly on trips, pack all required equipment, and dress properly for games and practices.
- F. Cheerleader:
- a. Support your player and their teammates in a positive way by:
    - i. Using positive language such as "way to go", "good job", "well done", etc...
    - ii. Not shouting out technical or coaching messages. These comments will confuse the player and may conflict with the coach's game plan.
    - iii. Not complaining on every call.
    - iv. Not mistreating or threatening officials.
    - v. Not responding to provocation from the opposing team.

G. Banker:

- a. Pay fees promptly or inform CYSB treasurer of any delays. Procrastination of payments results in more costs to CYSB.

H. Communicator:

- a. Keep lines of communication open by:
  - i. Asking questions and making suggestions.
  - ii. Avoiding harboring bad feelings and misunderstandings. Talk to your team coach and/or the CYSB board about your concerns.
  - iii. Informing coaches of medical conditions which affect the player's performance.
- b. If you have an issue to discuss with your coach, please let 24 hours pass before contacting him/her. If unable to resolve the issue with the coach, then contact the Vice President.

I. Volunteer:

- a. Support CYSB with your time and talents.
- b. Volunteer or donate when the opportunity arises.

J. Motivator:

- a. Be a positive force in your players development by:
  - i. Encouraging your players to work hard.
  - ii. Helping them battle through adversity by encouraging them to "stick with it".
  - iii. Helping them to recognize that things worth having are worth working hard for.

K. Uniform Maintenance

- a. Parents and guardians shall agree to receive their child's uniform and to maintain it.
- b. If because of normal play at games the uniforms becomes unfit, it will be replaced at no charge to the parents or guardian with the approval of the board.
- c. If the uniform is unfit due to misuses or abuse the parent or guardian will be billed by CYSB with the approval of the board.

L. Parents shall inform the head coach and CYSB of any address or phone number changes during the playing season

Article XVI: Fundraisers

- A. The Fundraising Coordinator shall establish fundraising activities for the entire Association. All board members, coaches, parents and volunteers are required to make an effort to participate in the fundraiser or make an equivalent donation.

- B. The Fundraising Coordinator while working with the Treasurer to ensure all funds will be recorded and deposited in a timely manner to the Association accounts.

#### Article XVII: Funds

- A. All donations and funds will be distributed at the direction of the Executive Board to accomplish the goals of CYSB for all the children involved.
- B. All teams will receive equipment of like quality and condition. All teams will receive like awards.
- C. The Executive Board will have responsibility for expenditures of all funds.
- D. A one-year budget shall be presented by the Treasurer and/or President, discussed by board members, voted on, and passed at a meeting during the fall months. This budget shall include detailed budgeting for expected and/or planned expenses (e.g. uniforms, supplies, insurance, league fees, equipment, etc.). The proposed budget shall be based upon information from the previously approved budgets and should include suggestions and revisions approved by the Board.
- E. Any expense exceeding \$300.00 shall be approved by majority vote of the Executive Board. Any expense exceeding \$1000.00 shall be approved by majority vote by the Full Board.

#### Article XVIII: Grievance Procedures

- A. In the event there is a grievance against any board member, coach, and/or team parent it is desired that this first be addressed at the team level.
- B. If the conflict cannot be resolved at this level, the assigned Commissioner shall entertain it. The Commissioner shall investigate the matter as felt necessary and apprise the President and/or Vice President of his/her conclusions. The decision reached by the President and Vice President shall be communicated in a timely manner to all involved parties.
- C. If the complainant is still not satisfied, he/she may make a written complaint to be heard by the entire CYSB Board at the next general meeting or a meeting called by the President. The decision of the CYSB Board will be final.
- D. If the complaint is against an CYSB board member the President shall entertain it. The President will advise the CYSB board of his/her conclusion. The board will vote excluding the member in question. This decision will be final.
- E. These procedures are to be used by all parties including coaches, parents, guardians, and officers.

#### Article XIX: Assimilation of Laws and Charters

- A. In the event any article of the Bylaws is in violation with any federal, state or county law, that article shall be automatically amended to comply.

- B. In the event that any article violates any league rule, that article shall be reviewed at the next scheduled CYSB meeting for possible amendment.

#### Article XX: Purpose

- A. Said corporation is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.
  - a. This organization is being formed to teach the youth of our community the fundamentals of softball and baseball. We plan to implement and foster the values of sportsmanship, teamwork, respect, honesty, and courage amongst our youth. We believe our youth will use these values as they mature to better themselves and promote these values in their communities. Our plan is to setup structured practices, competitions and fundraising activities in a community setting that allow our youth to learn and build on these values while developing their skills.


#### Article XXI: Prohibited Activities

- B. No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article Third hereof. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

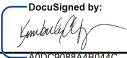
#### Article XXII: Distributions Upon Dissolution

- C. Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

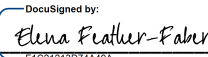
In witness whereof, we have hereunto subscribed our names this 31 day of May, 2024.

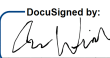
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**Jim Pipes**

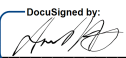
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**Katrina Stevens**


Treasurer:  DocuSigned by:  
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**Kim Yungmann**

Secretary:  DocuSigned by:  
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**Samantha Nelson**

Fundraising Coordinator:  DocuSigned by:  
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**Elena Feather Faber**

Baseball Commissioner:  DocuSigned by:  
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**Adam Wenrich**

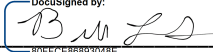
Softball Commissioner:  DocuSigned by:  
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**Jeremy Hayes**

Tball Commissioner:  DocuSigned by:  
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**Ellen Paterson**

Webmaster: \_\_\_\_\_ Date: \_\_\_\_\_  
**TBD**

Baseball Equipment Manager:  DocuSigned by:  
96F175EB692D420 \_\_\_\_\_ Date: 6/9/2024  
**Kirk Shelhamer**

Softball  
Equipment  
Manager:

DocuSigned by:  
  
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Bill Landals

Date: 5/31/2024

High School  
Baseball Coach:

DocuSigned by:  
  
93F4F6537BB441  
Chris Stanley

Date: 6/3/2024

High School  
Softball Coach:

DocuSigned by:  
  
18172193173E4D9  
Matt Helm

Date: 6/4/2024