

BY-LAWS OF THE WATERVLiet RECREATION COUNCIL

ARTICLE I **ORGANIZATION**

- Section 1 The council shall be governed by members of an Operating Board, hereafter called the board. This Board shall consist of:
1. President
 2. Vice President
 3. Secretary
 4. Treasurer
 5. Baseball Director
 6. Softball Director
 7. Concession Manager
 8. Trustees
- Section 2 Meetings will be held on a regular basis as called by the President.
- Section 3 A simple majority vote of the Board present at the meeting shall be sufficient to approve all matters. Board members must be present for vote to count. It is the responsibility of the board members to cast their votes in all matters. Votes can also be conducted via email, text or Facebook Messenger if initiated by the President in the event an urgent matter arises and a meeting cannot be conducted.
- Section 3a. If a decision that involves cost incurred by the Watervliet Recreation Council a vote must be conducted unless the is \$250 or less as the President approves the spend. Matters that have no financial value should be presented to the Board to conduct a vote where majority wins at the discretion of the President.
- Section 4 Members of the Board may serve as team managers or team coaches. Members of the Board may hold dual positions within the council.

ARTICLE II **DUTIES OF THE BOARD MEMBERS**

- Section 1 **President:** The President shall be the chief officer and official representative of the Council. He/She shall be responsible for the establishment of council policy and administrative effectiveness of the operation of the council functions. The President shall have the responsibility of obtaining legal counsel. The President may not make a motion or vote unless to break a tie. The President is responsible to maintain a relationship with the Watervliet City Manager at the direction of the current City Manager. The President is responsible for the following activities or delegating them to board members: Activities could include, but is not limited to volunteer/coach background screens / screening

process, team picture scheduling, fundraising activities, coaches meeting, draft day, registration/sign-ups, uniform orders, regular season concession stand, bathroom and trash schedules, and locating a head umpire for preseason tournaments and regular season.

- Section 2 **Vice President:** At the request of the President, or in the absence, disability or failure to act, the Vice President shall have and perform all duties of the President and when acting, shall have all the powers of and be subject to all the restrictions upon the President. He/She will be a member of the Board with the power to vote in general. The Vice President shall have such other powers and perform such other duties as may be assigned to him/her by the Board or by the President.
- Section 3 **Secretary:** The Secretary shall record and distribute minutes of the board meetings. He/She shall be responsible for the provide direction of all reporting functions. He/She shall properly notify members of all meetings. He/She shall properly fill the manpower requirement of the reporting functions. In the absence of the Secretary, the Treasurer shall take the minutes and forward them to the Secretary for recording and distribution. If the Secretary or Treasurer is not there the President will appoint a Trustee to take the minutes.
- Section 4 **Treasurer:** The Treasurer shall be responsible for all financial aspects of the total Council including record keeping, , and all disbursements. He/She shall maintain a set of books showing all receipts and disbursements for the Council. He/She shall maintain all financial institution accounts as required by the Council. Provision for audit shall be at the discretion of the President. A financial report shall be made at each regular meeting of the Board. He/She shall be responsible for and provide direction of all reporting functions. The treasurer is also responsible for ensuring timing filing of player insurance and monitoring the Watervliet Recreational Council Post Office Box.
- Section 5 **Baseball Director:** The Baseball Director, in partnership with the Softball Director will be responsible for the following: partner with local Baseball/Softball programs to develop both preseason, practice and regular season schedules, host the Coaches Meeting with prepared documents (rosters, league regulations, etc), participate and possibly lead the draft with coaches, order trophies for preseason tournament, ensure fields are usable, distribute and collect equipment (coaches bags). The Director will be contacted by coaches in the event of issues either at home or away games. The Baseball and Softball Directors will also be responsible for Tball practice and game schedules.
- Section 6 **Softball Director:** The Softball Director, in partnership with the Baseball Director will be responsible for the following: partner with local Baseball/Softball programs to develop both preseason, practice and regular season schedules,

host the Coaches Meeting with prepared documents (rosters, league regulations, etc), participate and possibly lead the draft with coaches, order trophies for preseason tournament, ensure fields are usable, distribute and collect equipment (coaches bags). The Director will be contacted by coaches in the event of issues either at home or away games. The Baseball and Softball Directors will also be responsible for Tball practice and game schedules.

Section 7 **Concession Manager:** The Concession Manager will be responsible for all direction and up keep of the concession stand, including ensuring all items are purchased and stocked for both pre and regular season games. The Concession Manager is also responsible for attending the candy show and ordering for the season, placing pop order with vendor, ensuring there are cleaning supplies and toilet paper for restrooms, and equipment remains clean and functioning. The Concession Manager can delegate or themselves collect items for concession stand, stock / organize cabinets.

Section 8 **Trustees:** They shall perform all duties as may be assigned by the President.

Section 9 **Duties of The Board:** Additional duties will be performed by Council members as assigned by the President. These duties will include but not be limited to the following: Trash and restroom duties, working in the concession stand during pre and regular season games, assisting with registration, uniform and spirit wear ordering, team pictures, field clean up (before and after season), and field maintenance.

All WRC members shall be required to dedicate a minimum 60 hours logged annually to events necessary to the operation of the WRC. In the event these requirements are not met, the member shall lose voting privileges and be removed from the WRC. A vote will not be necessary to remove the member. Special circumstance to these requirements may be considered on an individual basis.

Examples:

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| ● Annual registration | 6 hours |
| ● Field clean-up day | 4 hours |
| ● Weekly field maintenance | |
| ○ Regular season game duties | 8 hours |
| ● Concession stand duty | 8 hours |
| ● Preseason tournaments | 24 hours |
| ● Must attend at least half of
total meetings, chair or co-chair
at least one committee | |

Section 10 If there is an unruly Council Member, the Council has the right to remove that person indefinitely on a majority vote of the Council members in attendance.

ARTICLE III
ELECTION OF BOARD MEMBERS AND TRUSTEES

- Section 1 The election of new WRC officers shall be by a majority vote of current members in attendance. Notification of the election of WRC members shall be posted in the Tri-City Record 2 weeks prior to the election date by the current President. Election shall be held at the September meeting.
All Board and Trustee members are subject to a background check.
- Section 2 Election of Board - President, Vice President, Secretary, Treasurer, Baseball Director, Softball Director and Concession Manager shall be elected for their one-year term of office by simple majority vote of current present Council members.
- Section 3 Prior to obtaining voting privileges newly voted in (or interested individuals that have notified the President) WRC members must log a minimum of 24 hours within the current season or serve 12 constitutive months of active membership. Volunteering from previous season may be taken into consideration, which is at the discretion of the Board.

ARTICLE IV
SPECIAL COMMITTEES

- Section 1 Special committees may be appointed and dissolved by the President as deemed necessary for the efficient operation of Council functions.

ARTICLE V
PROTEST COMMITTEES

- Section 1 The protest committee shall be comprised of a majority of the Board members. **No Board members with a conflict of interest shall be allowed to cast a vote. All protest shall be submitted within 24 hours of the occurrence.** Protests will be accepted by Board and Trustee members only. Issues from a non-board or trustee member are to be addressed directly with the President and at their discretion can determine if the Board members will be involved.

ARTICLE VI
TEAM REGULATIONS

- Section 1 The regulations for teams will be per the official Little League, Pony League, Babe Ruth, Connie Mack or Girls High School rulebook unless stated otherwise herein. Regulations for teams not covered by these rulebooks shall be established by the Board in which such teams will participate subject to approval of the Board.
- Section 2 All teams shall have appropriate team names authorized by WRC.
- Section 3 It shall be the policy of each league to maintain an official team roster of not less than 11 players, provided sufficient players are eligible.
- Section 4 Player registration fees shall be completed for each team and deposited with the Treasurer prior to any participation (practices, scrimmages, games and outings, etc.)
- Section 5 If a team needs to be dissolved, last team created will be the 1st team dissolved. If more than 1 team has to be dissolved and if the established order is not known a random drawing will be performed.

ARTICLE VII

PLAYER REGULATION

- Section 1 The regulation for players will be per official Little League, Pony League, Babe Ruth League, Connie Mack League or Girls High School rulebooks unless stated otherwise herein.
- Section 2 The yearly registration fee for each league shall be determined by the Board prior to each playing season. The Board shall make exceptions in some cases, of financial needs.
- Section 3 Once the Draft has been completed, a request for refund of a child's registration fees will not be honored. The President has the discretion to grant a refund in the event of a medical situation.

ARTICLE VIII

MANAGERS

- Section 1 Selection of team managers shall be the responsibility of the President subject to approval by the Board. A list of proposed team managers (returning & new) shall be submitted to the President no later than 30 days prior to the beginning of league play.
- Section 2 A team manager's responsibility shall be the active direction of the team to which he/she is assigned. He/she shall select and be responsible for his/her own coaches, scorekeeper and batboys or batgirls.

- Section 3 Each manager shall acquaint himself/herself with and abide by the organization and playing rules of his/her league. Ignorance of such rules shall not be a valid excuse for the violation of such rules.
- Section 4 A manager may be removed from his/her position for cause on the request of the President and a concurring majority of the Board for violating manager's code of conduct rule.
- Section 5 Prior to the draft a manager may select only one coach with children that will be playing on his/her team. All other requests of putting a child on a certain team or requests to pair one child up with another, other than siblings, must be approved by a majority vote of the Board.
- Section 6 If an existing manger's team is dissolved that manager will have 1st choice of any existing team that does not have a manager. The decision shall be given to the Board within 5 days.
- Section 7 Prior to the pre-season tournament each manager shall designate in writing the name of their official assistant coach.
- Section 8 If a manager owes money to the WRC, they will not be able to manage again until the money is paid.
- Section 9 If a manager has 3 significant complaints, an emergency meeting will be called, to discuss and review the complaints made at hand. A decision will be made by the board on how to handle the situation.
- Section 10 If a manager does not appear or have parents appear for assigned concession night, the manager will not be eligible to coach for WRC the following season.
- Section 11 Managers will be required to pay an equipment deposit that will be returned at the end of season when all equipment is returned to the WRC.

ARTICLE IX

COACHES

- Section 1 Each Manager shall have the right to select a maximum of 1 coach to assist him/her in the training and management of his team, upon approval of the Board.

- Section 2 A manager may solicit the aid of any person or persons to assist him in training his players. ONLY MANAGERS are allowed to bring any discrepancy to the attention of the umpires! The conduct of all coaches and assistants shall be subjected to the approval and discipline of the Board.
- Section 3 All managers and/or coaches are subject to a thorough background check. Any manager or coach with 60 months or less of a conviction of a felony charge will not be considered. Any manager or coach with any conviction or currently under investigation of a sex offender crime will NEVER be considered.

ARTICLE X
ALL STARS

- Section 1 The council will sponsor one All Star team per division. Other teams will be considered if numbers and proper All Star criteria is met, subject to Board approval. The Council will provide funds to be used at the discretion of the Manager, which must be used for tournament fees or uniforms. The funds provided to the teams will depend on fundraising activities conducted during the season. All tournaments will be the financial responsibility of the manager and not the WRC. Any additional team must be approved by the Board in order to be covered by the WRC.
- Section 2 In the event more than one manager wishes to manage an All Star team, the WRC will determine who is awarded the team. Should that person decline another manager will be chosen.
- Section 3 The All Star manager is responsible for picking his/her own coaches and scorekeeper, and the numbers of players on his/her roster.
- Section 4 Managers must notify the players that make the team immediately after the team is formed.
- Section 5 First priority for coaches and scorekeepers will be taken from the list of other managers and coaches within that league.
- Section 6 All Star managers are responsible for their own team uniforms.
- Section 7 If a manager owes the WRC or another community related to Baseball and Softball programs money, they will not be allowed to manage an All Star or Regular Season team until the money is paid.
- Section 8 If a player owes the WRC money, they will not be allowed to play until the money is paid. The Board shall make exceptions in some cases of financial need.

To be considered for a hardship case the parent of the child must contact the WRC within one week of being selected for a team.

ARTICLE XI
DISSOLUTION

Section 1 At such time as this council should dissolve, all funds remaining in the treasury shall be evenly disbursed to Watervliet Public School's Baseball/Softball Program.

ARTICLE XII
EFFECTIVE DATE

Section 1 These By-Laws shall become effective upon adoption by majority vote of those in attendance.

Section 2 Any By-Laws amendments shall be discussed but not voted on until the next meeting.

Section 3 The adoption date and all amendment dates shall be indicated hereon and become a part of these By-Laws. These By-Laws shall be preserved in the permanent files held by the Secretary of the Council.

ARTICLE XIII

Section 1 The Watervliet Recreation Council shall not discriminate against race, color, sex, age or religion.

Adoption Date: November 11, 2012
Amendment date: April 17, 2016
Amendment Date: December 30, 2019