

BY-LAWS OF SHADES MOUNTAIN PARK, INC.

May, 2010

TABLE OF CONTENTS

I. PURPOSE.....	1
II.MEMBERSHIP.....	1
III. DUES AND FEES.....	2
IV. OFFICERS.....	3
V. BOARD OF DIRECTORS.....	3
VI. EXECUTIVE COMMITTEE.....	4
VII. MEETINGS.....	5
VIII. ELECTIONS.....	7
IX.DUTIES.....	7
X. PROTESTS.....	13
XI. SELECTION OF MANAGERS AND COACHES.....	13
XII. BEHAVIOR.....	14
XIII. AFFILIATIONS AND FIELD RULES.....	16
XIV. SAFETY.....	16
XV. BY-LAWS.....	16
XVI. FINANCE.....	17

BY-LAWS
OF
SHADES MOUNTAIN PARK, INC

I. PURPOSE

- A. PURPOSE. The purpose of Shades Mountain Park, Inc., as is contained in the Restated Articles of Incorporation, is to organize, promote, educate, and carry out youth baseball competition, without prejudice, emphasizing participation and good sportsmanship.
- B. PHILOSOPHY. The philosophy of Shades Mountain Park is to provide a wholesome environment for team competition that places utmost importance on participation by all. With this in mind, team size is kept small so that individual players are provided more playing time. Team selection is based as much as possible on an equitable process, which attempts to balance talent within each league. And, above all, the conduct of spectators, players, coaches and umpires is expected to be in accordance with the highest standards of fair play, good sportsmanship and fellowship.
- C. MOTTO. The official motto of Shades Mountain Park shall be:

A Family of Families,
Where the players are children,
The parents are adults,
The umpires are human, and
The coaches care!

II. MEMBERSHIP

- A. QUALIFICATIONS. Qualifications for membership in Shades Mountain Park, Inc. are as outlined below. Except as described below, only SMP members may participate in programs sponsored by SMP, and only residents of Hoover may be members of SMP. The following are eligible for membership in SMP:
1. RESIDENTS OF HOOVER. Families who have one or more children registered to participate in the baseball program administered by SMP and who are residents of Hoover.
 2. INVITATION BY BOARD. Any person or persons- to whom the Board, by majority vote, chooses to extend an invitation of membership and who then properly registers.
 3. HONORARY MEMBERSHIP. The board may elect to award honorary membership of one-year duration to anyone to whom they deem it appropriate. Honorary members shall not have the right to vote nor hold elected office.

- B. PROPERLY REGISTERED. For the purposes of these by-laws, "properly registered" shall mean that all necessary paperwork has been completed, all necessary forms have been signed, all deadlines have been met, the participant is registered in the appropriate league or has approval to participate in a particular league, that all other requirements for registration have been met and that all fees and dues have been paid. In certain cases of financial hardship, the Board may elect to waive part or all fees and dues. Families for whom fees and dues have been waived will be considered "properly registered" if all other registration requirements are met. Failure to meet the above criteria shall preclude membership in SMP and participation in the baseball program sponsored by SMP. No one shall be allowed to participate in an official game until their dues and fees have been paid or have been officially waived.
- C. NUMBER OF VOTES PER FAMILY. For voting purposes, no family shall have more than one vote regardless of how many children - they may have registered to participate.

III. DUES AND FEES

- A. PARTICIPATION FEES. The board of directors shall set participation fees for each league administered by SMP at least thirty days prior to the beginning of registration. .
- B. NON-RESIDENT FEES. Non-residents of Hoover will be assessed an additional fee per participant - to be set by the board at least 30 days prior to registration.
- C. NON-PARTICIPATING MEMBER FEES. Residents of Hoover who wish to become members of SMP but are not participants and do not have family members who are participants of the baseball program-administered by SMP, will be assessed membership dues of \$50 per calendar year.
- D. FINANCIAL HARDSHIP WAIVERS. The board may elect to waive, in part or in whole, any and all dues or fees where financial hardship exists or for honorary membership.
- E. SPECIAL ASSESSMENTS AND FUND RAISING. The board may elect to assess special dues or fees, or require participants and members to participate in fund raising activities. All fund raising activities associated with SMP, a SMP team, league or any group or activity associated with SMP, must have prior approval of the Board. Any funds raised become the property of SMP; however, the funds raised may be earmarked for the fund raising group for reasonable and necessary expenses.

IV. OFFICERS

- A. LIST OF OFFICERS. The officers shall consist of a President, Vice President/President Elect, Treasurer, Baseball Commissioner and Secretary, all of whom will be elected to a two-year term and shall serve until their successors are duly elected.
- B. VACANCIES. If any vacancy occurs in an officer position by death, resignation or otherwise, it may be filled by a majority vote of the Board at any regular meeting or at any special meeting called for that purpose, except for the office of President. If the office of President becomes vacant, the Vice President/President Elect shall immediately become President.
- C. SUCCESSION. Any Officer may succeed themselves if reelected according to the procedures contained herein, except; no individual may succeed themselves in the same office for more than two consecutive terms.
- D. RESIDENCY REQUIREMENT. Officers should be residents of Hoover and must be properly registered members, in good standing of SMP.

V. BOARD OF DIRECTORS

- A. MAKE-UP OF BOARD. The management of the property and affairs of Shades Mountain Park, Inc. shall be vested in the Board of Directors. The Board of Directors shall consist of the following elected and appointed positions; Elected Positions: President, Vice President/President Elect, Treasurer, Secretary, Baseball Commissioner, Park Mom, Training Coordinator, Fund Raising Coordinator, Communications Coordinator, Scheduling Coordinator, Database Manager, Uniform Coordinator and Merchandising Coordinator; Appointed Positions: Past President, Facility and Equipment Coordinator, and two directors-at-large. All members, except Past President will serve a two-year term and serve until their successors are duly elected. The Past President will serve one year.
- B. CHANGES IN NUMBER OF DIRECTORS. The current Board may change the number of directors at any board meeting by majority vote. Changes in the number of Directors shall take effect at the board's discretion.
- C. RETIRING PRESIDENT. The retiring President shall automatically become a member of the Board for a period of one year following his term of office.
- D. PRESIDING OFFICER. The President shall preside at all Board meetings. In his absence, the Vice President shall preside.
- E. VACANCIES. If any vacancy occurs in the -Board of Directors, by death, resignation or otherwise, it may be filled by a majority vote of the remaining Board members at any regular meeting or at any special meeting called for that purpose.
- F. SUCCESSION. Any director may succeed himself or herself if reelected according to the procedures contained herein.

G. REQUIREMENTS FOR DIRECTORS. Directors must be properly registered members, in good standing, of SMP.

VI. EXECUTIVE COMMITTEE

A. PURPOSE AND AUTHORITY. To allow for the uninterrupted and efficient operation of the organization, an Executive Committee shall exist and have authority, in the period between regularly scheduled Board meetings, to act and make decisions, which would normally be reserved for the board so long as the following-conditions are met:

1. The Executive Committee shall act only on issues, which cannot or should not reasonably wait for the next regularly scheduled board meeting.
2. Decisions of the Executive Committee require three affirmative votes.
3. No decision may be made that violates the spirit or the specifics of neither the Articles of Incorporation nor the By-Laws.
4. No decisions may be made that violate, add to, delete from or modify in any way the Articles of Incorporation or the By-Laws.
5. No decisions may be made that are illegal, unethical, or immoral.
6. No decision may be made that obligates the organization to any single expenditure exceeding \$250 or aggregate obligations exceeding \$500. Once obligations have been reported to and approved by the board, those obligations will no longer apply to these limits.
7. All decisions and actions of the Executive Committee must be reported to the Board at the next regularly scheduled Board Meeting by the President, or in his absence the Vice-President.

B. MAKE-UP OF EXECUTIVE BOARD. The executive board shall consist of the following officers: President, Vice President/President Elect, Treasurer, Secretary, and Baseball Commissioner.

VII. MEETINGS

A. MONTHLY MEETINGS. The Board shall meet immediately after the annual General Membership Meeting and thereafter on a monthly basis,, at a time, place and date to be determined by the Board. Until changed by the Board, the meetings shall be held on the first Monday of each month at 7:00 p.m. and be held in the meeting room above the concession stand at Shades Mountain Park. SMP Board members will attend 75% or 9 out of 12 meetings to maintain their position on the Board. The Board shall have final authority regarding extenuating circumstances for excessive absences.

B. RESCHEDULING MONTHLY MEETINGS. The President may reschedule the time, date or location of a regular monthly meeting by giving every board member at least one-week notice of the new time, date and location of the meeting. Written notice should be posted for public view at least one week prior to the date of the rescheduled meeting.

- C. SPECIAL MEETINGS. The President or the Secretary may, whenever either of them deems it advisable, and the Secretary shall, at the request in writing of three (3) Directors, issue a call for a special meeting of the Board. Notice will be given by telephone, email, or personal notice at least twenty-four (24) hours preceding the meeting.
- D. ANNUAL GENERAL MEMBERSHIP MEETING. An annual meeting of the entire membership of the organization shall be held in May of every year at a time and place determined by the Board. The meeting will be open to all properly registered members of SMP, currently in good standing. The Secretary shall be responsible for determining that the members present are properly registered and in good standing. The President will preside at the meeting and will conduct it according to the same format as a regular Board meeting. Any member present at the meeting may address the meeting to make a presentation, comments or introduce a motion. Each member will be limited to five minutes to make their presentation, comments, or motions unless additional time is given by the Presiding officer. Any member present at the meeting shall have the right to vote on any motion properly placed before the membership; however each family shall have only one vote.
- E. NOTICE OF NOMINATIONS AND ANNUAL MEETING. The Secretary shall send notice by mail, email, or phone to the last recorded address of every member, at least two weeks prior to the April meeting, reminding the membership of the nominations to be taken at the April meeting and of the Annual General Membership Meeting and elections to be held in May with terms starting in July.
- F. ROBERTS RULES OF ORDER. Conduct of Board of Directors meetings and Annual General Membership Meetings will be governed by Roberts Rules of Order except where there may be conflicts with these bylaws in which case the bylaws will prevail.
- G. QUORUM. A quorum must be present to conduct official business. A quorum is hereby defined as one less than a majority of the members of the Board of Directors. A quorum at the Annual General Membership Meeting shall be ten (10) members including Board Members.
- H. RIGHT TO ATTEND. Any properly registered member, in good standing, of Shades Mountain Park, Inc. may attend any regular meeting of the Board of Directors. The member may not behave in a disruptive manner and may not address the board or enter into any discussions unless first recognized by the Presiding Officer or have made arrangements with the President prior to the meeting to be included on the agenda. Members who are on the agenda will be limited to five minutes to make their presentation or comments unless more time is approved by the Presiding Officer or the Board.

I. MOTIONS AND VOTING. Only a Board Member may make a motion to be voted on by the Board, and only a Board Member may vote on a motion presented to the Board. All Board Members in good standing are eligible to vote on any official matter brought before the Board.

J. MEETING FORMAT. The format for all regular Board Meetings shall be:

Call to Order

Sign-in of board members

Identify park members present

Identify guests

Reading and approval of the minutes of last meeting
Special presentations-or comments

President's Report

Treasurer's Report

Commissioner's Report

Coordinator's Reports

Committee Reports

Old Business

New Business

Motion to adjourn

VIII. ELECTIONS

A. NOMINATING COMMITTEE. The president shall appoint three properly registered members in good standing to a Nominating Committee no later than the first regular Board Meeting in March. The nominating committee will contain no more than two current Board Members and will present a slate of candidates, at least one for each eligible Officer and Director position, at the May Board Meeting. The officer's slate is to be selected from current board members. If more than one member is running for a position, the popular vote of the membership will select the officer. The outgoing Vice-President/President elect will automatically be a candidate for President unless that individual declines. Every candidate for office must be a properly registered member, in good standing, of SMP.

B. OTHER NOMINATIONS. The Presiding Officer shall open the April Board meeting for nominations from any properly registered member of SMP, currently in good standing, who is in attendance at the meeting.

C. ELECTION. Officers and Directors will be elected in May of each year. Only candidates nominated at the April meeting will be eligible to receive votes. All elections shall be by majority vote of members. Only one vote will be allowed per family and the Secretary shall be responsible for certifying that all persons casting votes are properly registered members of SMP, currently in good standing.

D. TERM OF OFFICE. Newly elected Officers and Board Members will take office in July following the election and shall serve for terms specified in Section V.A. of these By-laws or until their successors have been duly elected.

IX. DUTIES

A. PRESIDENT. The duties of the President shall include the following:

1. Preside at all Board Meetings and at the Annual General Membership Meeting.
2. All contracts must be signed by the President and at least one other Board Member.
3. Assure that all regulations, dues and fees, forms, area maps, rosters and all other requirements are met to keep SMP in good standing with the affiliated organizations.
4. Appoint committee chairmen and members to the standing committees here-in prescribed whose members are not specified by these By-Laws.
5. Serve on standing committees' as prescribed by these By-Laws.
6. Serve as a liaison between SMP and the Hoover Park and Recreation Dept., the Hoover Park Board, The Hoover City Council, The Mayor of Hoover and other such officials of Hoover as may be appropriate or necessary.
7. Serve as a member of the Executive Committee.
8. Appoint a nominating committee as prescribed by these By-Laws.
9. Other duties as may be prescribed by these By-Laws or by the Board.

B. VICE PRESIDENT. The duties of the Vice President shall include the following:

1. Preside at Board Meetings and Annual General Membership Meeting in the absence of the President.
2. Assist Park Mom with activities associated with Park Day and shall appoint a Park Day Committee, if needed.
3. Plan for and supervise registration in conjunction with the Commissioner.
4. Assume the office and duties of President should it become vacant.
5. Serve on all standing committees as prescribed by these By-Laws or as appointed by the President or Board.
6. Serve as a member of the Executive Committee.
7. Assist Baseball Commissioner with Draft Coordination.
8. Other duties as prescribed by these By-Laws, the President or Board.

C. SECRETARY. The duties of the Secretary shall include the following:

1. Keep complete and accurate minutes of each and every Board Meeting and Annual General Membership Meeting and present written copies of said minutes for approval at next such meeting.
2. Prepare the agenda for each Board Meeting according to the form prescribed in these By-laws.

3. Notify Board Members of each Board Meeting and members of Annual General Membership Meeting as prescribed in these By-Laws.
4. Maintain a current and accurate copy of the By-Laws, Manager's and Coaches handouts, all correspondence, minutes from each Board Meeting of the previous administration and the Board Meetings conducted since taking office. Present a copy of this to new Secretary at July Board Meeting.
5. Distribute copies of current By-Laws to Board Members at the July Meeting.
6. Maintain current list of properly registered members in good standing, including family members participating in any sports program administered by SMP, and current address and telephone number.
7. Verify, as necessary, the current status of candidates for office, candidates for manager's positions, members at Annual General Membership Meeting and current officers and Board Members.
8. Serve as a member of the Executive Committee.
9. Other duties as prescribed by these By-Laws or by the President or Board.

D. TREASURER. The duties of Treasurer shall include the following:

1. In accordance with currently accepted accounting practices and procedures, keep accurate financial records of all monetary transactions of SMP and ensure all appropriate tax forms and records are maintained.
2. Promptly pay all invoices for which SMP is legitimately obligated, taking advantage of all available discounts.
3. Collect and account for all revenues of SMP, including registration fees, Park Day receipts, concession stand receipts and receipts of all fund raising activities.
4. Assure' that all cash deposits are made in accordance with these By-Laws.
5. Maintain signature cards with the appropriate bank(s) in accordance with these By-Laws.
6. Present a financial report at each regular Board Meeting detailing all receipts and expenditures for the preceding month and including a current financial statement.
7. Cooperate fully and assist as necessary, the Finance Committee as they prepare the audits as required by these By-Laws.
8. Cooperate fully and assist as necessary, the Executive Committee in the preparation of an annual budget.
9. Maintain the checkbook of SMP in an accurate and complete manner and co-sign checks.
10. Serve as a member of the Executive Committee.

11. Other duties as prescribed by these By-Laws or by the President or Board.

E. BASEBALL COMMISSIONER. The duties of the Baseball Commissioner shall include the following:

1. Appoint a League Commissioner for each league and meet with League Commissioners xxx during the spring season and xxx during the fall season.
2. Assure that the appropriate League Commissioners prepare a proper and fair schedule of practices and games for the season in conjunction with Scheduling Coordinator. A preseason practice schedule should be in the hands of all League Commissioners within one week of team selection, and a regular season schedule of games and practices should be in the hands of all commissioners at least one week prior to the start of the season.
3. Supervise the activities of the League Commissioners.
4. Serve as a member of the Standing Protest Committee.
5. Prepare and distribute a Coach's Package, containing an official rule book of the affiliated organization as well as any field rules, park rules, or league rules which may add to or take precedence over the official rule book. NOTE: the Manager's Package must be approved by the Board prior to distribution.
6. In conjunction with the League Commissioners, develop a fair and equitable method for conducting tryouts, team selection, and all-star selection. These procedures must be included in the Coach's Package.
7. Assure that the baseball program is conducted according to the spirit and intent of these By-Laws and the philosophy of-SMP.
8. Serve as a member of the Executive Committee.
9. Serve as Fall Ball Commissioner.
10. Serve as Draft Coordinator.

F. PARK MOM: The duties of Park Mom shall include, but not be limited to:

1. Acting as the liaison between League/Team Moms
2. Conducting Team Mom meeting at the beginning of spring baseball season outlining the policies and expectations of Shades Mountain Park
3. Organizing all activities that benefit the Park Community such as Park Day, Baron's Day, and any other activities that the board deems appropriate
4. Acting as liaison between vendors involved with Park Day and Baron's Day
5. Maintaining open communication policy with all League Team Moms
6. Assisting Uniform Coordinator with the distribution of uniforms
7. Acting as a liaison between Parents and Board Members when appropriate.

8. Coordinate park-wide activities such as Picture Day and Trophy distribution. Responsible for the procurement of services for each with approval by Board.

G. DATABASE MANAGER: The duties of Database shall include but not be limited to the following:

1. Maintain a current database of park membership from Spring Registrations and provide copy to Secretary for membership verification.
2. Provide query and information for marketing and promotions for the park, i.e., mailing address labels.
3. Provide input for the annual Park Directory.
4. Work with Communications coordinator on web site information related to database.
5. Provide input for registration, pre-printed forms and a process to input after each spring registration.
6. Other duties as prescribed by these By-Laws or by the President or Board.

H. FUNDRAISING COORDINATOR. The duties of Fund Raising shall include the following

1. Obtain sponsors and advertisers for the park and its functions, web site, Park Day, and Directory.
2. Participate in organization of activities and other fund raising events.
3. Supervise committees for marketing and advertising of Park.
4. Other duties as prescribed by these By-Laws or by the President or Board.

I. TRAINING COORDINATOR: The duties of training shall include but not be limited to the following:

1. Plan and organize training for the coaching staff and players.
2. Provide pre-season clinics on coaching and running a practice for each age group.
3. Provide input to board on progress, and changes in operation to improve coaching and playing.
4. Provide mentoring and knowledge to the Park body via newsletter and web site.
5. Other duties as prescribed by these By-Laws or by the President or Board.

J. FACILITY AND EQUIPMENT MANAGER: The duties of the facility and equipment manager shall include but not be limited to the following:

1. Act as Liaison between SMP and the City of Hoover Parks and Recreation Department and the concession vendor.
2. Work with board in regard to field maintenance and field use policies
3. Conduct Coaches Orientation in regard to field use policies and park maintenance.

4. Coordinate with Tournament Directors for all tournaments to be held at SMP.
5. Make recommendations to board in regard to park improvements and priorities, including items for City budgets.
6. Coordinate with Baseball Commissioner in regards to field status due to weather conditions, and post phone updates.
7. Handle the assignment of keys to board members and coaches in conjunction with Baseball Commissioner.
8. Provide an inventory of supplies/equipment to the Executive Board after each season. This inventory should contain any requests for replacement items due to poor condition or other reasons.
9. Notify the Executive Board of any irregularities in equipment requests or abuse of equipment.
10. Maintain thorough records of all acquisitions and disbursement of equipment.
11. Other duties as prescribed by these By-Laws or by the President or Board.

K. UNIFORM COORDINATOR: The duties of the uniform coordinator shall include the following:

1. Act as liaison between SMP and vendor of choice, as determined by the board, in regards to all aspects of uniforms
2. Organizing database information in regard to uniforms.
3. Distribution all uniforms through League Team Moms for distribution to players
4. Other duties as prescribed by these By-Laws or by the President or Board.

L. COMMUNICATIONS COORDINATOR: The duties of Communications coordinator shall include:

1. Work closely with Executive Committee and entire board to communicate park news and events.
2. Responsible for park media relations, public relations, website, park bulletin boards, electronic newsletter, and social media accounts. Also works to supplement park signage needs.
3. Website should be updated weekly and daily during spring and fall seasons.
4. Other duties as prescribed by these By-Laws or by the President or Board

M. SCHEDULING COORDINATOR: The duties of Scheduling coordinator shall include:

1. Develop and publish game and practice schedules for all SMP leagues, spring and fall seasons.
2. Coordinate Schedules with Executive committee, Field Director, Baseball Commissioner, League Commissioners, Park Mom, local umpiring association, and Communications Coordinator.

3. Coordinator should build schedules prior to each season and train league commissioners to reschedule rainouts, update the schedule, and post results.
4. Other duties as prescribed by these By-Laws or by the President or Board.

N. MERCHANDISING COORDINATOR: The duties of the merchandising coordinator shall include the following:

1. Act as liaison between SMP and vendor of choice, as determined by the board, in regards to all aspects of merchandise.
2. Assist Uniform Coordinator in the distribution of all uniforms through League Team Moms.
3. Other duties as prescribed by these By-Laws or by the President or Board.

O. MEMBERS AT LARGE (2). The duties of (2) Members-At-Large shall include the following:

1. Serve on committees as appointed by the park president
2. Other duties as prescribed by these By-Laws or by the President or Board.

X. PROTESTS

A. PROTEST COMMITTEE. The standing Protest Committee will consist of the Vice President, the appropriate League Commissioner and the Baseball Commissioner. If any of these individuals are unavailable to rule on a protest in the prescribed time frame, or if they are coaching, or have a family member on one of the teams effected by the protest, the Baseball Commissioner may appoint an uninterested League Commissioner or Board Member to serve on the Protest Committee in their absence.

B. FILING A PROTEST. Protests shall be filed and ruled on according to the current Official Rule Book of the affiliated organization.

XI. SELECTION OF COACHES

A. QUALIFICATIONS. To be eligible to fill a position of Coach an individual must be of good moral reputation, must demonstrate that they understand and must uphold the objective and principles of SMP, must be able to exercise appropriate self-control when dealing with players, parents and umpires, and must attend any required certification or training seminars. The individual must also be a properly registered member in good standing of SMP and pass a background check performed by the City of Hoover Parks and Recreation department.

B. SELECTION COMMITTEE. The standing Selection Committee shall consist of the Executive Board which includes the President, Vice President, Baseball Commissioner, Secretary, and Treasurer. The

Baseball Commissioner shall preside at Selection Committee meetings.

- C. SELECTION. The League Commissioner must solicit volunteers during registration and otherwise, and prepare a list of individuals who are interested in being Coaches in his league. Every individual who expresses an interest shall be included on the list even if the Commissioner does not plan to recommend them as a coach. It may be necessary for the commissioner to recruit potential Coaches if there are not enough qualified volunteers. Not later than one week prior to tryout day, the League Commissioner shall submit his list to the Selection Committee along with his recommendations. The Selection Committee shall review the recommendations and pass on them or meet with the League Commissioner to discuss their concerns not later than forty-eight (48) hours after receiving his list.
- D. SELECTION PRIORITIES. Priority will be given based on (in no specific order); having coached at SMP in the past year, overall coaching experience, level of activity in the park and conduct as a coach in the past.
- E. LIMITATIONS. No individual shall be a Coach of more than one team in the same season without prior approval of the Board.

XII. BEHAVIOR

- A. ADHERENCE TO OBJECTIVES. It is assumed that all coaches, players, umpires and spectators are aware of the objectives and philosophy of SMP and they are expected to conduct themselves accordingly.
- B. COACHES, AND PLAYERS. Any coach, or player is subject to ejection from a ball game if he makes any derogatory or harassing remarks, including any type of obscene or abusive language, directed toward any umpire, manager, coach, or player. Any remarks made on the field shall be towards their own team and shall not be derogatory or harassing in nature. A spirit of good sportsmanship should prevail during and after the game.
- C. CODE OF ETHICS. If a coach is suspected of inappropriate behavior, the standing Protest Committee will be responsible for investigating and recommending a course of action to the Board.
- D. SPECTATORS. Any spectator is subject to expulsion from the park if they make any derogatory or harassing remarks, including any type of obscene or abusive language, directed toward any umpire, coach or player. This includes their children.
- E. ENFORCEMENT. If available, an Officer or the appropriate Commissioner should take action if rules of conduct are being violated, however, any Board Member or League Commissioner shall be vested with the authority to take immediate action if any of the rules of conduct are

being violated. If an officer is available they should be consulted before a spectator is ejected from the park and only in extreme circumstances should a Spectator be ejected without at least two (2) Board Members or Commissioners being involved. If it becomes necessary, the Hoover Police should be called to assist with the ejection. The President and members of the Protest Committee should be notified immediately of all ejections.

- F. PENALTIES AND SUSPENSIONS. The Board shall impose penalties and suspensions upon teams or individuals such as are necessary to maintain appropriate behavior and maintain the orderly conduct of the league. Unless overruled by the Board, the following penalties shall be automatic:
- 1.* A coach ejected from a game shall be suspended from their next two games.
 - 2.** A coach ejected from a second game in the same season shall be suspended for the remainder of the season and may not coach at SMP in future years without approval of the Board.
 - 3.** A coach who continues to argue with the Umpire or refuses to leave the vicinity of the field or continues to argue from outside the field after having been ejected, shall be suspended for the remainder of the season and may not coach at SMP in future years without approval of the Board.
 - 4.** A coach who is ejected for fighting or cursing shall be suspended for the remainder of the season and may not coach at SMP in future years without approval of the Board.
 - 5.* A player who is ejected from a game shall be suspended from participating in their team's next game. - The League Commissioner shall contact the player's parent or guardian within twenty-four (24) hours after the completion of the game to explain the suspension and to inform them of the consequences if the player is ejected from another game in the same season.
 - 6.** A player who is ejected from another game or games during the same season shall be suspended for a minimum of two (2) weeks- and may not participate in league play again until the Player and their parent or guardian have met with the Board. The player shall be allowed to participate again only if the Board feels that the Player can and will conduct themselves appropriately and approves by majority vote to allow the player to participate.
 - 7.* A spectator who is ejected from the park will not be allowed back in the park for a one (1) week period. The President shall contact the spectator within twenty-four (24) hours after the ejection to explain the penalty and to explain the penalty for repeat offenses.
 - 8.** A spectator who is ejected from the park another time or times shall not be allowed back in the park - except to meet with the

Board. The Spectator shall be allowed to return to the park again only after having met with the Board and only if the-Board feels that the Spectator can and will conduct themselves appropriately and approves by majority vote to allow the spectator to return.

- * Requires investigation by the Protest Committee within twenty-four (24) hours and a report to the President within forty-eight (48) hours. The President shall report the findings of the Protest Committee to the Board at the next Board Meeting.
- ** Requires an investigation by the Protest Committee within twenty-four (24) hours and a meeting of the Board, as soon as possible, to review the incident and determine if further action is warranted. The individual receiving the penalty or suspension and any pertinent witnesses should be included in the Meeting. The decision of the Board is final and not subject to appeal.

XIII. AFFILIATIONS AND FIELD RULES

- A. AFFILIATIONS. The Board shall determine which organization or organizations the baseball program shall be affiliated with. The Baseball Commissioner shall be responsible for assuring that all requirements are met to keep the relationships current and in good standing.
- B. FIELD RULES. League activities will be governed by the current Official Rules of the affiliated organization. Special league rules may be approved by the Board that expand or override the rules of the affiliated organization, except; no special rules shall be put into effect that increase the possibility of injury to a player or reduce participation of players for other than disciplinary reasons.

XIV. SAFETY

- A. SAFETY PROCEDURES. The coaches will be advised annually of the safety and emergency treatment procedures to be followed at SMP.
- B. SUSPENSION OF PLAY. Because the safety of the participants in the Shades Mountain Park program is of highest importance, coaches and/or Board members shall have the right to suspend play when, in their opinion, conditions exist that pose a serious risk to the participants. The umpire should be consulted prior to suspending play; however, his approval is not necessary if both coaches are in agreement or if a Board Member decides that play should be suspended. The appropriate League Commissioner shall be responsible for rescheduling the game if necessary. This shall apply to any activity conducted on SMP property.

XV. BY-LAWS

- A. INTERPRETATION. The Board shall have final authority regarding the interpretation of the By-laws.

- B. MAKE, AMEND OR CHANGE. The Board shall have the authority to make, amend or change the By-Laws by majority vote, except the Board shall not have the authority to suspend or cancel elections, nor take away the right of the general membership to nominate candidates for Officer and Board Member positions and elect the same by popular vote.
- C. ANNUAL REVIEW AND APPROVAL. At the July Board Meeting, the outgoing Secretary shall give each incoming Board Member a copy of the current By-Laws. At the January Board Meeting, the Board shall vote to adopt the By-Laws as written or propose and vote on changes.

XVI. FINANCE

- A. RESPONSIBILITY. Responsibility for overseeing the finances of the organization shall rest with the Board. Nothing contained herein is meant to relieve or dilute that responsibility.
- B. TREASURER. The Treasurer, in addition to and in conjunction with his other duties, shall maintain the financial records of the organization and perform his duties in accordance with currently accepted accounting practices and principles and in such a manner as to leave a clear audit trail for the Finance Committee.
- C. DISBURSEMENTS. The Treasurer shall submit a list of all disbursements during the previous month at the each Board Meeting for Board review and approval.
- D. FINANCE COMMITTEE. The incoming Board shall, at the July meeting, appoint a Finance Committee consisting of three members, but not including the Treasurer.
- E. FINANCIAL AUDITS. The Finance Committee with all necessary help and cooperation of the outgoing and/or incoming Treasurers and Finance Committee Members, shall audit the financial records of the organization no fewer than the following three times.
 - 1. In the month of July, audit the financial records of the previous administration and present a detailed report to the Board at the October Board Meeting.
 - 2. In the month of March, audit the financial records to verify that proper accounting practices are being followed and to verify the accuracy of the financial statement which includes all activity through the month of February and present a detailed report to the Board at the April Board Meeting.
 - 3. In the month of May, present a detailed report at the General Membership Meeting.
- F. BUDGET. The Executive Board shall prepare a budget to cover the period of January 1 through the end of the calendar year and submit it to the Board at the October Board Meeting. Budgeted expenditures may not exceed ninety-five percent (95%) of anticipated revenues. The Board shall make whatever changes they feel necessary and approve a budget at the October Board Meeting.

- G. RESERVE ACCOUNT. Five percent (5%) of gross revenues (including net revenues of the concession stand) shall be set aside each month and deposited into a federally insured, interest bearing reserve account, separate from the general operating account and requiring at least two signatures for withdrawals. This reserve account is intended to be used for repairs or capital expenditures not provided for by the Hoover Park and Recreation Department and not anticipated or covered by the annual budget. Expenditure of funds from the reserve account shall require approval of at least two-thirds of the current Board Members.
- H. GENERAL OPERATING ACCOUNT. The operating funds of the organization shall be held in a federally insured account with a bank headquartered in Jefferson County and with a branch in the City of Hoover. The incoming Treasurer shall recommend such an institution to the Board for approval at the July Board Meeting. The incoming Treasurer shall be responsible for submitting updated signature cards to the bank within forty-eight (48) hours after the conclusion of the July Board Meeting. The signature cards shall include the signatures of the Treasurer, President and Vice President and shall require at least two of these signatures in order to withdraw funds. The existing account shall be closed and a new account opened every year, not later than October 1.
- I. DEPOSITS OF CASH. The Treasurer shall be responsible for assuring that all cash received by the organization is deposited in the appropriate account by the end of the next business day after receipt. No cash, other than the opening bank for the concession stand, shall be held by any individual for longer than this period.