

KLONDIKE SUMMER RECREATION BYLAWS

(updated 11/15)

ARTICLE ONE

PURPOSE

- (A) The purpose of Klondike Summer Recreation, hereinafter referred to as KSR, shall be:
- (1) To organize youth baseball and softball programs for children living in the Klondike School area.
 - (2) To develop, manage, and purchase necessary facilities and related equipment needed to fulfill the programs activities.
 - (3) To coordinate the appointment of volunteers to fill the necessary coaching positions, director positions, and other positions as needed.
 - (4) To raise funds and develop an annual budget to meet the annual and long term needs of KSR.
 - (5) To coordinate and obtain approval for the program activities with Klondike School principals and the Tippecanoe School Corporation.

ARTICLE TWO

BOARD OF DIRECTORS

- (A) KSR shall be managed by a nine member Board of Directors as follows:

President	Grounds Director
Vice President/Sponsorships	Equipment Director
Softball Director	Financial Director
Baseball Director	T-Ball Rookie Director
Tippy Stars Director	

- (B) Each board member shall serve a one-year term beginning at the November Board of Director's meeting each year.
- (C) Board members will receive no compensation, pay, or benefits of any kinds related to their serving on the board.
- (D) Board of Directors meetings shall be held on a regular basis to manage the needs of the program. Meetings shall be held approximately once each month, but in no event, less than once every three months. All meetings shall be open to the public and shall be noted on the KSR Website in the week prior to the meeting.

- (E) The KSR president may call a closed board meeting when issues involving individual coaches are being discussed.
- (F) Each board member shall be entitled to one vote on issues being decided by board vote as described herein and Robert's Rules of Order shall govern.
- (G) Board members shall be elected each year at a board meeting scheduled in November. All board members and all Klondike families with one or more children participating in KSR are entitled to one vote. Voting shall be done by written ballot at the board meeting and no absentee votes will be allowed.
- (H) Eligible candidates are any parents of KSR participants. Eligible candidates for the election must submit their names in writing to the board at least two weeks prior to the election advising of their request to be placed on the ballot and the director position they wish to hold.
- (I) The KSR president shall place a notice on the website advising of the election and the procedure for becoming a candidate for two consecutive weeks prior to the nomination deadline.
- (J) The regular agenda of the KSR Board meeting shall be made available upon request prior to each meeting by contacting the board president. Those parents requesting an item to be placed on the agenda shall contact the president at least seven days prior to each meeting.

ARTICLE THREE

BOARD PRESIDENT, VICE PRESIDENT

- (A) The president shall preside, or shall designate the Vice President, over all KSR board meetings and shall be responsible for preparing an agenda, meeting minutes, and compiling any other data needed by the board.
- (B) The president shall serve, or shall designate the Vice President, as representative in conducting all business with Tippecanoe Schools or their representatives.
- (C) The president shall serve, or shall designate the Vice President or the Director of Baseball, as representative in conducting business with Pony baseball or county baseball organizations.
- (D) The president shall serve, or shall designate the Vice President or the Director of Softball, as representative in conducting business with the county softball organizations.
- (E) The president shall be responsible, or shall designate the Vice President, to make

sure that other directors and their committees are functioning properly, and shall discuss any problem(s) in these areas with the appropriate director and/or his/her committee.

- (F) The president shall seek responsible adults for the position of concessions director. Names of these people shall be submitted to the Board of Directors for the approval of one, but not more than two people, to fill this position. The concessions director is a paid position, paying a maximum of \$2500 per season.
- (G) The Vice President shall coordinate or appoint a coordinator for all fund raising efforts such as candy sales, raffles, and appoint a coordinator to solicit team sponsor and tournament sponsor donations.
- (H) The President shall have authority to sign checks up to \$250 solely. Any check larger than \$250 must be signed by the President and financial director. If PayPal is used for transactions larger than \$250, both the President and Financial Director must maintain written approval with both parties.

ARTICLE FOUR

BASEBALL DIRECTOR

- (A) The Baseball Director shall organize and coordinate all KSR programs with regards to boys' baseball.
- (B) The Baseball Director shall appoint a league coordinator for each of the following:
 - Broncho Leagues
 - Pony Leagues
 - Mustang League
 - Pinto League

Each coordinator shall be approved by the KSR Board.

- (C) The Baseball Director shall form a committee of league coordinators and hold regular meetings to develop the following:
 - League Schedules
 - Field Schedules
 - Practice Schedules
 - Rules/Rule Changes
 - Team Selection/Draft
 - Coach Selection
 - All-Star Player Selection
 - All-Star Coach Selection

- (D) The Baseball Director shall present the recommendations of his committee at

each KSR Board meeting for approval or rejection by the Board. These policies approved by the Board shall be adopted.

- E) The Baseball Director shall represent KSR at county meetings as requested by the board president.
- (F) The Baseball Director shall coordinate baseball field schedules with the Softball Director.
- (G) The Baseball Director shall provide a regular report at KSR Board meetings.
- (H) Players must play within their age bracket unless prior approval given by the respective director and approved by the KSR Board.

ARTICLE FIVE

SOFTBALL DIRECTOR

- (A) The Softball Director shall organize and coordinate all KSR programs with regard to girls' softball.
- (B) The Softball Director shall appoint a league coordinator for each of the following:
 - Pixie League
 - Cadet League
 - Junior League
 - Minor League
- (C) The Softball Director shall form a committee of the league coordinators and hold regular meetings to develop the following:
 - League Schedules
 - Field Schedules
 - Practice Schedules
 - Rules/Rule Changes
 - Team Selection/Draft
 - Coach Selection
 - All-Star Player Selection
 - All-Star Coach Selection
- (D) The Softball Director shall present the recommendations of his/her committee at each KSR Board meeting for approval or rejection by the Board. These policies approved by the Board shall be adopted.
- (E) The Softball Director shall represent KSR at county meetings as requested by the board president.

- (F) The Softball Director shall coordinate Softball field schedules with the Baseball Director.
- (G) The Softball Director shall provide a regular report at KSR Board meetings.
- (H) Players must play within their age bracket unless prior approval given by the respective director and approved the KSR Board.

ARTICLE SIX

FINANCE DIRECTOR

- (A) The Finance Director shall be responsible for managing the business transactions of KSR.
- (B) The Finance Director shall write checks for KSR and keep records of all receipts for those transactions.
- (C) The Finance Director shall prepare an annual budget based upon input from all other directors and shall monitor actual income and expense vs the budget on a regular basis. A report shall be presented at each Board of Directors meeting.
- (D) The Finance Director is authorized to pay all necessary and routine expenses up to \$250 per transaction without board approval. Transactions over \$250 or those unusual or not customary in nature must be approved by the Board of Directors prior to payment. The Financial Director shall have authority to sign checks up to \$250 solely. Any check larger than \$250 must be signed by the President and Financial Director. If PayPal is used for transactions larger than \$250, both the President and Financial Director must maintain written approval with both parties.
- (E) The Finance Director shall submit a financial report at the conclusion of each meeting.
- (F) The Finance Director shall submit an annual financial report during the final meeting of the current Board.

ARTICLE SEVEN

GROUND'S DIRECTOR

- (A) The Grounds Director shall be responsible for maintenance of all KSR facilities.
- (B) The Grounds Director shall coordinate the preparation of playing fields, including

mowing, seeding, grading, placement of Ag-lime, fertilizing, etc.

- (C) The Grounds Director shall be responsible for all trash removal and arranging for trash dumpsters.
- (D) The Grounds Director shall be responsible for field preparation for all games including dragging of infields, lining of infields, placing bases on fields, and cleaning of dugouts.
- (E) The Grounds Director shall maintain all field mechanical equipment such as tractors, trailers, pitching machines, etc.
- (F) The Grounds Director shall maintain all chain link fencing, backstops, gates, and batting cages as needed.
- (G) The Grounds Director shall coordinate the hiring of summer help for field preparation and mowing. All paid summer help must be approved by the Board of Directors before hiring.
- (H) The Grounds Director shall provide a regular report at the Board of Directors meeting.
- (I) The president shall seek responsible adults for the position of Field Maintenance director. Names of these people shall be submitted to the Board of Directors for the approval of one, but not more than two people, to fill this position. The Field Maintenance director is a paid position, paying a maximum of \$3000 per season.

ARTICLE EIGHT

EQUIPMENT DIRECTOR

- (A) The Equipment Director shall purchase and manage all KSR uniforms and playing equipment and storage of the same.
- (B) The Equipment Director shall hand out and collect all access door keys as required by coaches and responsible volunteers.
- (C) The Equipment Director shall be the **ONLY** KSR authorized purchasing agent for baseball/softball equipment unless other authority is granted by the Board of Directors.
- (D) The Equipment Director shall provide a regular report at the Board of Directors meeting.

ARTICLE NINE

MEMBERSHIP AND DUES

- (A) All parents of KSR athletics are eligible to attend and participate in KSR functions.
- (B) No dues shall be charged for membership.

ARTICLE TEN BYLAW AMENDMENTS

- (A) Bylaws amendments shall be made only by vote of the KSR Board of Directors.
- (B) The bylaws may be amended when at least five (5) votes are cast in favor of the change(s).

ARTICLE ELEVEN REPLACEMENT OF A DIRECTOR

- (A) A KSR Board member can be replaced during his/her term with a new director under the following circumstances:
 - (1) The board member voluntarily resigns by making a request to the KSR president.
 - (2) The board member is discharged under the terms of Article Twelve.
- (B) A new board member shall be proposed by the KSR president to fill the open position and a vote of the existing directors shall be conducted. The board candidate shall be accepted if at least five favorable votes are cast.
- (C) If the candidate is rejected, a new candidate shall be proposed, a new vote shall be cast, and this process shall continue until acceptance is granted.

ARTICLE TWELVE DISCHARGE OF A DIRECTOR

- (A) A KSR director may be discharged from his/her position for:
 - (1) Failure to attend board meetings without provisions to report his/her activities to the board.
 - (2) Inability or refusal to conduct the duties of his/her office.
 - (3) Conduct or behavior showing a lack of courtesy, concern or interest to a parent, player, or school administrator.

- (B) Any board member may propose the discharge of another member for one or more of the given reasons.
- (C) The board members shall be discharged if the remaining members cast a unanimous vote in favor of such discharge.

ARTICLE THIRTEEN BUDGET AND FUND RAISING

- (A) The KSR Board shall prepare each year an annual budget to be approved at the January meeting.
- (B) The budget shall be available to any KSR parent upon request to the board.
- (C) Registration fees shall be collected from each player to defray the cost of expenses. The board shall set the cost of registration to be commensurate with:
 - (1) Fees charged by other similar programs in the surrounding area.
 - (2) Planned expenses for equipment and uniform needs and major capital improvement projects such as new fields, lighting, bleachers, etc.
- (D) The board may solicit team or corporate sponsors from local businesses to help defray expenses.
- (E) The board may elect to conduct a fund raiser project such as candy sales, raffles, etc. to help defray expenses.
- (F) The board may offer no-cost participation scholarships at their discretion to athletes who are unable to pay normal fees.

ARTICLE FOURTEEN ALL STAR TEAMS

- (A) KSR may elect to form all-star teams for baseball and softball competition in accordance with national and county guidelines.
- (B) All-star player selection processes shall be developed by the league coordinators and submitted to the board each year. League coaches shall be involved in this process.
- (C) Nominations for all-star coaches will be made by current league coaches.

Nomination list will be submitted to appropriate director for final decision.

ARTICLE FIFTEEN

DONATIONS

- (A) KSR shall not make any donations to other organizations, individuals, or charities using the funds collected by KSR for general purposes.
- (B) KSR may elect to hold special fund raising events or solicit donation for other organizations provided the purpose of the funds is clearly stipulated and participation is voluntary.

ARTICLE SIXTEEN COACH AND

PLAYER CONDUCT

- (A) KSR players and coaches must conduct themselves in a manner consistent with good sportsmanship and in accordance with rules established by national organizations, league coordinators, KSR Board and the county.
- (B) No player or coach shall use profanity or strike another player, coach or fan.
- (C) Players and coaches violating these rules can be ejected from a game at the discretion of the umpire and suspended for an additional game at the discretion of the league coordinator.
 - (1) 1 game suspension for first ejection
 - (2) Out of coaching for the remainder of season for second ejection.
- (D) League coordinator may submit a request to the Baseball or Softball Director for further disciplinary action. Upon a majority vote by the KSR Board, a player or coach may receive a full season suspension.
- (E) All players and parents need to sign a Code Of Conduct Agreement.
- (F) All coaches, assistant coaches and parent helpers consent to having a background check performed on them. Any finding related to misconduct with a minor will prevent that person from interacting with any player. Any felony not related to a minor will require a written request to the board for a waiver. The board vote will be final.

ARTICLE SEVENTEEN

- (A) All KSR equipment and use of KSR facilities shall only be used for KSR sponsored and approved activities unless otherwise approved by the Board of Directors.
- (B) Other parties, coaches, or parents requesting the use of KSR playing fields, equipment or facilities shall submit a request in writing to the KSR president prior to the scheduled use. A fee will be charged for non KSR activities and is at the discretion of the board