

# **KENNEWICK DUSTERS AMERICAN LEGION BASEBALL ASSOCIATION BYLAWS**



**2015**

**P.O. Box 5895, Kennewick, WA 99336  
Website: [www.kennewickdustersbaseball.org](http://www.kennewickdustersbaseball.org)**

# Table of Contents

---

1.0	Association Name .....	1
1.1	Office .....	1
1.2	Purpose .....	1
1.3	Cooperation with American Legion .....	1
1.4	Fundamental Principles .....	1
1.5	Basic Powers .....	1
1.6	Membership .....	1
1.7	Meetings .....	2
1.8	Officers and Committees .....	2
1.9	Annual Meeting .....	3
1.10	Team Manager .....	3
1.11	Team Members .....	3
1.12	Player Fees .....	4
1.13	Transportation of Players .....	4
1.14	Discipline .....	5
1.15	Amendments .....	5
1.16	Dissolution .....	5
1.17	Financial Accounting .....	5
1.18	Conflict of Interest .....	6
2.0	Board Member Descriptions .....	6
2.1	President .....	6
2.2	Vice President .....	6
2.3	Secretary .....	6
2.4	Treasurer .....	6
2.5	Public Information Officer .....	<b>Error! Bookmark not defined.</b>
2.6	Equipment .....	6
2.7	Travel Coordinator .....	7
2.8	Grounds/Field .....	7
2.9	Concessions .....	7
2.10	Signs .....	7
2.11	Fan Gear/Clothing Sales .....	7
2.12	Web Master .....	7
2.13	Tournament Director .....	7
2.14	Fund Raising .....	8
2.15	A Team Representative .....	8
2.16	Member at Large .....	8
2.17	Manager .....	8

## **1.0 Association Name**

The name of the association shall be the Kennewick Dusters American Legion Baseball Association.

### **1.1 Office**

The principle office of the association shall be at Kennewick, Benton County, Washington. The association may have such other offices from time to time to be designated by its members of its Board of Trustees.

### **1.2 Purpose**

The purpose of this association shall be to organize, promote, and manage a program of American Legion Baseball for eligible boys from Kennewick, Washington.

### **1.3 Cooperation with American Legion**

In carrying out the foregoing purpose, the association shall cooperate with the local American Legion Post and shall be governed by the American Legion Baseball Rules.

### **1.4 Fundamental Principles**

The association shall recognize and foster respect for the basic fundamentals of American Legion Baseball. The basic principles are to promote recreation through athletics and competition and to promote good clean sportsmanship (win or lose). The goal is not to win championships but to promote good citizenship as follows: "American Legion Baseball is not promoted from the angles of commercialism, championship, criticism of rules or argument. Its sole purpose is supervised recreation as an aid to prevention of juvenile delinquency, and the teaching of good, clean sportsmanship, win or lose."

### **1.5 Basic Powers**

In furtherance of the purposes described above, the association shall have the power to raise funds, to expend such funds, to conduct promotion activities, including advertising and publicity, and to hold such property as may be necessary or desirable to accomplish its objectives. The President, or the Vice President, may expend, without concurrence of the Board, a limit of \$200.00. This allowance is provided for emergency use only and must be ratified by the membership as soon as possible.

### **1.6 Membership**

While membership is open to all interested parties in American Legion Baseball without cost, the voting membership will be limited to the Officers and Board Members. Vacant board member positions may be held by other board members however a member fulfilling more than one position will only have one vote on voting matters. All questions and elections coming before the Association or its Board or committees shall be determined by a vote of those officers and board members present at the particular meeting. Five board members, including at least two officers, shall constitute a quorum.

## 1.7 Meetings

The association shall meet upon call of the President who shall give reasonable notice of time and place to the members by such means as in his discretion and experience will be adequate. All parents are encouraged to attend the meetings.

## 1.8 Officers and Committees

The elected Executive Officers (Officers) of the association shall be a President, a Vice President, a Secretary, and a Treasurer. As a minimum, the Board must consist of the Officers to function. All Officer and Board positions will be elected one-year terms. The Officer and Board positions may be held by any interested individuals. All Officer and Board positions shall be opened for nominations on an annual basis (following selection of the season's Dusters teams) or when an Officer or Board member resigns. The **incumbent** (current) Officers and Board members shall elect all open Board positions for the upcoming season by a simple majority vote. In the event that a vacancy occurs during the season, the position is to be filled as soon as possible. The vacancy shall be filled with a majority vote of the Officers and Board at any regular or special meeting (with a quorum present [see Section 1.6]).

Following election, all incumbent and newly-elected Officer and Board members must submit a completed Washington State Patrol Background Check form prior to final acceptance as member. A person convicted of one or more of the following crimes will not be eligible to serve as a member:

- Crimes against individuals
- Crimes involving minors
- Crimes of financial deception
- Felonies involving drugs or alcohol

Exceptions to this rule will require a unanimous vote of the Officers (President, Vice President, Secretary, and Treasurer – or a replacement member, if there is a perceived conflict of interest with any Officer). The vote shall be conducted by secret ballot without the Member in question present.

The President shall serve as the head of the association, preside over its meetings and serves as ex-officio on its committees. The Vice President shall serve in the President's place when the latter is absent or disabled. A list of all the officers and board members is provided below. A description of the positions is provided in Section 2.0:

- President
- Vice President
- Secretary
- Treasurer
- Equipment
- Travel Coordinator
- Grounds/Field
- Concession
- Signs
- Fan Gear/Clothing Sales

- Web Page
- Tournament Director
- Fund Raising
- A Team Representative
- Member at Large
- Member at Large
- Member at Large
- AA Team Manager
- A Team Manager

The association shall have such other committees appointed by the Board.

### **1.9 Annual Meeting**

The current President shall call the annual organizational meeting of the association no later than 2 weeks after selection of the new Dusters Teams, at which time officers and board members (with the exception of team managers) will be elected to serve until the next annual meeting.

### **1.10 Dusters A and AA Team Managers**

The American Legion team organized by this association shall be exclusively managed on the field, in try-out, in practice and in competition by a manager selected by the Board at the end of season (typically October) board meeting. Such manager shall be in sole and complete charge of the team as it schedules, prepares for and participates in games. Such matters as selection, training, and discipline of the players shall be in the manager's hands alone.

Managers shall be evaluated at the mid-point of the season and within 30 days of the end of season play. At the Board's discretion, the manager may be invited to continue as manager for the following season. It will be at the discretion of the Board, to open the manager position. Should the Board decide to open the position to interested applicants, the current manager may be asked to reapply for the position. The President will assign an impartial Manager Selection Committee to review the candidates for manager positions. The Manager Selection Committee may interview any candidates it sees fit. The Manager Selection Committee is to present to the Board the ranked recommendations for the manager positions.

The Board is to consider the Manager Selection Committee recommendation and to vote on the candidates in the order of ranking by the Manager Selection Committee until acceptable candidates are found for all manager positions. A majority vote of the Board is required to select a manager. If in the opinion of the Board an acceptable candidate(s) is not available, then it is the responsibility of the Manager Selection Committee to identify further candidates.

Team managers have the responsibility to select their coaching staff (following Board approved openings).

### **1.11 Team Members**

Any player who meets the American Legion eligibility requirements, resides in the Dusters player region, and as a minimum is currently a freshman student will be allowed to try-out. If you are a current member of the Duster A Team or Duster AA Team, you are not **automatically** on the roster for the upcoming season. **All**

**players** must attend try-outs to be eligible for selection to a roster. With notification prior to the tryout date to the President, and with manager and President approval, a player who is unable to tryout because of extraordinary circumstances may be eligible for an alternate tryout (arranged at the discretion of the manager) and a potential roster position.

Selected team members will be required to submit an original birth certificate to be maintained by the organization until the end of the season. In addition, team members will be required to complete the registration material required by American Legion for participation. Team members will be required to pay their player fee in full prior to submittal of the official roster to be eligible to participate. In addition, a uniform damage deposit will be required and a concession deposit may be required.

Players who quit the team after receiving their Dusters equipment must forfeit all equipment, and they must pay for any personalized gear that they received from the organization. If that player was a Duster AA Team player and makes the team the next year, they are considered a new player and will receive a list of sponsors from a graduated player since the original sponsors were passed on to another player.

### **1.12 Player Fees**

The Duster A Team will be a fee-based pay-to-play team. Duster AA Team players will obtain sponsorships to offset player fees. Duster AA players are responsible for providing any funds not covered by sponsorships. Duster A Team and Duster AA Team player fees will be determined each year by the Officers and Board Members after a review of each previous year's expenses and accounting for upcoming expenses as submitted by the board members. All funds raised for the Dusters Organization will remain with the Dusters Organization in the event the player quits the team (extenuating circumstances may be presented to the board for consideration). Funds raised by a player that moves to the Titans will transfer with the player to the Titans Organization.

If an eligible Duster AA player from the current season decides not to participate for the upcoming season, the player's sponsorships will be distributed to other players per current sponsorship protocol. If an eligible Duster AA player from the current season is injured and cannot participate during the upcoming season, the player's sponsorships can be placed on inactive status for the season with prior approval by the President. Inactive status means that a current player will be distributed the **inactive** sponsors per current sponsorship protocol for the upcoming season. However, the **inactive** sponsors revert back to the injured player the following season, if participating.

### **1.13 Transportation of Players**

Transportation of Duster AA Team players to out-of-town games will be arranged by the organization). Any game outside of the Tri-Cities area constitutes an out-of-town game. No player shall transport himself or other players to an out-of-town game except in extenuating circumstances, and then must be transported by a person over the age of 21. Players must also return with the team. The Duster AA Team manager shall use his discretion for each request of alternate transportation to or from out-of-town games. Duster A Team players must provide their own transportation to out-of-town games.

## 1.14 Discipline

Resignation or action of the Board may terminate membership. The Board shall have the authority to discipline or suspend a member or to terminate the membership of a member when the conduct of the member is considered to be detrimental to the best interest of the Dusters organization.

For any offense that occurs on the field of play, or is related to the field of play, the Board has delegated the authority to define and carry out disciplinary action to the Disciplinary Committee. The definition of the term **season**, as it is used in this section, denotes both regular season (including tournaments) and post season. Post season includes District and State tournament games. For expediency purposes, the Vice President will head the Discipline Committee that will handle all disciplinary actions, involving unruly managers, coaches, parents, players, board members, fans, etc. The Disciplinary Committee will consist of the Vice President and two other Board members assigned by the President who can give an impartial perspective.

## 1.15 Amendments

These by-laws may be amended, repealed, or altered in whole or in part, by majority vote of the Board at any duly called meeting of that body provided that a quorum is present.

## 1.16 Dissolution

The association may be dissolved by the vote of two-thirds of its Board. In the event of dissolution, the property of the association may be sold to pay any debts or obligations outstanding. The balance shall be distributed to such established youth baseball programs in Kennewick as may be determined by majority vote of the Board.

## 1.17 Financial Accounting

The following sections describe financial accounting requirements and responsibilities of the association:

- **Section 1:** The Board shall decide all matters pertaining to the finances of the Dusters and it shall place all income in a common treasury.
- **Section 2:** The Board shall not permit the solicitation of funds in the name of the Kennewick Dusters unless all of the funds so raised are placed in the Kennewick Dusters treasury.
- **Section 3:** The Board shall not permit the disbursement of Duster funds for other than to conduct team, field, or equipment related activities, in accordance with the rules and policies of the Duster By-laws.
- **Section 4:** No Board Member, officer, or player of the Dusters shall receive, directly or indirectly, any salary, wages, fees or material compensation from the Dusters for services rendered as Board Member, officer, or player. Managers and coaches are exempt from this rule.
- **Section 5:** All monies received shall be deposited to the credit of the Kennewick Dusters at a bank approved by the officers of the board. The Treasurer, and/or the President shall sign all checks.
- **Section 6:** The fiscal year of the Kennewick Dusters shall begin on the first day of January, and shall end on the last day of December.

- **Section 7:** The Board shall appoint an Auditing Committee consisting of three members. The President, Treasurer, or signatory of the checks are not eligible. The Committee will review the Duster books and records annually, and attach a statement of their findings to the annual financial statement of the President and Treasurer; or may, if directed by the Board, secure the services of a Certified Public Accountant to accomplish such review if adequate funds remain in the budget (adequate fund definition to be determined by the Board).

### **1.18 Conflict of Interest**

All Board Members will abide by the adopted Conflict of Interest Policy.

## **2.0 Board Member Descriptions**

### **2.1 President**

President is responsible for conducting the affairs of the Dusters. The President will see that the By-laws and decisions of the Board are followed. Conduct board meetings. Enforce board and organizational policies. Represent Dusters at league meetings as requested by manager. Handle parent and players **issues** with other Board Members as needed. The President shall not vote as a member of the Board, except in the case of a tie.

### **2.2 Vice President**

Conducts board meeting in absence of President. The Vice President will head the Discipline Committee Assist the Tournament Director in Coordinate tournaments. Assist the Secretary in developing volunteer sign-ups for all home games and hosted or co-hosted Tournaments.

### **2.3 Secretary**

Record and distribute meeting notes to all parents. Develop sign-up sheets for all home games and Dusters organized or co-hosted events. Recruit volunteers to sign-up.

### **2.4 Treasurer**

Handle all revenues and expenses for organization. Report monthly to the board on financial status. Collect player fees. Keep back up records of player fee submittals while working with President.

### **2.5 Equipment**

Secure bids on needed supplies, uniforms, and equipment for normal Dusters operations. These transactions must be approved by the Board. The Board shall approve all purchases of any other type of procurement by a majority. They shall be responsible for the proper issuance of such supplies and equipment, and for the repair, cleaning, and storage thereof at the close of the season.

## **2.6 Travel Coordinator**

Research viable options for hotel accommodations based on price and services offered. Get input from Duster AA Team manager if there is a preference. Also research transportation (e.g., buses, vans, drivers) for the Dusters AA Team to/from away games. Report projected cost to Treasurer for budget purposes. Reserve ALL team rooms (seven rooms total for team; however, it is dependent on team size), and up to 10 additional rooms for parents. If applicable, the Travel Coordinator will assist the Duster A Team with hotel reservations for the post-season.

## **2.7 Grounds/Field**

Works with school districts, junior programs and coaching staff to insure fields are properly maintained during season. Responsible for making sure infield grass gets cut prior to each home game. Coordinates work parties and field work schedule, as needed. Submit appropriate field work/modification paperwork to respective school districts. This person IS NOT EXPECTED to do all the work.

## **2.8 Concessions**

Manage concession staffing at all home games at LaPierre, including the Kamiakin Baseball season, and Duster Fund-Raising Tournaments (i.e., Memorial Day Weekend, Duster Bowl, etc.). Reconcile revenues from sales. This person IS NOT EXPECTED to work in the concession stand for every game. The concession stand workers will be comprised of parent volunteers or paid workers (paid by the parents).

## **2.9 Signs**

Develop Dusters account with a sign company for production of field sponsor signs (history with Atomic and Signs Now). Coordinate artwork from parents selling signs, to company producing sign. Pick-up signs upon completion and coordinate with Titans sign person displaying sign at LaPierre

## **2.10 Fan Gear/Clothing Sales**

Develop items for parents/players to order that is not part of basic uniform. Collect orders/money (money in advance), place order and distribute

## **2.11 Web Master**

Design and update web page, post pictures, and work with other board members to include all pertinent activities, events and schedules on the web page.

## **2.12 Tournament Director**

Develops and schedules regular season games, home game umpires and tournaments with the collaboration of the manager. Responsible for setup, scheduling and coordination (e.g., teams, umpires, workers, etc.) all hosted or co-hosted tournaments. If hosting Districts the tournament director is responsible for maintaining clear communications with league and post-season coaches.

### **2.13 Fund Raising**

Identify potential sponsor (including corporations), various sales options and other ways to raise funds to support the organizational general fund or player fees. Coordinate selected fund raising events like carwash, gift card, etc.

### **2.14 A Team Representative**

Represents the collective views and interests of Duster A Team parents and players. Performs as a conduit to disseminate information to the Dusters A Team.

### **2.15 Member at Large**

A past or present officer, board member, parent, or player with previous Duster Organization experience. A maximum of two members at large will be elected.

### **2.16 Managers (Duster A and AA Teams)**

Determine roster size and select team. Handle all player-related issues, including discipline (if needed, seeks Discipline Committee opinion). Responsible for all functions as it relates to practice and actual game competition. Manager/Coaching staff will provide the secretary/President with all necessary information required to complete all American Legion registration documentation for participation.