

## **NOTICE**

### **Combined Meeting of the SIBL Board of Directors and Membership**

Date: Thursday, July 9, 2026

Time: 7:00 PM – 8:00 PM

Location: The Bungalow on the Softball side of the SIBL facility

On June 18, 2026, the SIBL Executive Board approved proposed amendments to the SIBL Bylaws. These changes address Directors' meeting attendance and meeting quorum requirements.

Over the past year, the Board has struggled to achieve sufficient attendance to conduct official business. The proposed updates are designed to help the Board function more effectively while remaining compliant with California nonprofit law.

The full text of the proposed bylaws, with all changes highlighted, is available via the link on the SIBLbaseball.com homepage or by clicking **here**.

This combined meeting will have one item on the agenda: a membership vote to adopt the updated Bylaws.

All SIBL members are encouraged to attend. Your participation and vote are important to the governance of our league.

Respectfully submitted,

Jonathan Mojica

President, SIBL Board of Directors

# **SYLMAR INDEPENDENT BASEBALL LEAGUE**

**12800 Harding St., Sylmar, California 91342**

<http://www.siblbaseball.com>

## **BYLAWS OF Sylmar Independent Baseball League**

**Approval by Membership on 11/30/2015**

**SIBL Board of Directors approved on 11/19/2015**

## TABLE OF CONTENTS

Article I – Purpose and Principal Office	Page 3
Article II – Membership	Page 3
Article III – Board of Directors	Page 4
Article IV –Elections of Board of Directors	Page 7
Article V – Board of Directors Duties	Page 8
Article VI – Officers	Page 11
Article VII – Committees	Page 15
Article VIII – Registration	Page 16
Article IX – Baseball and Softball Teams	Page 17
Article X – Tax Preparation	Page 17
Article XI – Disbursements	Page 17
Article XII – Emergency Reserve Fund	Page 18
Article XIII – Amendments	Page 18
Article XIV – Rules of Procedure Not Provided Herein	Page 18
Article XV – Attachments	Page 18
Article XVI – Signatures	Page 19

## **ARTICLE I – PURPOSE AND PRINCIPLE OFFICE**

Section 1. This non-profit 501(c) (3) corporation shall be known as Sylmar Independent Baseball League, Inc (hereinafter “the Corporation”). The purpose and objective of the corporation is to provide the combined Sylmar Independent Baseball League and SIBL Softball Division the facilities, equipment and supervision necessary for the youth and community organizations of Sylmar and surrounding areas to play organized baseball and softball.

Section 2. There shall be no discrimination in the corporation based on race, gender, sexual orientation, color, religion, ethnicity or national origin.

Section 3. The principle office for the transaction of business of the corporation shall be located at 12700 Gridley St. Sylmar, Ca. 91342 or at any other location within the County of Los Angeles, California as may be determined by the Board of Directors. The mailing address for the corporation shall be posted on the official corporate website.

Section 4. The fiscal year of this corporation shall be from November 1 to October 31.

## **ARTICLE II – MEMBERSHIP**

Section 1. Membership in the corporation (“Members”) shall be open to all persons 18 years of age and older who are committed to the purpose and objective of Sylmar Independent Baseball League. A member shall be anyone who meets the above criteria and contributes to the corporation through either the payment of baseball / softball registration fees or by completing and submitting an application for membership and a fee. Registration and membership fees may be adjusted by the Board from time to time. Payment of registration fees allows one adult per player. Membership in the corporation shall terminate at the end of August and may be renewed annually. Whenever members are required to take action at a meeting, a notice via electronic mail and or on the SIBL corporation website shall be given not less than 10 days before the date of the meeting with the exception of Amendments – see Article XIII.

Section 2. Members may attend any meeting of the Board of Directors but have no voting rights. Only members of the Executive Committee may attend Executive Committee meetings. Other Members may attend if invited to attend by the Executive Committee.

Section 3. Termination of Membership: The membership of any member shall terminate upon occurrence of any of the following events:

- A. The resignation of the member.
- B. The failure of a member to pay annual dues in the amount and within the times set forth by the Board of Directors.

C. The determination by the Board of Directors or a committee designated to make such determination that the member has failed in a material and serious degree to observe the rules of conduct governing this corporation as promulgated by the Board from time to time.

Following the determination that a membership shall be terminated, the following procedure shall be implemented:

- A. A notice shall be sent by prepaid first-class mail to the most recent address of the member as shown on the corporation's records or by electronic mail, setting forth the expulsion and the reasons therefore. Such notice shall be sent at least fifteen days before the effective date of the termination.
- B. A member may protest the termination by requesting, in writing to the Secretary of the Corporation, to have the issue placed on the Agenda at the next regularly-scheduled meeting of the Board of Directors.
- C. Following the discussion of a termination issue, the Board of Directors shall immediately confer and decide whether or not to ratify the termination. The decision of the Board of Directors shall be final.
- D. Any member whose membership has been terminated shall not be entitled to a refund of fees, dues, or assessments previously paid to the corporation.
- E. In the case of voluntary resignation by a member, no further action need be taken by the corporation once the member's name has been removed from the active membership list.

### ARTICLE III – BOARD OF DIRECTORS

The control and management of the corporation shall be vested in the Board of Directors. Any member of the corporation may be elected to the Board of Directors. Each elected member of the Board of Directors shall serve a one year term and must be re-elected annually. There shall be no limit to the number of terms a member may serve on the Board of Directors.

~~The Board of Directors shall consist of the following Directors (up to 64), which includes 11 Officers: The authorized number of Directors shall be not less than eleven (11) nor more than thirty-five (35), which includes the 11 Officers. The exact number within this range shall be fixed from time to time by resolution of the Board of Directors.~~

#### Officers:

- President
- Executive Vice-president
- Treasurer
- Secretary
- Baseball Commissioner
- Softball Commissioner

Registrar  
Vice-President of Snack Bar Operations  
Administrative Vice-president  
Vice-President of Facilities  
Vice-President of Equipment

**Directors:**

Player Agents (12) - (6) Baseball / (6) Softball  
Sponsorship Director  
Publicity Director  
Auditor  
Equipment Directors (2) – (1) Baseball / (1) Softball  
Chief Umpires (2) – (1) Baseball / (1) Softball  
Field Directors (9)  
Official Scorekeepers (2) – (1) Baseball / (1) Softball  
Snack Bar Assistants – Up to 16 (8) Baseball / (8) Softball  
Tournament Directors (2) – (1) Baseball / (1) Softball  
Risk Management Director  
Web Administrator  
Sergeant At Arms  
League Administrators (2) - (1) Baseball / (1) Softball

Section 1. **Vacancy:** In case of a vacancy on the Board, either by death, resignation, or removal, the President shall appoint an interim Director and notify the Board of Directors and the Members by electronic mail. At the next scheduled Official meeting of the Board of Directors, the remaining members of the Board of Directors shall elect a member of the corporation to fill the vacancy for the remainder of the term and posted on the corporation website.

Section 2. **Meetings:** Meetings of the Board of Directors shall be held on the 1<sup>st</sup> and 3<sup>rd</sup> week of each month at such time and place as determined by the Board unless otherwise designated by the President with at least 48 hours notice to each member of the Board of Directors. Notice shall be given by electronic mail.

Section 3. **Minutes:** The Secretary shall record the minutes of any meeting of the corporation and keep a record of the meetings at the principal office or such other place as approved by a majority of the Board of Directors. The minutes shall record the names of those present at meetings of the Board of Directors. Copies of the minutes shall be sent to each member of the Board of Directors via electronic email within 10 days of the conclusion of any meeting of the Board of Directors. The minutes shall then be approved or tabled at the beginning of the next meeting. The meetings may be recorded.

Section 4. **Quorum Requirements and official actions:**

~~A. For an Official meeting, the minimum number of members of the Board of Directors required to be present, and to constitute a quorum, is three (3) Executive Committee members plus ten (10) members of the Board of Directors.~~ A. For an Official meeting of the Board of Directors, a quorum shall consist of forty percent (40%) of the term-elected Directors then in office (i.e., the Directors currently serving). Directors must be present to constitute a quorum.

B. A meeting at which a quorum is initially present may continue to transact business even if some Directors withdraw, provided any action taken is approved by at least a majority of the required quorum for that meeting.

~~CB.~~ For revisions of these Bylaws, after the changes have been approved by the Executive Committee, a quorum of 50% of the standing members of the Board of Directors and 2/3 of the attending membership is required to vote for adoption of the changes.

~~DC.~~ Approval of any matter/motion voted upon by the Board of Directors shall require a simple majority of the Directors present at said meeting properly convened in accordance with these bylaws and associated quorum requirements.

~~ED.~~ No contract or lease for use of SIBL property may be negotiated and approved for more than two consecutive years for play purposes or that which has a significant material and or financial impact to the corporation; and may not be extended or renewed without review, necessary revisions, and approval by the Board.

~~FE.~~ No written or oral agreement for the use of SIBL property may be negotiated or approved if it would result in a material change in the management of the complex or has a significant impact to the corporation's financial welfare and or it's purpose, without the review of legal counsel and approval of 3/4 majority vote of the Membership.

Section 5. **Special meetings:** A special meeting of the Board of Directors may be called at any time by the President or by written request to the President by 5 or more of the current Board of Directors. A special meeting requires 48 hours notice by electronic mail to the Board of Directors and posted on the corporation website.

Section 6. **Proxy voting:** A Director must be present to vote on any business at any meeting of the Board of Directors. Voting by proxy is not allowed

Section 7. Members of the Board of Directors shall be nominated and elected in accordance with the election procedures in these bylaws.

Section 8. The **Director in Good Standing** Rule: A Director is considered in Good Standing if the following conditions are met: A Director has not violated any governing rules including the SIBL Bylaws and Code of Conduct. A Director must pass the criteria established by the Board

for a criminal background screening. A Director must not be in violation of the absence policy of these Bylaws. A Director must not have been declared incompetent by a court.

Section 9. ~~Attendance policy: Directors may not have 3 consecutive unexcused absences of regular meetings. In order to have an absence excused by the Board, a Director must notify the Secretary before the regular meeting, which may be done by electronic mail.~~ **Attendance and Participation:** Directors are expected to regularly attend Board meetings and to actively participate in the work of the organization. The Board shall maintain an attendance policy to support consistent participation and accountability. The Board may adopt, amend, or repeal the attendance policy by resolution.

#### ARTICLE IV – ELECTIONS OF BOARD OF DIRECTORS

Section 1. **Board of Director Elections:** Each year and no later than August, this corporation shall hold nominations and elections to the Board of Directors. To be eligible for the election a person must be a Member of the League or a Director in Good Standing.

A. An election committee shall be responsible for the administration of all SIBL elections. The election committee shall be chaired by the Secretary with two other Board Members appointed by the Board of Directors. The election of the Board Members shall proceed according the following guidelines and the committee shall prepare and submit for Board approval “Election Procedures” for the election to the Board and the election of the Officers and other Director positions prior to the Board elections. The “Election Procedures” will be made available at all elections.

B. At least Thirty (30) days, but no more than forty-five (45) days prior to the election, the Secretary shall notify the Board of Directors and the Membership of the date of the annual Election Meeting. The date of the election shall also be posted on the official corporate website. Up to 10 days before the date of the election the Secretary shall accept nominations for the Board of Directors. The Secretary shall prepare a ballot containing the names of all candidates in alphabetical order. Write-in nominations will be accepted after printing of the ballots and posted at the location of the Election Meeting.

C. Elections shall be by secret paper ballot completed by the Members of SIBL in attendance at the Election Meeting. The completed ballots shall be collected by the Secretary at the Election Meeting by providing a secure drop box for ballots submitted. Each Member will be required to sign out and in for the secret ballot on the list of SIBL Membership. There shall be three (3) observers for the tally of the ballots and two (2) shall count the ballots. Those volunteering to count the ballots and be observers shall submit their names for a random drawing. The new Board of Directors will be posted for the coming year on the official corporate website. The winners shall be decided by a simple majority vote.

D. A recount may be requested by any Member of the Corporation up to seven (7) days after the election results are posted. Ballots shall be destroyed thirty (30) days after the elections by the new Secretary.

E. Newly-elected members to the Board of Directors will take office as soon as possible as part of an interim period in order to learn the roles, responsibilities, and general operations of the league officers and functions. Their official term shall begin at the first meeting of the newly elected Board of Directors at which the SIBL Oath will be administered.

**Section 2. Election of Officers and Director Positions:** The election of the Officers and other Director positions shall be at the first meeting of the newly elected Board of Directors. The elections will be by secret ballot and managed by the elections committee of the previous Board using the “Election Procedures” approved by the previous Board. Each Director will be required to sign out and in for the secret ballot from the list of the new term Directors to prevent double voting. There shall be three (3) observers for the tally of the ballots and two (2) shall count the ballots. Those volunteering to count the ballots and be observers shall submit their names for a random drawing. All nominees for positions shall have the opportunity to present a candidate speech. Those elected will begin their term immediately. The elections of the Board will continue until such time as all positions have been filled at subsequent Board meetings. Challenges may be submitted to the Board up to 10 days following the elections and will be reviewed by an independent panel appointed by the Board of Directors. The President and the Secretary shall be the first positions elected to the new Board.

## **ARTICLE V – BOARD OF DIRECTORS DUTIES**

### **1. Player Agents**

- a. This corporation shall have six (6) Baseball Player Agents and six (6) Softball Player Agents. Baseball shall have one (1) each for Colt/Palomino, Shetland, Pony, Bronco, Mustang and Pinto. Softball shall have one (1) each for 6U, 8U, 10U, 12U 14U and upper division. Player Agents may not manage a team in their own league.
- b. The Player Agents shall conduct tryouts and a draft in accordance with the SIBL General Rules.
- c. Each Player Agent shall be responsible to accumulate and post the standings within their assigned division.
- d. Each Player Agent shall be responsible for collecting applications for prospective managers in his/her division. The Player Agent shall provide a list of prospective managers to the Commissioner(s) and Rules Committee for approval.
- e. Each Player Agent shall be responsible to the Rules Committee for the conduct of team managers and will insure that all managers observe and follow all rules of this corporation.
- f. The Player Agents shall complete required number of D.O.D. shifts. (See Below)

2. **Sponsorship Director** – The sponsorship director is responsible for the coordination of any and all activities related to the collection of funds related to sponsorship. These duties are including but not limited to the sale of advertisements and outfield sign space, monitoring and improving the sponsorship program, installing and maintaining banners, and determining team refunds per the Sponsorship agreement schedules. The sponsorship director is responsible for getting Board approval and organizing any league fundraisers.

3. **Publicity Director** - The Publicity Director is responsible for all news releases for the entire news media, with the approval of the Executive Committee. The Publicity Director's responsibilities include the following:
  - a. Must become acquainted with the sports editor of local newspapers and request coverage of all of the corporation's activities.
  - b. Prepare a news release covering the activities of the league when needed.
  - c. Collect information and compile a monthly newsletter to be distributed to the Membership.
  - d. Oversee the distribution of news releases via the SIBL website and other social media outlets associated with the corporation.
  - e. Collect photos to be displayed on the website and other social media outlets associated with the corporation.
4. **Auditor** – The Auditor shall audit the books and financial records of the League annually, prior to the end of the fiscal year. The Auditor shall present a written reporting of the audit to the Executive Committee within 60 days. An audit is required upon resignation of the Treasurer and can be ordered by the Executive Committee at any other time deemed necessary.
5. **Equipment Directors** - The Equipment Directors are responsible for the distribution, inventory, and return of all baseball /softball equipment owned by this corporation. This responsibility includes:
  - a. Complete an inventory of all equipment no later than the end of each fiscal year.
  - b. Distribution of the equipment before each season, with the assistance of the League Directors.
  - c. Return of all equipment at the end of the season, with the assistance of the League Directors.
  - d. Maintain "in" and "out" records of equipment.
  - e. Prepare, with the Commissioners, a written list of equipment required to support the league for the following year.
  - f. Maintain all equipment in a safe and presentable manner.
  - g. Prepare a request for bid list on all equipment, uniforms, accessories, and supplies whenever new vendors are sought, or periodically, at the discretion of the V.P. of Equipment.
6. **Chief Umpires** - This Corporation shall have two (2) Chief Umpires; one for baseball and one for softball. The Chief Umpires shall be encouraged not to manage or coach in their respective division. The Chief Umpire is responsible for securing sufficient qualified and trained umpires to handle the umpire duties of this corporation, and will further be responsible for holding an annual umpire school prior to the start of each season if needed.
7. **Field Directors** – This Corporation shall have nine (9) Field Directors. Field Directors are responsible for the appearance and maintenance of the fields. Their responsibilities include the

following: Coordinate field maintenance with Field Managers and submit plans of maintenance to the Executive Vice-President of Facilities with a cost estimate if applicable.

8. **Official League Scorekeepers** - This Corporation shall have two (2) Official League Scorekeepers, one for baseball and one for softball. The Official League Scorekeepers shall be responsible for all procedures and training governing team scorekeeping. They shall sit on the Rules Committee. The duties of this office include:
  - a. Approval and distribution of the official scorebooks for the league.
  - b. Select and schedule all league/tournament scorekeepers.
  - c. Provide training opportunities for team scorekeepers
9. **Web Administrator** - The Web Administrator shall work in conjunction with the Publicity Director to design, develop, and maintain the official SIBL website. The Web Administrator and the Administrative VP will work together to keep the website updated with current and necessary information about SIBL activities and news.
10. **Snack Bar Assistant(s)** – The snack bar assistant(s) shall be responsible for the operation of the Snack Bar under the supervision of the VP Snack Bar. Duties shall include the inventory, stocking, managing sales, monitoring volunteers, and shall observe and enforce health and safety codes.
11. **Tournament Directors:** (1) Baseball and (1) Softball shall be the leader of a committee of Directors for each tournament that will put together post season tournaments at SIBL. The tournaments shall be approved by the Board of Directors. The tasks shall include:
  - a. Promotion, registration, field maintenance, and overall administration of the tournaments.
  - b. Shall work with the VP of Equipment for awards.
  - c. Report to the Board of Directors at bi-monthly meetings.
12. **Risk Management Director** – The Risk Management Director shall be responsible for assessing , minimizing, and preventing property and liability losses through the use of insurance safety measures and rule enforcement as necessary. The Risk Management Director will also manage the background check process.
12. **Sergeant At Arms** – The Sergeant At Arms shall preserve order at Board of Director meetings. He/She shall help facilitate the meeting so that only one meeting is taking place and will stop the meeting when it is getting off the subject at hand. In accordance with the Board of Directors, fines may be issued to anybody that is out of order. The Sergeant at Arms enforces the Code of Conduct and will assist in the Grievance Process as outlined in these Bylaws.
13. **League Administrators** – The League Administrator shall be responsible for distributing rosters, divisional schedules, updated bylaws and a list of Board Members to the Baseball and

Softball Commissioners. The League Administrator shall assist with the preparation of information packets for registration, mailings, tournaments and yearbook.

14. **D.O.D. (Director On Duty) Standard Duties** - The schedule of duty officials will be published and distributed on the website and electronic mail at least monthly during the season.
  - a. Must Have Director Gear (shirt, hat, or jacket) on and be visible and available at all times while on Duty and must carry a phone or walkie-talkie at all times.
  - b. The D.O.D. must remain at the complex until all scheduled games are completed for that day, or during his/her time of scheduled duty. Evening officials will escort Snack Bar staff to their automobiles.
  - c. It is the responsibility of the assigned duty official to obtain a replacement should he/she not be able to cover the assigned shift.
  - d. **Opening Shifts** – Open all gates and ensure that all common locked areas have been unlocked and are accessible including bathrooms and dugouts.
  - e. **Closing Shifts** – Turn off all the lights (except what is needed by clean-up crew), and lock all gates.
  - f. Turn on Lights at dusk (Approx. 10 minutes after sunset)
  - g. Help Snack Bar as needed; move items, empty trash, etc.
  - h. Ensure that paper products are stocked at the beginning of shift in all restrooms, replace as needed.
  - i. Notify the Snack bar assistant immediately, if available, and email the Executive Vice President of any unusual incidents occurring during their shift. This should include, but not be limited to, ejections of managers or players, problems with spectators, league violations and player disciplinary suspensions, etc.
  - j. The D.O.D. shall have no other league duties, team responsibilities, or other conflicts during their assigned shift. The scheduled League Duty Official shall not involve themselves in team practices or games during their official duty shift. It is expected that all League Duty Officials schedule themselves during a time when their child is not playing or practicing.
  - k. **Shifts:** Length of shifts will be determined by the Executive Board.
15. **Members-at-Large** - The Board of Directors shall have no active Members-at-Large as each Board member shall be appointed or elected to a specific position. Members-at-Large shall be "Honorary Members" who have served the League in previous years or have contributed to the organization. Members-at-Large shall be those individuals who can offer their expertise to the League (e.g. Past Presidents). Members-at-Large shall have no vote on the Board of Directors.
16. **Director Removal:** All removals from the Board for failure to comply with the ***“Director in Good Standing Rule”*** shall be agendized, discussed and voted on by the Board of Directors. The Director in Good Standing Rule applies to the Officers as well. The Board may by

resolution declare vacant the office of a Director who fails to attend the number of meetings, or who otherwise fails to meet the requirements, set forth in the Board's attendance policy.

## ARTICLE VI - OFFICERS

Section 1. The 11 Officers of this Corporation shall consist of the following:

- President
- Executive Vice-president
- Vice-President of Equipment
- Vice-President of Facilities
- Administrative Vice-president
- Vice-President of Snack Bar Operations
- Treasurer
- Secretary
- Baseball Commissioner
- Softball Commissioner
- Registrar

Section 2. **Executive Committee** - The Officers of this corporation are members of the Board of Directors and shall form the Executive Committee.

Section 3. **Election of Officers:**

- A. All officers shall be elected annually by the Board of Directors. The election shall take place during the first meeting of the newly elected Board of Directors. The election procedures shall be the same as that for members of the Board of Directors. See Article IV – Elections of Board of Directors.
- B. A vacancy on the executive board shall be filled by the President within 48 hours by an interim officer. The President shall notify the Board of Directors by electronic mail of the appointment. At the next meeting of the Board of Directors, a majority of the Board of Directors shall elect a member of the corporation to fill the vacancy for the remainder of the term. A vacancy in the office of President shall automatically be filled by the Executive Vice-president.
- C. Any officer may be removed by an affirmative vote of 2/3rds of the number of Directors – by secret ballot - present at any Official meeting of the Board of Directors that has sufficient attendance to satisfy quorum requirements. The officer(s) in question shall be notified by the President or the Secretary of the intent to vote to remove the officer 48 hours prior to the vote via electronic mail and telephone so they may present their case to remain in their position prior to the vote. The secret ballots will be counted by at least 3 Directors.

Section 4. **Duties of Officers:** The duties of the Corporation's officers shall be as follows:

1. **President** - The President shall be the chief executive officer of the corporation and shall, subject to the control of the Board of Directors, have general supervision, direction, and control of the business affairs of the corporation. The President shall preside over, schedule, prepare for, and head the Board of Directors and Executive Committee meetings. The President shall, along with the Executive Committee, prepare an agenda for every Board of Directors meeting. The agenda shall be sent via electronic mail to each member of the Board of Directors 48 hours before the scheduled meeting. The President shall have the power to sign league checks, and legal documents and contracts, including annual tax filings, on behalf of the corporation. The President and Treasurer shall jointly prepare annual income tax forms for approval by the Board of Directors at the March board meeting. The income tax forms shall be filed in accordance with the current Tax Laws of each year. The President may be a coach or manager. The President may serve beyond two consecutive terms at the pleasure of the Board with two thirds (2/3) majority vote of the newly seated Board of Directors.
2. **Executive Vice-President**- In the absence of the President, the Executive Vice-President shall perform all the duties of the President, and when so acting, shall have all the powers of, and be subject to all restrictions placed upon the President. The Executive Vice-President shall preside as chairman of the Baseball and Softball Rules Committee. The Vice- President shall have the power to sign league checks.
3. **Vice-President of Equipment** - The Vice-President of Equipment shall supervise the activities of the Equipment Directors, and will insure that their duties are being performed properly and in a timely manner. The Vice-President of Equipment is responsible for the procurement, distribution, collection, and storage of all League equipment; and for uniforms, trophies, accessories, supplies and awards.
4. **Vice-President of Facilities** - The Vice-President of Facilities shall coordinate and supervise the activities of the Field Directors and will insure that their duties are being performed properly and in a timely manner. The Vice-President of Facilities is responsible for the overall maintenance and upkeep of the SIBL Complex facilities, maintenance equipment, tools, and supplies. The VP of Facilities shall distribute keys and maintain a record of said distribution; including documenting any changes with the holders of League keys.
5. **Administrative Vice-President**- The Administrative Vice-President shall coordinate and oversee the activities of the League Administrators, Director shift scheduling, assist in the coordination of Snack Bar assistants and coordinate all League activities (Tryouts, Opening Day, Picture Day, etc.) with other Board members and shall keep a current calendar of events along with other news and activities current on the SIBL website.

6. **Vice-President of Snack Bar Operations** - The Vice-President of Snack Bar operations shall oversee the operations of the Snack Bar including supply ordering, vendor establishment and maintenance, and Snack Bar facility maintenance. Tasks shall include:

- a. Purchasing food items; paying umpires if paid in cash; and coordinate volunteer snack bar workers.
- b. Maintain a sales and cash reconciliation binder.
- c. Deposit all cash into general bank account within 24 hours of end of day close.
- d. All purchases will be made through vendors that have been approved by the Board of Directors and receipts will be required.
- e. Upon recommendation of the Executive Committee, the Board of Directors will approve any accounts with vendors as needed.
- f. Submit a copy of the Daily Sales and Cash Reconciliation Form (DSCR form) to the Treasurer weekly.
- g. Assist the Registrar as instructed.

7. **Baseball & Softball Commissioners** - The Commissioners shall coordinate and supervise their respective divisions. They shall coordinate any parent/player problems with the League Director(s) for the respective division and report problems to the Board of Directors. They will prepare playing schedules for their divisions. They will supervise the activities and duties of the Player Agents, Chief Umpires, and scorekeeper for their respective division. The Commissioner shall prepare reports of protests, player/manager ejections, or any other incidents to be brought before the Rules Committee. Commissioners must defer to the other Commissioners regarding issues within League divisions that their own children play.

- a. Shall be the vice-coordinator of the Rules Committee.
- b. Oversees weekly audit of scorebooks by division player agents

8. **Secretary** - The Secretary shall be custodian of the Articles of Incorporation, the Bylaws, and all agreements, and shall have said articles, membership records, bylaws and agreements at all meetings of the membership and Board of Directors. All records pertaining to the operation of the league, all player records, insurance policies, claims, birth certificates, waivers, releases and all other league records shall be kept current by the Secretary. The Secretary shall prepare for and oversee the annual election of the Board of Directors and be familiar with the election procedures outlined in Robert's Rules of Order. The Secretary shall keep or cause to be kept all minutes of all meetings of the Directors or Members, with the time and place of holding, the names of those present and proceedings thereof. All minutes shall be approved by the Board. The Secretary shall notify all Directors 48 hours in advance of all meetings. Secretary shall be the Chairperson of the Election Committee.

9. **Treasurer** – In the absence of the President and the Executive Vice president, the Treasurer shall perform the duties of the President. The Treasurer shall maintain adequate and correct accounts of the properties and business transactions of the corporation, including the accounts of its assets, liabilities, receipts, disbursements, gains, losses, capital, and all income of any sort derived by the corporation from any of its activities. Upon demand by

any member, the Treasurer, by appointment, shall allow such member to inspect any and all of the books of accounts within a reasonable amount of time as determined by the Treasurer not to exceed 30 days. The Treasurer shall keep on file competitive bids on purchases (where applicable), and will match invoices for purchases against bids and as information provided allows. The Treasurer shall promptly deposit all moneys and other valuables in the name of and to the credit of the corporation with such depositories as shall be designated by the Board of Directors. He/She shall render to board, whenever requested, an account of all of its transactions and of the financial condition of the corporation, and shall have such powers and perform such other duties as may be prescribed by the Board of Directors or these bylaws. The General Account of the corporation shall require the signatures of two of the following officers: President, Executive Vice-president, Treasurer, or Administrative Vice-President for withdrawals. All disbursements must have an approved Board action or similar documentation acceptable to the Treasurer. The Treasurer shall be bonded. The Treasurer shall submit the annual Balance Sheet and Statement of Profit & Loss for the taxable fiscal year to the outside CPA for the preparation of the annual income tax returns which are to be approved by the President and the Treasurer and signed by the President or the Treasurer. The Board of Directors may at any time obtain professional bookkeeping services. The Treasurer shall provide a monthly written report to the Board of Directors. Tasks will include banking and shall propose an operating budget for the upcoming fiscal year to the Board of Directors. The Treasurer shall complete the annual Welfare Exemption form by the due date and report to the Board when submitted.

10. **Registrar** – The Registrar shall coordinate and oversee player registration, assist in the coordination of tournaments and Club Leagues, approve all mass emails to SIBL families through the registration system, and coordinate mass emails to managers. They are also tasked with supporting the Commissioners by compiling required reports/forms/tryout sheets/etc, as required, and by maintaining current copies of drafts for league records. The Registrar will manage scholarship families and coordinate their required shifts with the Snack bar assistants. The Registrar will assist the Treasurer in managing the volunteer fees and generate required reports for reimbursement through the Snack bar assistants. The Registrar will provide a copy of the Parent Code of Conduct with a completed registration.

## ARTICLE VII – COMMITTEES

The committees of this corporation shall be:

1. **The Executive Committee** - The Executive Committee shall consist of the President, Executive Vice-President, Secretary, Treasurer, Vice - President of Facilities, Vice-President of Equipment, Administrative Vice-President, Baseball Commissioner, Softball Commissioner, Vice-President of Snack Bar Operations, and Registrar. The Executive Committee shall have the authority to act upon league matters and apportion necessary funds to operate the league business. The Executive Committee shall be responsible to review bids for major league purchases and award contracts for such purchases; shall conduct various committee meetings and report to the Board of Directors on such meetings. The Executive Committee shall prepare agenda items for scheduled board meetings. The Committee shall have the authority to act upon any matter where it is not feasible to convene a meeting of the Board and shall make a

full report of any such action taken to the Board of Directors at the next regularly scheduled meeting. No other member of the Executive Committee shall be an immediate relative or spouse to the President, Treasurer or the Vice-President of Snack Bar Operations. No individual Executive Committee member shall have the authority to make any decision without the consensus of the majority of the Executive Committee. The Executive Committee will be responsible for maintaining and updating lists of Members and Directors which shall include names, contact information such as email addresses, term dates and board positions.

2. **The League Rules Committee** – The League Rules Committee shall consist of the Executive Vice-President (Chairman), Baseball Commissioner, Softball Commissioner, Chief Umpires, Official ScoreKeepers and Player Agents. This committee shall be responsible for all matters relating to rules of play, League member ejections/discipline, handling of in-game protests, and any other player or game related problems. The League Rules Committee shall be responsible for approving all league and tournament managers. All decisions made by the League Rules Committee shall be final. The Executive Vice president or the Baseball/Softball Commissioners are not to chair or vote on any issue that deals with the division in which their child plays. In the event the Executive Vice-President and the Baseball/Softball Commissioners have a child in the division, then the division Player Agent from which the protest arose shall chair the committee. The Committee shall:
  - a. Hear and rule on any protest within 72 hours.
  - b. Be a quorum of seven members.
  - c. In accordance with SIBL playing rules first; if not covered, ASA Softball/Pony Baseball Rules second; if not covered, Official Baseball Rules “Sporting News” edition last.
  - d. Recommend to the Board of Directors revision of playing rules as needed.
  - e. Publish and distribute current season SIBL playing rules before the season starts.
3. The President, with the approval of the Executive Committee, may appoint any other committee(s) deemed necessary.
4. League Legal Advisors, or other Board Members, may be asked to attend committee meetings as deemed necessary by the chairman of these committees.
5. **Election Committee:** See Article IV

## **ARTICLE VIII – REGISTRATION**

1. All registration fees shall be approved by the Board of Directors.
2. The Treasurer shall be responsible for the recording and depositing of daily receipts.
3. Fees are to be paid by cash, check, or debit/credit card at the time of registration. Partial payments are accepted at the discretion of the Registrar.
4. There will be a \$25.00 processing fee charged on all checks returned by the bank for any reason.

5. Scholarships: Requests for scholarships shall be made to the Registrar by email. A committee consisting of the Registrar, Executive VP, and President shall review requests. The Committee will make final approval. Partial payments or scheduled payments will be arranged whenever possible. Volunteer work in the Snack Bar is mandatory of the scholarship recipients. Proof of hardship will be required.
6. Refunds - No refunds of registration or other fees will be made after the player is assigned to a team without approval of the President, Commissioner, and Registrar.
7. All registration refund requests must be submitted in writing or email to the Registrar. All refunds must be approved by the President, Commissioner, and Registrar. There will be a minimum \$25.00 processing fee on all refunds to cover the League administrative costs.
8. A "volunteer fee" shall be added to the registration fees of each player at the discretion of the Board of Directors. Families can elect to donate this fee to the league or receive a full refund by working a four hour shift to be determined by the league. Managers shall receive their refund at the end of the season upon return of League equipment. Refunds will be made payable to the individual whose name appears on the family's registration.
9. Managers will be entitled to a reduced fee as determined by the Board of Directors.

#### **ARTICLE IX - BASEBALL AND SOFTBALL TEAMS**

1. Rules of Play - The General League Rules, except as they are inconsistent with provisions of these bylaws, shall govern and control all of the baseball and softball teams under the jurisdiction of this corporation.
2. Uniforms - The uniforms worn by the players of each team shall be selected by the Vice-President of Equipment and approved by the Board of Directors.
3. Player Selection System - The player selection system to be used by individual leagues shall be in accordance with the General League Rules.
4. Manager Selection System - The manager selection system to be used by individual leagues and tournament teams shall be in accordance with the General League Rules.
5. Tournament Play - Tournament play shall be in accordance with Pony Baseball and ASA tournament regulations. This does not apply to teams entered in non-sanctioned tournaments. The tournament teams, managers, and coaches shall be selected in the manner prescribed by the League Rules Committee as specified in the General League Rules.

#### **ARTICLE X - TAX PREPARATION**

1. Non-profit Corporation Federal and State Tax returns shall be filed annually by the League President and/or Treasurer.

2. All required tax return forms shall be submitted to the President or Treasurer for approval, signature, and filing. The use or change of Third Party CPA firm for State and Federal filings must be approved by the Board of Directors.
3. A complete copy of the tax form 990 shall be provided to the Board of Directors before filing the form. See Article VI, Section 4., 1. for Board approval.

#### **ARTICLE XI – DISBURSEMENTS**

1. All disbursements must be approved by the Treasurer.
2. Purchases or requests for disbursements shall be in writing and include item, quantity, description, cost, and vendor. Purchases or requests for disbursements shall also include the requester's name and who it was approved by. All purchases must be either a budgeted expense item or approved by the Board of Directors, the Executive Committee or other authorized League Executive approved by the Board of Directors. Purchases of over \$750.00 must include a minimum of three (3) competitive bids, unless waived by the Board of Directors. Bids must be in writing, delivered to the Treasurer, and reviewed by the Executive Committee which will award the purchase contract.

#### **ARTICLE XII - EMERGENCY RESERVE FUND**

The Sylmar Independent Baseball League organization shall maintain an emergency reserve fund of at least ten percent (10%) of the annual budget, to be reviewed annually by the Executive Board. The emergency reserve fund is a minimum cash reserve requirement, not a part of the annual budget. These funds shall be used in the event of unforeseen emergencies only and shall require a two-thirds (2/3) majority of the entire Board of Directors to be used. A written plan detailing the replenishment of the emergency reserve funds shall be implemented as soon as practical, or within 120 days.

#### **ARTICLE XIII – AMENDMENTS**

These bylaws may be amended at any combined official meeting of the Board of Directors and Membership that satisfies the quorum requirements outlined in these Bylaws (Article III, Sec 4. B.). Notice of the proposed amendments and the intent to vote thereon must be sent via electronic mail to all Members and the Board of Directors twenty (20) days prior to the meeting in which the vote for approval will occur.

#### **ARTICLE XIV - RULES OF PROCEDURE NOT PROVIDED HEREIN**

Rules of procedure not otherwise provided for in these bylaws shall be governed by Roberts' Rules of Order, Revised.

#### **ARTICLE XV – ATTACHMENTS**

The following attachments shall be recognized by SIBL and may be revised as needed.

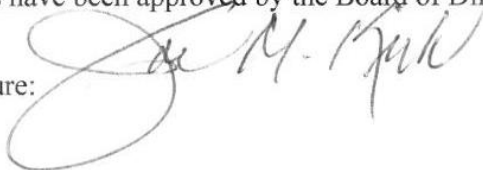
1. SIBL Directors Code of Conduct
2. Grievance Process
3. Oath
4. Parent's Code of Conduct
5. Coach's Code of Conduct

**ARTICLE XVI – SIGNATURES**

The Undersigned certify that:

1. They are the President and Secretary, respectfully, of the Sylmar Independent Baseball League.
2. The foregoing Bylaws have been approved by the Board of Directors and Membership.

President:  
Approved 11/30/2015

Signature: 

Secretary:  
Secretary:

Signature:   
Veronica Gentile

RAYANN L. SMITH

Executed this 30 day of November, 2015, in Sylmar, CA.

Additional signatures:

Title:  
Sergeant at Arms  
Vice - Pres.  
Snack Bar

Signature:  
Bonnie Bernard  
  


## PARENT'S CODE OF CONDUCT

The Parent's Code of Conduct will be signed by the parents during the registration payment and a copy will be provided to them.

### Parent's Code of Conduct

1. I will encourage good sportsmanship by demonstrating positive support for all players, coaches, umpires and any league officials and volunteers at every game, practice or associated event.
2. I will place the emotional and physical well being of players ahead of my personal desire to win.
3. I will support a safe and healthy environment for all players.
4. I will support coaches and officials working with my child in order to encourage a positive and enjoyable experience for all.
5. I will encourage a sports environment that is free from drugs and alcohol and will refrain from their use at all youth sports events.
6. I will remember that the game is for youth – not adults.
7. I will try to do my very best to make youth sports fun for all players.
8. I will ask my child to treat other players, coaches, fans and officials with respect regardless of race, gender, religion and sexual orientation, creed or ability.
9. I will help my child enjoy the SIBL experience by doing whatever I can such as being a respectful fan and assisting the SIBL program as a volunteer.
10. I will abide by the rules and regulations of SIBL and know that I am responsible to read and know them.

Date: \_\_\_\_\_ Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

## **GRIEVANCE PROCESS**

The grievance process may be used in cases of disputes or complaints other than for SIBL Baseball / Softball related issues which are under the League Rules Committee purview.

A detailed written documentation of the complaint or grievance is required and may include any request for resolution in a timely manner.

The written record of a grievance should be submitted to the Sergeant at Arms or at a Board meeting. It may be provided via email as well to the Sergeant at Arms or to the Executive board.

The Sergeant at Arms or the Board will set up a grievance panel comprised of 3-4 Directors and or members of SIBL who are impartial to discuss ways the dispute may be resolved and may include interviewing parties involved in the dispute.

Retaliation against a person who submits a grievance is prohibited and if occurs will subject the retaliator to discipline up to and including discharge from the League.

The panel or the Sergeant at Arms will report back to the complaining party with any decision or resolution and will be final.

The Grievance panel or the Sergeant at Arms shall have the grievance case agendized for the next board meeting for a report of the resolution.

Approved 2015

## SIBL DIRECTORS CODE OF CONDUCT

Collectively and individually, the SIBL Board of Directors agree to abide by a code of conduct to ensure that SIBL's business and activities are conducted in a respectful and courteous manner.

By accepting the role as a Director of SIBL, I agree to abide by the following examples of conduct while performing the duties and responsibilities of SIBL.

1. I will conduct myself in a professional and civil manner at all times as a representative of SIBL.
2. I will treat each member of the Board of Directors and members of SIBL with respect at all times, regardless of an individual's opinion, ethnicity, race, sexuality, age, disability or religion.
3. Even in the face of disagreement or differences of opinion, I will demonstrate esteem and respect for my colleagues and members of SIBL and the public.
4. Under no circumstances during SIBL meetings, functions, or events will I engage in or threaten to engage in any verbal or physical attack on any other individual.
5. I will commit to communicate my ideas and points clearly, and allow others to do the same without interruption.
6. I will not use language that is threatening, abusive, obscene or slanderous, including insults or disparaging remarks about others or gestures.
7. Derogatory language about an individual's ethnicity, race, sex orientation, religion, age, or disability is not acceptable.
8. I will take responsibility for my actions, and will work to fulfill my role and duties as a member of the Board of Directors as outlined in the Bylaws and this Code of Conduct.
9. I will commit to learn the Bylaws, League Rules, Code of Conduct, or other governing practices that pertain to SIBL, and will not intentionally violate any of the above.
10. I will abide by SIBL meeting procedures or rules in order to create a safe, productive and effective environment for conducting business.
11. I will promote and enforce a safe and enjoyable environment in meetings and during SIBL activities at all times. At moments when SIBL rules of conduct are violated by the public or the members of the Board, I will join my fellow Board Members in demanding that conduct rules are followed and respected even if I agree with the point of view or action.
12. I will seek to present information truthfully, and will not knowingly misrepresent, mischaracterize, or misquote information received from others or as outlined in SIBL Bylaws.
13. I pledge to truly listen and hear other points of view.
14. I will practice the art of being able to agree to disagree.
15. I will commit to good faith efforts to resolve any grievances that come before the League as specified in the Bylaws and other rules for the League.

SIBL Code of Conduct

Adopted 2015

## SIBL OATH

I pledge to uphold the mission, goals and objectives of the Sylmar Independent Baseball League.

I will understand and uphold, in letter and spirit, the laws, Bylaws, regulations and best practices that govern my conduct, SIBL and its non-profit status.

I pledge to support and remain accountable to the membership, the Board, and the organizations that support SIBL so that future generations of youth may have the opportunity to participate and enjoy this league.

Approved 2015

## SIBL Coach Code of Conduct

1. Must see self as teacher not just a coach. Your main responsibility is to educate by teaching skills of the game and “Life Skills.”
2. Must be motivated to help. Your ego can be a major limitation. Showcase the kids, not yourself. Success is measured by growth, not wins.
3. Must make games and practices fun. Praise players and be careful to avoid yelling.
4. Transform negative into positive. With so much failure associated with Youth Sports, staying positive is vital.
5. Must be a student of the game. Learn as much as you can. Be receptive to new information.
6. Must be organized. Establish practice, game and emergency plans.
7. Must emphasize efforts, not results.
8. Must establish rules and enforce them. Where there is no discipline, there is no learning. Be fair and equal.
9. Be a positive example. You are a role model. How you are remembered is up to YOU.