



Rockville Baseball Association

By-Laws

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Preamble

We, a representative group of citizens of the City of Rockville, Maryland, in conjunction with the Department of Recreation and Parks of the City of Rockville, established the Rockville Baseball Association (hereinafter known as the "Association" or "R.B.B.A.") in the Year of Nineteen Hundred Fifty-four and from that time to this have operated such Association to the best of our individual and collective abilities to aid the youth of this community.

Article I: Membership

Section A: Voting Memberships

1. The Voting Membership of the Association shall be composed of one representative of each team, approved by the Executive Board, participating in the Program and those Executive Board Members not representing a team.
2. No voting member shall be entitled to cast more than one vote at any meeting on any issue.
3. All voting members are subject to the Conflict of Interest Policy as detailed in the RBBA Conflict of Interest Policy document posted to RBBA.org.

Section B: Associate Memberships

1. Associate membership, pursuant to sanction by the Executive Board, shall be available to interested citizen and representatives of organizations interested in the Youth and in baseball.
2. Associate members may attend meetings and express opinions, but shall not be allowed to vote at any meeting on any issue.
3. The Board grants Associate Memberships in the Association.
4. The Mayor of the City of Rockville, Maryland, shall enjoy all the privileges of Associate Membership.

Section C: Player Memberships

1. The players participating in the Associations program shall enjoy Player Memberships.
2. Player-Members shall not be entitled to attend meetings, except on the request of the Association's President, and shall not be allowed to vote at any meeting on any issue.
3. Player-Members shall enjoy the sole privilege of participating in Association competition.
4. Player-Members whose membership is continuous from season to season shall be guaranteed a place on a team roster.
5. All children have the option to play in the RBBA and enjoy a Player-Membership.

Article II: Administrative Powers

Section A: Powers and Duties of the Executive Board

1. The Officers of the Association are: President; Executive Vice President Secretary; Treasurer; Director of Internet Operations; director of Rules and Instruction; Director of Personnel; Director of Sponsorships; Director of Publicity; Director of Photo Operations; Director of Division Play; Director of the Softball Division; Director of the Ronald Diehl Instructional Division; Director of the Buddy Kinder Rookie Division; Director of the Pee Wee Division; Director of the Midget Division; Director of the Junior Division; Director of the Senior Division; Director of Fall Baseball; Director of Travel Play; Travel Tournament Director; Intramural Tournament Director; Association Legal Counsel; Volunteer Coordinator; Umpire in Chief.

- a. A representative of the City Department of Recreation and Parks is an advisory, non-voting Executive Board (or “Board”) member.
 - b. Assistant Director positions may be created and appointed at the President’s discretion when reason is shown, or by a majority vote of the board when a quorum is present.
2. The President may fill vacancies on the Executive Board by appointment.
 - a. A vacancy in the Office of the President, will be filled by the Executive Vice President for the remainder of the unexpired term.
3. The Association will elect Officers at the Fall Members meeting.
 - a. The Officers comprise the Executive Board.
 - b. Board members must be twenty-one (21) years old.
4. The Administrative Powers of the Association are vested in the Board, which operate the Association according to its By-Laws.
 - a. The Board recommends operating policies and procedures to the Association and prescribes general rules of procedure and conduct consistent with the By-Laws.
5. It is the Board’s duty to implement and enforce the Association’s By-Laws.
 - a. The Board may not amend or make exceptions to these By-Laws except as provided herein.
6. The Board appoints and approves team managers and coaches and may suspend or remove individuals for reasonable cause.
 - a. The Board may suspend or expel a player member for reasonable cause.
7. Board members may be removed for reasonable cause.
 - a. A one-third (1/3) vote of the Board at any Board meeting with a quorum present is required to institute removal proceedings.
 - b. Once a one-third (1/3) vote has been recorded, the accused Board member will have the opportunity to speak and defend themselves if they so choose.
 - c. After the accused Board member speaks, another vote will be taken. A two-thirds (2/3) vote of the Board with a quorum present is required to remove a Board member.
 - i. Judgement extends only to removal from office; no fines or other penalties may be imposed.
 - d. The Board has sole authority to remove Board Members.
8. The Board, in accordance with these By-Laws, the League Rules, and such other guidelines as may be approved by the Board from time to time, established sponsor fees, player fees, approves concession sales plans and prices, established Tournament participation fees, and reviews and approves other ways of raising revenue to support the operations of the Association.
9. The Board develops the Association’s annual budget and approves all expenditures of more than an annual total cost of two hundred dollars (\$200.00), except concession purchases and equipment.
 - a. The treasurer will present an itemized accounting of the Association’s income and expenses to the membership at the Fall meeting.
 - b. The Treasurer will also submit a formal budget for the upcoming year to the Board by the conclusion of the Period of No-Amendments as outlined in Article VI, Section D.

- c. All persons holding a league debit/credit card must submit an itemized accounting with appropriate invoices and receipts of all purchases to the Treasurer monthly. Every six months, starting at the beginning of the year, these statements will be made available for public viewing.
 - d. Monthly subscriptions must be calculated at their annual cost, if this cost is over two-hundred dollars (\$200.00) it must be approved by the Board.
- 10. The Associations fiscal year runs from January 1st, to December 31st of each calendar year.
- 11. Concession expenditures may be approved by the President, the Treasurer, or the Director of Snack Bar Operations.
 - a. Concession expenses must be accounted for monthly to the Treasurer.
- 12. The Board has sole authority to approve or authorize use of the Association's name or logo for advertising, fund-raising, promotion, or publicity purposes.
 - a. The RBBA name and logo may not be used without prior Board Approval.
- 13. Board meetings are open to Voting Members, and the public unless closed by a majority vote of the Board.
- 14. Prior to the start of the season, the Board will review and approve each Division's playing rules, operating procedures, playoff schedule, and method of selecting All-Star and Tournament team players.
 - a. The Board's review will be based on written proposals presented to the Division Directors.
 - b. The Board may, by a two-thirds (2/3) majority vote with a quorum present, veto a Division action when it believes that such action would be detrimental to the Association.
- 15. These By-Laws may be reviewed, updated as needed, and passed by a majority vote by the opening day of the spring season.
- 16. In the event that these By-Laws do not fully outline parliamentary procedures the default will be what is listed in the newest available edition of *Roberts Rules of Order* except wherein direct conflict with the procedures outlined in this document.

Section B: Powers and Duties of Officers

President

- 1. The President guides and directs the Association, representing it to the community at large;
- 2. The President presides at meetings of the Board and the Association and carrying out the will of the members as expressed by majority vote and at Association events;
- 3. Calling meetings of the Association as required by Article IV;
- 4. Appoints committees, either standing or ad hoc;
- 5. Keeping files and records of all requests and decisions for interpretation of the By-Laws and making such files available to any Association member upon request;
- 6. The President may suspend a member for reasonable cause for a temporary period of Forty-Eight (48) hours, pending a meeting of the Executive Board to act as provided for in Article II.

- a. If the Board does not meet during the Forty-Eight (48) hour period, the suspended member is reinstated until the Board acts;
7. Carrying out such other duties as required by these By-Laws or in their duty to guide and direct the organization.

Executive Vice President

1. The Executive Vice President assists the President in guiding and directing the affairs of the Association, acting for the President in the event of absence or disability.

Treasurer

1. Serves as the Chief Financial Officer (CFO), receiving all Association revenues, including sponsorship fees collected;
2. The Treasurer keeps an exact account of receipts and expenditures and all monies on hand;
3. Work closely with the Director of Snack Bar Operations to provide for effective administration of concession revenues;
4. Provide a detailed, itemized, written financial report of all Association income and expenses, including a profit and loss statement and balance sheet for the fiscal year at the Fall meeting of the Association;
5. Provide quarterly income and expense reports with the aid of the Associations accountant;
6. Create, maintain, and keep on file a financial statement which can be provided upon written request by an individual;
7. Supervising the Associations accountant and making sure all necessary financial documents are filed, including but not limited to 1099's, 990's, and any other document necessary to maintain the leagues financials and non-profit status;
8. Create and distribute to the Board a detailed budget for the upcoming fiscal year, every year, by the beginning of the Period of No Amendments as described in Article VI

Secretary

1. The Secretary maintains the official records of the Association;
2. Calls the roll at General Membership and Board meetings;
3. Records the minutes of all Board and General Membership meetings, including the presence of the quorum required for transacting official business;
4. Read the minutes of the most recent General Membership or Board meetings;
5. Circulate to the Board the minutes of the most recent Board meeting, prior to the next scheduled Board meeting;
6. Serve as chief ethics councilor;
7. Other duties include, informing the General Membership and the Board of scheduled meetings, keeping files of Association papers, and recording in those papers the final standings at the end of the regular season.

Director of Rules and Instruction

1. Works with Division Directors and team managers to establish, communicate, and interpret rules for competitive play in the Association and the Greater Washington 4th of July Tournament;
2. Arranges instructional clinics for managers and ensures compliance with the Association's policies regarding manager certification and training and to present information on baseball rules, skills, and techniques;
3. Meet with the Umpire in Chief to coordinate and communicate any changes in the National Federation of High School rules or RBBA Modifications of those rules prior to Board review and approval;
4. Meet with Division directors to review any changes in the rules prior to Board review and approval;
5. Meet with the Travel Tournament Director, Intramural Tournament Director, and the Director of Travel Baseball to review and establish playing rules for the tournament, and to clarify language, prior to Board review and approval.

Director of Personnel

1. Recruits and registers players, and verifies their eligibility (including age, residence, and fees paid);
 - a. By the end of May submit an official report detailing the names of players who have not paid.
2. Assigns to teams and keeps official team rosters;
3. Coordinates registration process and procedures with the Treasurer and Division Directors;
4. Maintaining a current roster of every team's player personnel and, together with the Division Directors, resolving any discrepancies;

Travel Tournament Director

1. Act as liaison with any outside entity which manages the Associations annual Greater Washington 4th of July Tournament, or serve as the Director of the tournament themselves;
2. Plan, guide and direct the tournament, maintain the tournament website, establish fees, schedules, playing fields, tournament officials, awards, registration procedures and publicity with consultation and approval from the Board;
3. Invite appropriate youth baseball Travel teams to participate in the Tournament;
4. Coordinate RBBA participation in the Tournament with the Director of Travel Baseball;
5. Coordinate playing field arrangements, scheduling, and officiating with the City Department of Parks and Recreation;
6. Coordinate concession stand coverage with the Director of Snack Bar Operations;
7. Coordinate financial arrangements, including receipts and expenditures with the Treasurer;

8. Ensure Waivers of Liability are obtained for every team and every participant on those teams at a formal check-in process before a team is allowed to play its first game, and perform cursory eligibility and insurance checks for teams during the check-in process.

Intramural Tournament Director

1. Plan, guide, and direct the Tournament, maintain the tournament website, establish fees, schedules, playing fields, playing rules, tournament officials, awards, registration procedures and publicity with consultation and approval from the Board;
2. Invite appropriate youth baseball Travel teams to participate in the Tournament;
3. Coordinate RBBA participation in the Tournament with the Director of Travel Baseball;
4. Coordinate playing field arrangements, scheduling, and officiating with the City Department of Parks and Recreation;
5. Coordinate concession stand coverage with the Director of Snack Bar Operations;
6. Coordinate financial arrangements, including receipts and expenditures with the Treasurer;
7. Ensure Waivers of Liability are obtained for every team and every participant on those teams at a formal check-in process before a team is allowed to play its first game, and perform cursory eligibility and insurance checks for teams during the check-in process.

Director of Snack Bar Operations

1. Supervises the operation of the concession stand at all Association functions;
2. Arranges the purchase, delivery and storage of concession supplies and materials, and recommends items and prices to the Board
3. Establish rules and procedures for concession operation, including but not limited to, setting opening and closing times, and scheduling teams to provide concession coverage;
4. Notify team manager of coverage times and responsibilities;
5. Provide information and training to concession stand volunteers;
6. Coordinate cash management procedures with the Treasurer;
7. And ensures appropriate management of the physical facility, including opening, closing, and sanitation.

Equipment Manager

1. Develop and maintain the Association's inventory of uniforms and equipment;
2. Coordinate maintenance requirements with the City of Rockville;
3. Purchases trophies;
4. Maintaining a list of current unit prices and all items included in the Association's inventory;
5. Preparing an annual budget for the purchase of equipment;
6. Setting equipment distribution and collection dates;

7. Reporting discrepancies between beginning and ending equipment inventory to the Board and recommending appropriate action, including court action, when a manager, player, or parent fails to return Association equipment.

Director of Fall Baseball

1. Supervises and coordinates the Association's competition for Fall Baseball;
2. Assists the President by guiding, overseeing and coordinating activities in the areas listed above;
3. Coordinating the schedule of games and other events with the President and Board;
4. Coordinating the establishment of rules with the Director of Rules and Instruction and other Board members as necessary;
5. Obtaining prior Board approval of season schedules and proposed playing rules;
6. Preparing a budget for Fall Baseball;
7. Recruiting and registering managers, teams, individual players, and verifying player eligibility and coordinating and verifying rosters and registration with the Director of Personnel;
8. Conveying team rosters, financial records, and monies collected from the Fall Baseball program to the Treasurer.

Director of Publicity

1. Arranges the appropriate publicity for RBBA activities and events;
2. Conducts outreach to schools to aid in advertising the Association to potential new player;
3. Handing out flyers to schools in the Rockville area to advertise Spring and Fall seasons;
4. Arranging activities and events for opening day;
5. Coordinating web announcements with the Director of Internet Operations;
6. Organizing and supervising RBBA events throughout the year.

Director of Photo Operations

1. Supervise and coordinate all activities and events regarding RBBA Photo Day;
2. Supervise the delivery and distribution of photos to team managers;
3. Coordinate with the Executive Vice President, and Director of Sponsorships to ensure RBBA Sponsor Plaques are presented to Sponsors at the end of the season.

Director of Internet Operations

1. Develops, and maintains current information on the RBBA website;
2. Oversee and maintain content on the Tournament and Travel webpages;
3. As well as monitor for inappropriate websites related to the Association, its teams, tournaments, and the Travel program.

Director of Sponsorships

1. Shall, to the extent consistent with the goals and ideals of the Association, elicit service clubs, business establishments, citizens' associations, and qualified individuals to sponsor Teams within the Association.
2. Shall also be responsible for assuring that any benefits conferred on sponsors are properly distributed and satisfied.

Director of Division Play

1. Supervises and coordinate the Association's on field competition, coordinating operations and arranging for scheduling;
2. Assisting the President by guiding, overseeing and coordinating activities in the areas listed above;
3. Coordinating the scheduling of games and other events with the President and the Board;
4. Coordinating the establishment of rules with the Director of Rules and Instruction, and coordinating with other Board members as necessary;
5. Ensuring that the Divisions obtain Board approval of season schedules, playoff schedules, proposed playing rules and methods of selecting All-Star and Tournament players and managers;
6. Coordinating All-Star and playoff games with Division Directors;
7. Chairing a Protest Committee and establish a method for hearing protests.

Division Directors

1. Manage each of the Associations divisions by;
2. Maintaining Division schedules, rescheduling postponed and incomplete games when necessary, in Cooperation with the Department of Recreation and Parks, and the President;
3. Keeping records of current standings in each Division and posting the standings on the Association's website,
4. Meeting with team managers as necessary to resolve questions and problems;
5. To make recommendations concerning program administration;
6. Assisting the Director of Personnel in verifying player eligibility in terms of age, residence and previous team affiliation;
7. Assisting in the administration of registration and registration processes;
8. Establishing sub-division, when necessary and appropriate to facilitate Division Play, consistent with the desires of a majority Division manager and these By-Laws.

Association Legal Counsel

1. Attends Board meetings and advises the Association with regard to legal matters;
2. Counsel will interface with the City and advise the Board in members regarding City of Rockville policy changes and how they affect the Association.

Director of Travel Baseball

1. Supervises and coordinates the Association's travel competition;
2. Coordinating operations with outside Travel leagues the Board chooses to enter;
3. Assisting the President by guiding, overseeing and coordinating activities in the areas listed above;
4. Coordinating the schedule of game and other events with the Association and outside Travel leagues the Association has entered;
5. Obtaining prior board approval for Travel Team managers;
6. Preparing and executing an annual budget for Travel Teams;
7. Ensuring public tryouts are scheduled for each Spring or Fall team, and coordinating with the Director of Internet Operations to ensure that the tryouts are advertised adequately;
8. When requested, serving on, recommending candidates, to be approved by the Association to serve on the Board(s) of the outside league(s) the Association has entered;
9. Providing the Association with player fees, uniform deposit fees, player releases, player contracts, rosters and any other materials deemed necessary by the Association;
10. Meeting with team managers to resolve questions and problems, to make recommendations concerning program administration and to bring unresolved problems to the attention of the Board.

Volunteer Coordinator

1. Supervise and coordinate volunteer opportunities with the appropriate Board members;
2. Coordinate SSL hours with Montgomery County Public Schools (MCPS);
3. Be certified and maintain active SSL certification through MCPS.

Umpire in Chief

1. Serve as Chief Umpire and non-voting member of the Executive Board;
2. Schedule umpires to cover all games submitted by the Division Director;
3. Work with outside umpiring organizations to make sure all games are covered and the umpiring needs of the Association are being met;
4. Any other duties outlined in the By-Laws, League Rules, or any other document the Board may approve from time to time.

Section C: Powers and Duties of the City of Rockville Department of Recreation and Parks

1. The City Department of Recreation and Parks secures and maintains playing fields, provides umpires for all official games scheduled by the Association, and assigns all fields and times for games and practices.

Section D: Powers and Duties of Team Managers

Team managers in the Association are responsible for:

- a. Implementing these By-Laws of the Association, the League Rules, and such other guidelines as the Board may approve from time to time, including complying with the Rules of Procedure and Conduct.
- b. Cooperating with the Board in conducting a baseball program of the highest standards, especially encouraging good sportsmanship and appropriate conduct by team coaches and players, both on and off the field.
- c. Providing enough practice sessions to allow players to benefit from the baseball program.
- d. Ensuring prompt and adequate concession stand coverage during the team's assigned dates and times.
- e. Properly administering team rosters as provided by the Association without regard to race, nationality, religion, sex, handicap or geographic factors. Managers must make every effort to contact and sign all players referred to them by the RBBA; must not trade or cut players; must not sign players without advance approval from the Director for Personnel; must collect all appropriate fees and documentation in a timely manner; and must provide playing time as specified in Division Rules.
- f. Notifying all team players of the Fall Baseball Program, including distributing Fall Baseball registration applications.
- g. Notifying all team players of the Tournament team tryouts, including distributing Tournament team tryout flyers.
- h. Notifying all team players of the Travel team tryouts, including distributing Travel team tryout flyers.

Article III: Division Organization

Section A: General Organization

1. The Association shall organize its Player-Members into Divisions of suitable age classifications (see Article I of the League Rules).
2. The Division Director of each Division acting under the general guidance and direction of the Divisions coaches will administer their respective Divisions.

Article IV: Meetings

Section A: Number and Call of Required Meetings

1. The President shall call at least two general meetings of the Association each year.
 1. One meeting shall be held during the Spring season, between January 15 and the beginning of the spring practice season, for the purpose of reviewing operating policies and procedures for the coming season.
 2. Another meeting shall be held during the Fall season, between the close of the Association schedules and November 15, for the purposes of evaluating the previous

summer's program, making recommendations for the next season, and election of officers to the Executive Board.

Section B: Additional Meetings

Additional meetings may be called by:

1. The President
2. A majority vote of the Executive Board; or
3. A petition signed by thirty percent (30%) of the Voting Members.
 - a. Such petition shall be presented by any member of the Board and the Board shall thereafter have twenty-one (21) days to hold the meeting.

Section C: Notice of Meetings

1. The Voting Membership shall be notified, by email, at least ten days prior to any and all meetings of the Association.

Section D: Board Meetings

1. In addition to the above requirements for general meetings of the Association, the President shall convene and conduct Board meetings throughout the calendar year.
2. The President shall give each Board member no less than twenty-four (24) hours advance notice.

Article V: Quorum Requirements

Section A: Quorum for Business - 40%

1. The quorum required for the passage of items of business at any business meeting of the Association shall be not less than forty percent of all Voting Members.
2. A simple majority of those present is necessary for passage of ordinary items of business.
3. A Quorum shall be assumed present at every meeting unless a voting member challenges the Quorum and the Secretary's count indicates that less than forty percent of said Voting Members are present; except that no amendment to the Constitution may be considered before the presence of Quorum has been proved.

Section B: Quorum for Executive Board - 30%

1. The Quorum required for the passage of ordinary items of business at any meeting of the Executive Board shall be thirty percent.
2. A simple majority of the Quorum present is necessary for the passage of ordinary items of business.
3. No challenge of Quorum is necessary; no meetings of said Board shall commence without prior proof of the presence of a Quorum.

Article VI: Amendments

Section A: Two-Thirds Majority

1. These By-Laws, or any section of it, may be amended or repealed by two-thirds majority of the Voting Membership at a meeting held in accordance with Article V of these By-Laws.

Section B: Amendments Proposed by The Executive Board

1. A majority of the Executive Board may propose amendments to, or repeal of, any and all portions of these By-Laws.
2. All such actions shall be taken in accordance with terms of this article.

Section C: Amendments Proposed by Voting Members

1. At any meeting of the Association, wherein a Quorum is present, any Voting Member may propose, as new business or otherwise, an amendment to, or repeal of, these By-Laws.
2. If the amendment or repeal proposed receives majority support of the Voting Members present, the Executive Board shall prepare such amendment or repeal (consistent with the intent expressed by the majority of Voting Members supporting same) and present such proposed change in By-Laws at a meeting of the Association no later than forty-five (45) days after the meeting giving rise to the proposed change.
3. Ultimate passage or defeat of such proposal shall be affected in accordance with the terms of this Article.
4. If a Quorum is not present, action upon the proposed amendment or repeal shall be postponed and reconsidered at every subsequent meeting until a Quorum is present to pass or defeat the proposal.

Section D: Period of No Amendments

1. These By-Laws shall not be amended between Opening day of the Spring season and the last day of the Fall season of any calendar year.

Article VII: Non-Discrimination Policies

Section A: Non-Discrimination Policy

1. The Rockville Baseball Association does not and shall not discriminate on the basis of race, color, religion or creed, gender, gender expression, age, national origin and ancestry, disability, marital status, sexual orientation, or military status, in any of its activities or operations.
 - a. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of all services

- b. We are committed to providing an inclusive and welcoming environment for all members of our staff, players, parents, volunteers, vendors, and all others the organization works with.
2. The Rockville Baseball Association is an equal opportunity organization. We will not discriminate and will take measures to ensure against any discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of volunteer opportunities against any volunteer or applicant on the bases of race, color, gender, national origin, age, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.
3. Any individual found to have engaged in discriminatory activity is subject to disciplinary action by the RBBA up to and including suspension, expulsion, and civil or criminal prosecution when warranted.

Section B: Anti-Harassment and Bullying Policies

1. The Rockville Baseball Association is committed in all areas to providing an environment that is free from harassment and bullying.
2. Harassment based upon an individual's sex, race, ethnicity, national origin, age, religion, or any other legally protected characteristics will not be tolerated.
3. All volunteers, including Executive Board Members, coaches, parents, players, et al, are expected and required to abide by this policy.
4. No person will be adversely affected in any league opportunity as a result of bringing complaints of unlawful harassment.

Section C: Anti-Harassment and Bullying Procedures

1. If an individual feels that they have been harassed on the basis of their sex, national origin, ethnic background, or any other legally protected characteristic or characteristic listed or unlisted in this document, they should immediately report the matter to a member of the Executive Board, the appropriate Division Director, or coach.
 - a. If the issue relates to a specific team, that teams coach should be the first point of contact.
 - b. If the issue relates to an Executive Board member, the President of the RBBA should be immediately contacted.
2. Once the matter has been reported it will be promptly investigated and any necessary corrective action will be taken where appropriate.
3. All complaints of unlawful harassment will be handled in as discreet and confidential a manner as is possible.
4. Any individual engaging in improper harassing behavior will be subject to disciplinary action.

Article VIII: Ethics

Section A: Code of Ethics

1. All members of the Rockville Baseball Association are expected to follow the code of ethics listed herein.
2. The Rockville Baseball Association holds itself to the highest standard of ethics and excellence including but not limited to;
 - a. Acting honestly, truthfully, and with integrity in all our transactions and dealings;
 - b. Avoiding conflicts of interest;
 - c. Appropriately handling actual or apparent conflict of interest in our relationships;
 - d. Treating every member of the Association fairly, and with dignity and respect;
 - e. Treating our volunteers with respect, fairness and good faith, and providing conditions of employment that safeguard their rights and welfare;
 - f. Being a good corporate citizen and complying with both the spirit and the letter of the law;
 - g. Acting responsibly toward the communities in which we work and for the benefit of the communities that we serve;
 - h. Being responsible, transparent and accountable for our actions; and
 - i. Improving the accountability, transparency, ethical conduct and effectiveness of the nonprofit field.
3. Failure of an individual to act in an ethical and legal manner is subject to disciplinary action by the RBBA up to and including suspension, expulsion, and civil or criminal prosecution when warranted.

Section B: Ethical Fundraising and the Donors Bill of Rights

1. The Association is committed to the principals of ethical fundraising and have adopted the Association of Fundraising Professionals (AFP) Donor Bill of Rights¹ as detailed below in point two (2).
2. Philanthropy is based on voluntary action for the common good. It is a tradition of giving and sharing that is primary to the quality of life. To assure that philanthropy merits the respect and trust of the general public, and that donors and prospective donors can have full confidence in the not-for-profit organizations and causes they are asked to support, we declare that all donors have these rights:
 - a. To be informed of the organization's mission, of the way the organization intends to use donated resources, and of its capacity to use donations effectively for their intended purposes.
 - b. To be informed of the identity of those serving on the organization's governing board, and to expect the board to exercise prudent judgement in its stewardship responsibilities.

¹ Adopted 1964, Association of Fundraising Professionals (AFP), Copyright AFP, all rights reserved. Reprinted with permission from the Association of Fundraising Professionals.

- c. To have access to the organizations most recent financial statements.
- d. To be assured their gifts will be used for the purposes for which they were given.
- e. To receive appropriate acknowledgement and recognition.
- f. To be assured that information about their donation is handled with respect and with confidentiality to the extent provided by law.
- g. To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.
- h. To be informed whether those seeking donations are volunteers, employees of the organization or hired solicitors.
- i. To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share.
- j. To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

Section C: Confidentiality

1. All information concerning clients, former clients, our staff, volunteers, and financial data, and business records of the Rockville Baseball Association are confidential.
 - a. “Confidential” means that you are free to talk about the Association and your program and your position, but you are not permitted to disclose clients; name or talk about them in ways that will make their identity known.
2. No information may be released without appropriate authorization.
3. All members of the Executive Board, Voting and Associate, and volunteers, are required to abide by this practice.
4. Board members, volunteers and employees are cautioned to demonstrate professionalism, good judgment, and care to avoid unauthorized or inadvertent disclosures of confidential information.
5. At the end of the Board Member’s term they shall return all documents, papers, and other materials, that may contain confidential information.
6. Failure to adhere to this policy will result in discipline as deemed appropriate by the Executive Board.

Article IX: Financial Guidelines

Section A: Financial Impropriety and Misuse Policies

1. It is the policy of the Rockville Baseball Association to safeguard and protect all of the organizations resources.
2. RBBA Executive Board members are primarily responsible for safeguarding the organizations resources by establishing and maintaining sound internal controls designed to detect and deter potential misuse of resources, by taking action to minimize financial loss when misuse occurs, and by correcting abuse.
3. All volunteers and Executive Board members are responsible for reporting improprieties they observe.

Section B: Financial Impropriety, Misuse Procedures and Whistleblower Protections

1. The Rockville Baseball Association will investigate any possible impropriety, fraudulent or dishonest use or misuse of organization resources or property by board, volunteers, or program participants.
2. Anyone found to have engaged in an impropriety or fraudulent activity is subject to disciplinary action by the Executive Board up to and including suspension, expulsion, and civil or criminal prosecution when warranted.
3. All members of the Association are to report possible fraudulent or dishonest conduct, including but not limited to financial improprieties or misuse of the organizations resources and ethical violations, to the Secretary.
 - a. The Secretary shall have the power to investigate any and all reports of misuse and impropriety through any and all means necessary and employ corrective action when warranted.
 - b. The Secretary shall inform the President of reports and, unless there is a conflict of interest, the President shall assist in investigations.
 - c. Any individual who brings such a claim will be protected by whistleblower protections and protected from harm including but not limited to, removal, demotion, suspension, harassment, failure to consider the individual for promotion, or any other kind of discrimination.
 - i. Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information discloses indicates a violation. Any allegations that prove not be substantiated and which prove have been made maliciously or knowingly false will be viewed as a serious disciplinary offense, and the individuals could face disciplinary action from the Board.
 - d. Violations or suspected violations may be submitted on a confidential basis by the complainant.
 - e. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Article X: Record Keeping and Document Preservation

Section A: Policy and Purpose

1. This policy represents the policy of the Rockville Baseball Association with respect to the retention and destruction of documents and other records, both in hard copy and electronic media (which may be referred to as “documents” in this Policy).
2. Purpose of this policy include retention and maintenance of documents necessary the proper functioning of the organization as well as to comply with applicable legal requirements; destruction of documents which no longer need to be retrained; and guidance for the Executive Board, volunteers, and other constituencies with respect to their responsibilities concerning document retention and destruction.

Section B: Policy Administration

1. The President of the Association shall be the administrator (“Administrator”) in charge of the administration of this policy.
2. The Administrator’s responsibilities shall include supervising and coordinating the retention and destruction of documents pursuant to this policy and particularly the Document Retention Schedule included below.
3. The Administrator shall also be responsible for documenting actions taken to maintain and/or destroy organization documents and retaining such documentation.
4. The Administrator may also modify the Document Retention Schedule from time to time as necessary to comply with law and/or to include additional or revised document categories as may be appropriate to reflect organizational policies and procedures.
5. The Administrator is also authorized to periodically review this policy and policy compliance with legal counsel and to report to the Executive Board as to compliance.
6. The Administrator may also appoint one or more assistants to assist in carrying out the Administrator’s responsibilities, with the Administrator, however, retaining ultimate responsibility for administration of this Policy.

Section C: Responsibilities of Constituencies

1. This Policy also relates to the responsibilities of board members, volunteers, and outsiders with respect to maintaining and documenting the storage and destruction of the organization’s documents.
2. The Administrator shall report to the Executive Board (“staff”), which maintains the ultimate director of management.
3. The organization’s staff shall be familiar with this Policy, shall act in accordance therewith, and shall assist the Administrator, as requested, in implementing it.
4. After each project in which a staff member has been involved, or each term in which a staff member has served, it shall be the responsibility of the Administrator to confirm whatever types of documents the volunteer retained and to request and such documents which the Administrator feels will be necessary for retention by the organization.

Section D: Suspension of Document Destruction

1. The Association becomes subject to duty to preserve (or halt the destruction of) documents one litigation, an audit or a government investigation is reasonable anticipated.
 - a. Further federal law imposes criminal liability (with fines and/or imprisonment for not more than 20 years) upon whomever “knowingly alters, destroys, mutilates, conceals, covers up, falsifies, or makes a false entry in any record, document, or tangible object with the intent to impede, obstruct, or influence the investigation or proper administration of any matter within the jurisdiction of any department or agency of the United States . . . or in relation to contemplation of any such matter or case.”

2. Therefore, if the Administrator becomes aware that litigation, a government audit or a government investigation has been instituted, or is reasonably anticipated or contemplated, the Administrator shall immediately order a halt to all document destruction under this Policy, communicating the order to all affected constituencies in writing.
3. The Administrator may thereafter amend or rescind the order only after conferring with legal counsel.
4. If any board member or staff member becomes aware that litigation, a government audit, or a government investigation has been instituted, or is reasonably anticipated or contemplated, with respect to the organization, and they are not sure whether the Administrator is aware of it, they shall make the Administrator aware of it.
5. Failure to comply with this Policy including, particularly, disobeying any destruction halt order, could result in possible civil or criminal sanctions. In addition, for staff, it could lead to disciplinary action including possible removal.

Section E: Electronic Documents; Document Integrity

1. Documents in electronic format shall be maintained just as hard copy or paper documents are, in accordance with the Document Retention Schedule.
2. Due to the fact that the integrity of electronic document, whether with respect to the ease of alliteration or deletion, or otherwise, may come into question, the Administrator shall attempt to establish standards for document integrity, including guidelines for handling electronic files, backup procedures, archiving of documents, and regular checkups of the reliability of the system; provided, that such standards shall only be implemented to the extent that they are reasonably attainable considering the resources and other priorities of the organization.

Section F: Privacy and Emergency Planning

1. It shall be the responsibility of the Administrator, after consultation with counsel, to determine how privacy laws will apply to the organization's documents from and with respect to staff and other constituencies; to establish reasonable procedures for compliance with such privacy laws; and to allow for their audit and review on a regular basis.
2. Documents shall be stored in a safe and accessible manner.
3. Documents which are necessary for the continued operation of the organization in the case of an emergency shall be regular duplicated or backed up and maintained in an off-site location.
4. The Administrator shall develop reasonable procedures for document retention in the case of an emergency.

Section G: Document Retention Schedule

<u>Document Type</u>	<u>Retention Period</u>
Accounting and Finance	
Accounts Payable	7 years
Accounts Receivable	7 years
Annual Financial Statements and Audit Reports	Permanent
Bank Statements, Reconciliations & Deposit Slips	7 years
Cancelled Checks – Routine	7 years
Cancelled Checks – special, such as loan repayment	Permanent
Credit Card Receipts	3 years
Volunteer/Business Expense Reports/Documents	7 years
General Ledger	Permanent
Interim Financial Statements	7 years
Contributions/Gifts/Grants	
Contribution Records	Permanent
Documents Evidencing Terms or Gifts	Permanent
Grant Records	7 years after end of grant
Corporate and Exemption	
Articles of Incorporation and Amendments	Permanent
Bylaws and Amendments	Permanent
Minute Books, Including Board & Committee Minutes	Permanent
Annual Reports to Attorney General & Secretary of State	Permanent
Other Corporate Filings	Permanent
IRS Exemption Application (Form 1023)	Permanent
IRS Exemption Determination Letter	Permanent
State Exemption Application	Permanent
State Exemption Determination Letter (If Applicable)	Permanent
Licenses and Permits	Permanent
Employer Identification (EIN) Designation	Permanent
Personnel	
Personnel Records	10 yrs after end of term
Insurance	
Insurance Policies and Documents	Permanent
Insurance Claims	Permanent

Legal and Contracts

Contracts, related correspondence and other supporting documentation	Permanent
Legal Correspondence	Permanent

Management and Miscellaneous

Strategic Plans	7 years after expiration
Disaster Recovery Plan	7 years after replacement
Policy and Procedures Manual history	Current version with revision

Property – Real, Personal and Intellectual

Property deeds and purchase/sale agreements	Permanent
Property Tax	Permanent
Real Property Leases	Permanent
Personal Property Leases	Permanent
Trademarks, Copyrights and Patents	Permanent

Tax

Tax exemption documents & correspondence	Permanent
IRS Rulings	Permanent
Annual information returns - Federal and State	Permanent
Tax Returns	Permanent

Correspondence and Internal Memoranda

1. Hard copy correspondence and internal memoranda relating to a particular document otherwise addressed in this Schedule should be retained for the same period as the document to which they relate.
2. Hard copy correspondence and internal memoranda relating to routine matters with no lasting significance shall be kept for two (2) years.
3. Correspondence and internal memoranda important to the organization or having lasting significance shall be kept permanently subject to review.

Electronic Mail to or from the Organization

1. Electronic mail (e-mails) relating to a particular document otherwise addressed in this Schedule should be retained for the same period as the document to which they relate, but may be retained in hard copy form with the document to which they relate.
2. E-Mails considered important to the organization or of lasting significance shall be printed in stored in a central repository permanently subject to review.
3. E-mails not included in either of the above categories will be kept for 1 (one) year.

Electronically Stored Documents

1. Electronically stored documents (e.g., in pdf, text or other electronic format) comprising or relating to a particular document otherwise addressed in this Schedule should be retained for the same period as the document which they comprise or to which they relate, but may be retained in hard copy form (unless the electronic aspect is of significance).
2. Electronically stored documents considered important to the organization or of lasting significance should be printed and stored in a central repository (unless the electronic aspect is of significance) permanently subject to review.
3. Electronically stored documents not included in either of the above categories shall be kept for two (2) years.

Personnel

Personnel Records 10 yrs after end of term

Insurance

Insurance Policies and Documents Permanent

Insurance Claims Permanent

Legal and Contracts

Contracts, related correspondence and other supporting documentation Permanent

Legal Correspondence Permanent

Management and Miscellaneous

Strategic Plans 7 years after expiration

Disaster Recovery Plan 7 years after replacement

Policy and Procedures Manual
history Current version with revision

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Property Tax Permanent

Real Property Leases Permanent

Personal Property Leases Permanent

Trademarks, Copyrights and Patents Permanent

Tax

Tax exemption documents & correspondence Permanent

IRS Rulings Permanent

Annual information returns- - Federal and State
Tax Returns

Permanent
Permanent