



**City of Roswell  
Meeting Agenda  
Roswell Recreation Commission  
Work Session**

**David Smith, Chair  
Erica Davis, Vice Chair  
Amour Carthy  
Cliff Dittmore  
Jose Gonzales  
Erica Lowman  
William Strika**

**Thursday, April 2, 2026**

**6:30 PM**

**Adult Recreation Center**

**\*\*Possible Quorum of Mayor and City Council\*\***

**Call to Order**

**Agenda Items**

1. Consideration to merge Roswell Youth Baseball Association (RYBA) and Roswell Youth Softball Association (RYSA) booster clubs into one, creating Roswell Youth Baseball Softball Association (RYBSA)

**Adjournment**



## City of Roswell

### Roswell Recreation Commission

#### AGENDA ITEM REPORT

ID # - 10361

**MEETING DATE:** April 2, 2026

**DEPARTMENT:** Roswell Recreation Commission

**ITEM TYPE:** Approval

### **Consideration to merge Roswell Youth Baseball Association (RYBA) and Roswell Youth Softball Association (RYSA) booster clubs into one, creating Roswell Youth Baseball Softball Association (RYBSA)**

#### **INFORMATIONAL UPDATE**

The merger of the Roswell Youth Baseball Association (RYBA) and the Roswell Youth Softball Association (RYSA) booster clubs into a single organization, the Roswell Youth Baseball Softball Association (RYBSA).

#### **ITEM BACKGROUND**

Previously, the Roswell Youth Baseball Association (RYBA) booster and the Roswell Youth Softball Association (RYSA) booster had worked independently, each with its own booster club, bylaws, leadership structure, and financial processes, with little coordination between them.

#### **ITEM DETAILS**

To better align resources and streamline operations, the Roswell Youth Baseball Association (RYBA) and the Roswell Youth Softball Association (RYSA) will merge into a single booster club, now known as the Roswell Youth Baseball and Softball Association (RYBSA). The boards of both RYBA and RYSA have formally agreed to this transition.

As part of this change, the original RYBA bylaws will serve as the foundation for the new organization, with updates to incorporate softball and ensure representation of both programs. The club's name has been formally changed to RYBSA, and the revised bylaws reflect its unified structure, governance, and financial oversight as a single organization, ensuring consistency, efficiency, and improved support for all participants.

#### **FINANCIAL IMPACT**

None

**Agenda Item (ID # 10361)**

**STAFF RECOMMENDATION**

Approval

## **Addendum A to RYBSA Bylaws**

### **RYBSA Board Position Descriptions**

**March 2026**

This document serves as a foundational guide outlining the roles and responsibilities of the Roswell Youth Baseball and Softball Association Board of Directors. While there may be some overlap in duties depending on the skillset of elected individuals, this document provides a general framework. All positions are elected by the membership for two-year terms, except for the January 2025 election, in which the President, Secretary, and Fundraising Chair will serve approximately three-year terms.

#### **President**

The President is responsible for overseeing the overall operation of the association, ensuring that it adheres to its mission, policies, and objectives. This role includes presiding over board meetings, representing the organization in the community, and working with board members to establish and execute strategic goals. The President also serves as the primary point of contact for league partnerships, local authorities, and governing bodies. The President shall vote only in the case of a tie, unless the President is required to vote to meet the minimum number of voting Board Members present for quorum under these Bylaws.

#### **Vice President of Baseball**

The Vice President of Baseball supports the President in the management of the association. This role includes assisting with policy development, dispute resolution, and league operations. The Vice President of Baseball may also oversee specific committees or projects as assigned by the President. The Vice President of Baseball shall also serve as the primary elected representative of the baseball program and shall be responsible for presenting baseball program needs, priorities, and recommendations to the Board. Each Program Vice President shall collaborate with the other Program Vice President to promote equitable support and a positive participant experience across both programs, consistent with the Bylaws.

#### **Vice President of Softball**

The Vice President of Softball supports the President in the management of the association. This role includes assisting with policy development, dispute resolution, and league operations. The Vice President of Softball may also oversee specific committees or projects as assigned by the

President. The Vice President of Softball shall also serve as the primary elected representative of the softball program and shall be responsible for presenting softball program needs, priorities, and recommendations to the Board. Each Program Vice President shall collaborate with the other Program Vice President to promote equitable support and a positive participant experience across both programs, consistent with the Bylaws.

### **Secretary**

The Secretary is responsible for maintaining accurate records of board meetings, including minutes, agendas, and action items. This role ensures proper documentation and distribution of communication among board members and the organization. The Secretary also handles administrative tasks such as managing correspondence and keeping organizational documents up to date. The Secretary is also in charge of the nomination committee.

### **Treasurer**

The Treasurer manages the financial affairs of the association, including budgeting, financial reporting, and record-keeping. Responsibilities include collecting fees, making deposits, disbursing funds, and ensuring compliance with financial regulations and best practices. The Treasurer presents financial statements to the board and advises on financial planning and fundraising needs.

### **Communications Leader (Social Media & Parent Communication)**

The Communications Leader is responsible for managing the association's internal and external communication efforts. This includes maintaining social media accounts, updating the website, and ensuring timely communication with parents, players, and coaches. The role involves promoting league activities, handling inquiries, and fostering engagement with the community.

### **Fundraising Chair**

The Fundraising Chair coordinates all fundraising efforts to support the financial needs of the association. Responsibilities include organizing events, securing sponsorships, and identifying new revenue opportunities. This role works closely with the Treasurer to ensure fundraising activities align with the association's budget and goals.

### **Coaching Chair**

The Coaching Chair oversees coach selection, training, and development within the league. This role ensures that all coaches meet the association's standards and adhere to league policies. Responsibilities include organizing coaching clinics, providing resources, and fostering a positive and instructional environment for players. The Coaching Chair also serves as a liaison between coaches and the board.

*These position descriptions are intended to supplement, and not supersede, the RYBSA Bylaws. In the event of a conflict, the Bylaws control.*

## Roswell Youth Baseball and Softball Association Bylaws

*March 2026*

### 1. Definitions of involved parties:

- 1.1. **City of Roswell:** The City of Roswell, Georgia, in the County of Fulton, and the inhabitants thereof, shall be a body politic and corporate under the name and style of the "City of Roswell, Georgia", and by that name shall have perpetual succession and may exercise the powers enumerated herein and all those granted to such bodies.
- 1.2. **Roswell Recreation, Parks, Historic and Cultural Affairs Department:** An extension of the City of Roswell with its powers and duties implemented and managed by the Department Director.
- 1.3. **The Recreation Commission of the City of Roswell:** Created and empowered by the City of Roswell to provide, maintain, and conduct supervised recreation systems, to acquire, establish, conduct, and maintain parks, playgrounds, recreation facilities, and activities. The principal function of the Recreation Commission is to formulate policies and approve procedures for the Roswell Recreation, Parks Historic, and Cultural Affairs Department.
- 1.4. **Friends of the Roswell Parks, Inc.:** Created and empowered by the Recreation Commission to provide a 501(c)(3) for the affiliated booster organizations to conduct business. The Recreation Commission oversees the responsibilities and activities of Friends of the Roswell Parks, Inc.
- 1.5. **Booster Organizations:** Affiliated organizations shall support the programs and operations of the Roswell Recreation, Parks, Historic, and Cultural Affairs Department. Booster organizations shall be responsible for raising funds to benefit programs and shall assist the department, along with designated personnel, in providing opportunities for participants.

### 2. Definition of Terms:

- 2.1. The term "shall" is mandatory; the term "may" is permissive.
- 2.2. The phrase "submission for approval to City of Roswell staff" or the like, requires the City of Roswell Staff to submit recommendations in accordance with the City approval procedures set forth by the Roswell Recreation Commission and the Friends of the Roswell Parks Inc.
- 2.3. "Materially affects" means a decision or recommendation that could reasonably impact a program's facilities, scheduling/field use, coaching support, fundraising allocation or priorities, equipment, uniforms/apparel/spirit wear, communications, events, participant experience, or program development.

- 2.4. Good standing is defined as a person who is eligible to participate in the organization and is in compliance with applicable organization, City of Roswell, and affiliated program rules, policies, and obligations, and is not subject to suspension or other disciplinary restriction.
- 2.5. General Membership means the body of eligible member families as defined in Section 17.
- 2.6. Voting Board Members are elected by the general membership through the election process.
- 2.7. Non-voting Board Members are appointed by the elected Board Members after the election process and do not have the ability to vote on official business of the Board.
3. **Name of the Organization:** Roswell Youth Baseball and Softball Association “RYBSA”
4. **Affiliation:** The RYBSA is an affiliate of the City of Roswell, the Roswell Recreation Parks, Historic and Cultural Affairs Department, the Roswell Recreation Commission and the Friends of the Roswell Parks, Inc.
5. **Organization Address:** 38 Hill St Suite 100 Roswell GA 30075
6. **Dissolution:** If the RYBSA dissolves or otherwise ceases to exist under the terms and conditions of these Bylaws legally, the remaining assets of the Organization, after all just debts have been discharged, shall be attained by the Friends of the Roswell Parks, Inc. In the event the Friends of the Roswell Parks, Inc. ceases to exist, the remaining assets shall be attained by the City of Roswell.
7. **Contracts:**
- 7.1. No board member, committee member, or employee shall have any authority to bind the organization by any contract or agreement or pledge its credit to render it liable monetarily, for any purpose, or in any amount without submission for approval to the Friends of the Roswell Parks, Inc. executive board through the appropriate City of Roswell liaison.
- 7.2. Authorized board members shall have the power to enter transactions, benefiting the organization, with vendors to pay invoices for goods or services as approved by the Friends of the Roswell Parks, Inc. Executive Board through the appropriate City of Roswell liaison.
8. **Conflict of Interest/Duty to Disclose:**
- 8.1. The conflict of interest disclosure aims to protect the corporation’s tax-exempt interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the organization or result in a possible excess benefit.
- 8.2. If a potential conflict is not disclosed at the time of the transaction, such transaction shall

be void or voidable between the organization and one or more of its Board Members or between the Organization and any entity in which one or more of its Board Members has a financial interest.

- 8.3. With any actual or possible conflict of interest, an interested person must disclose the existence of the conflict and be allowed to disclose all material facts to the organization's board considering the proposed transaction or arrangement.
- 8.4. If the material facts to the relationship or interest to the contract or transaction is disclosed to the board, the board can authorize the transaction by the affirmative votes of a majority of the disinterested Board Members.
- 8.5. The board shall submit appropriate quotes and a disclosure statement to the Friends of the Roswell Parks, Inc. executive board for approval through the appropriate City of Roswell liaison.

**9. Political Involvement:**

- 9.1. No person shall serve on a booster organization board while holding office in a political position, in any capacity, within the City, County, State, or Federal office.
- 9.2. Current board members shall be automatically resigned from their positions once they qualify for candidacy for any political position in the City, County, State, or Federal office.

**10. Management and Powers:** The Roswell Youth Baseball and Softball Association shall have the power to take all actions which the Board of Directors deems advisable to carry out the purpose of the organization, consistent with the organization Bylaws, the directives of the Friends of the Roswell Parks, Inc., the Roswell Recreation Commission and The City of Roswell and the laws and rules of the Governing Bodies with which the organization is affiliated.

**11. Prohibition against Private Accruement:** No part of the organization's net earnings shall accrue to the benefit of, or be distributed to, its members or other private persons. The organization shall be authorized and empowered to pay reasonable compensation for services rendered and make payments and distributions to further the organization's purposes.

**12. Compensation of Board Members:** All voting members of the Board shall serve without compensation; board members may be reimbursed for out-of-pocket expenses pertaining to the organization's business if approved by the Board.

**13. Extensions:**

- 13.1. Roswell Recreation Commission Policy 5390 considers affiliated booster organizations extensions of the City of Roswell.

13.2. The booster organization's board of directors shall follow Article 2.5 of the Code of Ethics within the City of Roswell's Ordinances and the Policies of the Recreation Commission.

13.3. The affiliated booster organization legal name is the Friends of the Roswell Parks, Inc., as registered with the appropriate governmental authorities. The booster organization shall form a 'Doing Business As' (DBA) in order to open a bank account, conduct business, and brand the organization, including marketing. The booster organization shall adhere to all applicable laws and regulations required of the Friends of the Roswell Parks, Inc.

#### 14. **Treasurer Requirements.**

14.1. The bank used for the organization's account is at the discretion of the Friends of the Roswell Parks, Inc.

14.2. The bank account shall be set up under the Friends of the Roswell Parks, Inc. 501(c)(3) tax ID number.

14.3. Two board members shall always be on the account, with signing rights and the ability to view the account.

14.4. Monthly financial statements shall be submitted to the executive board of the Friends of the Roswell Parks Inc through the appropriate City of Roswell liaison.

14.5. A monthly financial report shall be submitted at each organization's board meetings.

#### 15. **Good Standing:**

15.1. All members who wish to vote on organization decisions must be in good standing with the organization, the City of Roswell, and other related organizations.

15.2. To serve on the board, members must be in good standing with the City of Roswell, the Organization, and affiliated organizations.

#### 16. **Purpose and Objectives**

16.1. It is the mission of the RYBSA to provide a safe, healthy, and enjoyable environment while learning to play baseball or softball, with an emphasis on the development of each child into a better person. The fundamentals include fair play, accepting responsibility, and attacking life with a positive attitude.

16.2. The objective is to raise funds for purposes that benefit the program participants, parents, and coaches. Conduct all activities in accordance with the City of Roswell and Governing Bodies' rules, regulations, policies, and procedures.

16.3. Equitable Program Support and Representation: The RYBSA shall support both baseball and softball participants in good faith and with equitable consideration in board deliberations, planning, fundraising, and resource recommendations. The Board shall work to ensure that softball athletes and baseball athletes receive fair and appropriate support from the organization, including but not limited to advocacy, coaching

development, participant experience, facilities improvements, equipment, communications, events, and program-related spirit wear or promotional items, taking into account program size, participation levels, and specific program needs.

- 16.4. No Program Preference in Board Governance: The Board shall not materially favor one program over the other in its recommendations or actions solely due to relative program size, historical participation, or tradition. Board decisions shall reflect thoughtful consideration of the needs of both baseball and softball programs. It is the intent of the RYBSA Board that baseball and softball participants receive an equitable participant experience and equitable board advocacy, recognizing that specific needs, resources, and implementation may differ between programs.

**17. General Membership:**

- 17.1. RYBSA general membership for election and membership voting purposes shall consist of each family unit with one or more children residing in that household who participated in Roswell Youth recreational baseball and/or recreational softball within the twelve (12) months immediately preceding the date on which the vote is held. Each eligible family unit shall have one (1) vote, regardless of the number of children participating in the program. The general membership votes on board member elections and other organization matters submitted to the membership by the Board of Directors.
- 17.2. Friends of Roswell General Membership: A representative from the organization's general membership or Board, appointed by the Board, shall be a member of Friends of Roswell Parks, Inc. general membership.

**18. Membership Representation:**

- 18.1. All Members shall have the same property rights, interests, privileges, restrictions, and conditions when voting in elections.
- 18.2. Voting rights of the general membership shall be governed by Section 17.1.

19. **Fiscal Year:** RYBSA will follow a calendar year as the fiscal year.

**20. Board of Directors:**

- 20.1. The Board of Directors shall consist of the following members: President, Vice President of Baseball, Vice President of Softball, Secretary, Treasurer, Fundraising Chair, Coaching Chair, and Communications Chair.
- 20.2. Board member role descriptions are in addendum A.
- 20.3. All voting board members shall be in good standing and have a current or recent (within the prior two program years) family youth participant, coach, or volunteer role in the rec baseball or softball program.

20.4. Acting Officer Succession and Temporary Performance of Presidential Duties:

In the absence, incapacity, recusal, or unavailability of the President, the President may designate, in advance or at the time of need, either the Vice President of Baseball or the Vice President of Softball to preside at meetings and to perform the limited duties of the President on an interim basis, to the extent permitted by these Bylaws and applicable governing policies. In the absence of such designation, the Vice President of Baseball and the Vice President of Softball shall confer promptly to determine which of them will serve in such acting capacity for the applicable meeting or matter. If the Vice President of Baseball and the Vice President of Softball do not agree, the Secretary shall serve in such acting capacity. If the Secretary is unavailable, the Treasurer shall serve in such acting capacity. Service in an acting capacity under this Section is temporary and procedural in nature and shall not constitute appointment or election to the office of President, nor create any automatic right of succession to a Board vacancy, which shall be filled in accordance with Section 20.6.

20.5. The Board may include both voting and non-voting members.

20.5.1. The Board may appoint non-voting members as deemed necessary or as outlined in the bylaws.

20.5.2. Non-voting members are appointed after the election process of voting Board members.

20.6. In the event of a vacancy, the Board may appoint a replacement by an official vote. Appointed members will serve as Voting Board Members for the remainder of the vacated term.

20.7. The President shall vote only in the case of a tie, unless the President is required to vote to meet the minimum number of voting Board Members present for quorum under these Bylaws.

20.8. A Board member wishing to resign must submit their resignation in writing to the RYBSA board.

20.9. Board members may be removed by a two-thirds (2/3) vote of the Board of Directors.

**21. Elections**

21.1. Board member elections shall follow a staggered cycle.

21.2. Elections shall be conducted before the start of the calendar year.

21.3. Elections will be held in the first week of November. Newly elected Board members will assume office on January 1 and serve a two-year term, ending December 31.

21.4. The Nominating Committee shall publish the list of open positions and nomination procedures in advance of the election. Eligible members in good standing may be nominated, including self-nomination, in accordance with procedures established by the Board.

- 21.5. Each voting member family of the organization shall be entitled to one vote for each open voting position on the ballot, regardless of whether the family participates in baseball, softball, or both programs.
- 21.6. The candidates receiving the highest votes will be elected. In the event of a tie for any position, the Board shall conduct a runoff election in accordance with election procedures established by the Board.

## 22. Terms of Service for Board Members

- 22.1. The term of service for all Board members shall be two (2) years. Officers shall be elected according to the following staggered schedule:
- 22.2. Even-numbered years: Vice President of Baseball, Vice President of Softball, Coaching Chair, and Communications Chair.
- 22.3. Odd-numbered years: President, Secretary, Treasurer, and Fundraising Chair.
- 22.4. Board members may serve multiple terms but must be re-elected according to the established schedule.
- 22.5. An exception applies to the 2025 Board. The President, Secretary, and Fundraising Chair will serve approximately three years to establish the staggered election cycle for future boards.

## 23. Committees

- 23.1. Standing Committees:  
 Nominating Committee (chaired by the Secretary)  
 Fundraising Committee  
 Coaching Committee  
 Communications Committee
- 23.2. Non-Standing Committees may be formed as needed to support the organization's operations
- 23.3. All committees must conduct business in accordance with the bylaws.
- 23.4. Each committee must include at least one Board member and one City staff representative.
- 23.5. Committee decisions and votes are considered recommendations to the Board and do not constitute official actions. The Board must approve committee recommendations through its formal voting process.
- 23.6. Nominating Committee Program Outreach  
 For elections involving Vice President of Baseball or Vice President of Softball, the Nominating Committee shall make reasonable efforts to identify and solicit qualified candidates from the applicable program.

## 24. Meetings

- 24.1. Board meetings shall be held monthly.

- 24.2. A representative from the Roswell Recreation, Parks, Historic, and Cultural Affairs Department must be present at all Board meetings, special meetings, and committee meetings.
- 24.3. Regular meetings shall be held at a City of Roswell facility.
- 24.4. The Board shall determine the dates, times, and locations of regular meetings.
- 24.5. The Board shall provide reasonable public notice of all regular meetings.
- 24.6. Special meetings may be called by the Board with reasonable notice of the time, date, and location.
- 24.7. Virtual meetings are permitted, provided all participants can engage effectively in the discussion and decision-making process. Virtual participation may count toward quorum requirements when combined with in-person attendance.

## **25. Board Voting and Quorum**

- 25.1. A quorum must be present for the Board to conduct official votes.
  - 25.1.1. A quorum consists of a majority of the voting Board members plus a City representative.
  - 25.1.2. If a quorum is not met, the vote shall be postponed until quorum requirements are satisfied.
- 25.2. Electronic Voting
  - 25.2.1. If a vote is required outside a meeting, the Secretary shall initiate the electronic voting process. A quorum must be met through responses to electronic communication.
  - 25.2.2. Before an electronic vote, a discussion period shall be provided for Board members to present points and counterpoints.
  - 25.2.3. Once discussion concludes, the Secretary may call for a vote, following all voting procedures outlined in the bylaws.
- 25.3. Inclusion of Program Representatives in Program-Affecting Decisions: For any Board or committee decision, recommendation, or vote that materially affects the softball program and/or baseball program, including but not limited to facilities, field use, coaching support, fundraising priorities, equipment, uniforms/apparel/spirit wear, communications, events, athlete experience, or program development, the Vice President of Softball and/or the Vice President of Baseball, as applicable, shall be given reasonable notice and an opportunity to participate in the discussion prior to any committee recommendation or official Board action, except in emergencies requiring immediate action.

## **26. Books and Records**

- 26.1. The Board shall maintain financial records and meeting minutes.
- 26.2. Meeting minutes shall be made available upon request to the general membership, Friends of Roswell Parks, the Roswell Recreation Commission, and the City of Roswell.

26.3. Meeting minutes shall be submitted to the City of Roswell Representative after each meeting.

26.4. Financial records shall be accessible upon request to the general membership, Friends of Roswell Parks, the Roswell Recreation Commission, and the City of Roswell.

## **27. Amendment of Bylaws**

27.1. These bylaws may be amended, added to, or repealed by a majority vote of the entire Board.

27.2. Amendments to the bylaws do not require a vote by the general membership.