

SOUTH PARK BASEBALL ASSOCIATION
P.O. BOX 240
SOUTH PARK, PA 15129

CONSTITUTION AND BY-LAWS

ARTICLE I — NAME

This organization shall be known as ***South Park Baseball Association***: abbreviated. ***S.P.B.A.***, or ***SPBA***.

ARTICLE II— OBJECTIVE

Section 1 The objective of S.P.B.A. shall be to implant firmly in the children of the community the ideas of good sportsmanship, honesty, loyalty, courage and respect for authority, so that they may be well adjusted, stronger and happier children and will grow to be good, decent, healthy and trustworthy citizens

Section 2 To achieve this objective the S.P.B.A. will provide a supervised program under the rules and regulations that govern most nationally-known youth baseball programs (including Little League Baseball, for game rules). All Directors, Officers and Members shall bear in mind that the attainment of exceptional athletic skill or the winning of games is secondary, and the molding of future citizens is of prime importance. In accordance with Section 501-(C)-(3) of the Federal Internal Revenue Code, the S.P.B.A. shall operate exclusively as a non-profit educational organization providing a supervised program of competitive baseball games. No part of the net earnings shall inure to the benefit of any class member, no substantial part of the activities of which is carrying on propaganda, or otherwise attempting to influence legislation, which does not participate in or intervene in any political campaign on behalf of any candidate for public office.

ARTICLE III – MEMBERSHIP

Section 1 Eligibility - Any person interested in active participation to affect the objective of SPBA may apply to become a member.

Section 2 Classes - There shall be the following classes or members per calendar year, January 1 to December 31:

- A. Player Members — Any player candidate meeting the requirements of Little League Regulation IV and who resides within the authorized boundaries of the League shall be eligible to compete for participation but shall have no rights, duties or obligations in the management or the property of the League.
- B. Regular Members - Any adult (18 and over) actively interested in furthering the objective of S.P.B.A. may become a regular member upon as hereinafter provided in order to become a regular member the individual must have attended a membership meeting. The secretary shall maintain the role of membership to qualify voting members. All Board Members and Managers must be active Regular Members in good standing and have no financial debt to the League.
- C. Honorary Members — Any person may be elected as Honorary Member by the Unanimous vote of all the Directors present at duly held meeting of the Board of Directors, but shall have no

rights, duties or obligations in the management or in the property of the League.

- D. As used hereinafter, the word "Member" shall mean a Regular Member unless otherwise stated.

Section 3 Other Affiliations — Members, whether Regular or Player, shall not be required to be affiliated with another organization or group to qualify as member of S.P.B.A.

Section 4 Suspension or termination. Membership may be terminated by resignation or action of the Board of Directors.

- A. The Board of Directors, by a two-thirds vote of those present at any duly constituted meeting, shall have the authority to suspend or terminate the membership of any Member of any class when the conduct of such person is considered detrimental to the best interest of S.P.B.A. The Member involved shall be notified of such meeting, in writing, at least two days in advance. The Member would then be informed of the general nature of the charges and given an opportunity to appear at the meeting to answer such charges.
- B. The Board of Directors shall in cases of a Player Member, give the notice to the manager of the team of which the player is member. Said manager shall appear, in the capacity of an advisor, with the player before the Board of Directors, which shall have full power to suspend or revoke such player's right to future participation.

ARTICLES IV — DUES

Section 1 Dues if in affect for regular Members may be fixed at such amounts that the Board of Directors shall determine prior to the beginning of any membership period.

ARTICLE V — MONTHLY MEMBERSHIP MEETINGS

Section 1

- A. The Schedule for Membership Meetings to be set by the Board of Directors in December and presented to the Membership in the January Membership Meeting and passed out at sign ups. Meetings to be held all months except July, August and December or as otherwise scheduled.
- B. Nominations for office shall be taken at the September membership meeting, or by email or written notification within the month of September.
- C. Election of Officers shall take place at the October membership meeting.

Section 2 Special Meetings — Special meetings of the members may be called by the Board of Directors or by the Secretary or President at their discretion. Upon written request of ten (10) Members, the President shall call a special meeting to consider a specific subject. No other business other than that specified in the notice of the meeting shall be transacted at any special meeting of the Members.

Section 3 Voting — Only Regular Members shall be entitled to vote at any meeting of the League

A. To obtain voting status for annual elections, or to be nominated for office, a person must be a Regular Member by the May membership meeting of the calendar year. In order to be nominated for office, a Regular Member must be present for at least three membership meetings up to and including the September meeting. If a member who is nominated is not present at the September meeting, such person

shall accept in writing to the Secretary within seven (7) days, so their name may be placed on the official ballot.

- B. Any regular member may move to amend the Constitution and By-Laws, at the November membership meeting. (Refer to Article III).
- C. Annual Elections — Ballots shall be placed on the web site no less than one week prior to the October election meeting this ballot shall be the official election ballot to be used in person or for absentee vote.
- D. A Board Member may not hold office, which is not up for election, and run for a different office, unless a resignation is received by the Secretary at the nomination meeting, if the Board member is present and accepts a nomination, at which time nominations will be accepted for the vacating office. If an absent Board Officer is nominated for a different office, nominations will be accepted, pending the officer's acceptance and resignation of old office.

Section 4 Official Election Ballots — Eligible members shall be entitled to one vote in person or by absentee ballot. The official ballot must be used. Absentee ballots must be received by the Secretary in person prior to the start of the October meeting.

Section 5 Rules of Order — Roberts Rules of Orders shall govern the proceedings of all meetings, except where same conflicts with the Constitution or By-Laws of this League.

ARTICLE VI— BOARD OF DIRECTORS

Section 1 Board and Numbers — The management of the property and affairs of S.P.B.A. shall be vested in the Board of Directors. The number of Directors shall not be less than five (5) or more than seventeen (17). The Directors shall upon election enter upon the performance of their duties on November 1, and shall continue in office until their successors have been duly elected or appointed.

Section 2 Required Members — The board membership shall include President, Secretary, Commissioner, Player Agent, and a minimum of one manager.

Section 3 Annual Election and Term of Office

- A. Odd year elections shall consist of President, Commissioner, Events Coordinator, Auxiliary Coordinator, and Player Agent.
- B. Even year elections shall consist of Secretary, Treasurer, Procurement, League Information Officer
- C. Annual elections shall consist of all Division VPs: Colt/Legion; Pony; Majors; Minors; American; Instructional; and Fall Ball.
- D. Elected officers under Section 3-A and B will serve for a two-year period.
- E. Elected officers under Section 3-C will serve for a one-year period.
- F. Exception: Instructional Vice President may be a board appointed office at such time prior to season start. Shall be a one-year office expiring November 1st

Section 4 Vacancies — The president shall appoint any vacancy — which occurs in the Board of Directors by death, resignation or otherwise, with approval by a majority vote of the remaining Board of Directors at any regular meeting or at any special meeting called for the purpose. Secretary automatically assumes the President's vacancies until the next board meeting at which time a President shall be elected by a 2/3 vote of the total

- board. The individual must be present at the meeting of the appointment.
- Section 5 Meetings, Notice of Quorum — Regular meetings of the Board of Directors shall be held on such days as shall be determined by the Board. The President or the Secretary may whenever any of them deem it advisable and the Secretary shall (at the request in writing of three (3) Directors) issue a call for a special meeting of the Board. Notice of each meeting shall be given by the Secretary to each Director by email at least three (3) days before the time appointed for the meeting. Board Officers shall be present for at least 75% of regular board meetings, November through October. Member service will be jeopardy at the discretion of the Board. A majority of the Board of Directors shall constitute a quorum for the transaction of business.
- Section 6 Duties and Powers
- A. The Board of Directors shall have the power to appoint such standing committees, as it shall determine and to delegate such powers to them as the Board shall deem advisable and which it may properly delegate.
 - B. The Board may adopt such rules and regulations for the conduct of its meetings and the management of the League as it deem proper (Standing rules).
 - C. The Board shall have the power by a 2/3rd vote of total Board at any regular or special meeting to discipline or suspend or remove any Director/Officer of S.P.B.A. in accordance with the procedure set forth in Article III, Section 4 (A).
 - D. The Board shall receive at the September Board Meeting a report, verified by the President and Treasurer, or by a majority of the Directors, showing the whole amount of real and personal property owned by it, where located, and where and now invested, the amount and nature of the property acquired during the year immediately preceding the date of the report and the manner of the acquisition; the amount applied, appropriated or expended during the year immediately preceding such date, and the purpose objects or persons to or for which such application, appropriations or expenditures have been made; and the names and places of residence of the persons who have been admitted to membership in the league during such year. This report shall be filed with the records of the League and an abstract thereof entered in the minutes of the proceedings of the annual meeting.

ARTICLE VII —DISCIPLINE COMMITTEE

- Section 1 The Board of Directors will appoint no later than March an Discipline Committee which shall consist of 3 members, one of whom will be the President of S.P.B.A., and 2 other alternate members. All members of the committee must be on the board of directors. In the event that a committee member is involved in the situation under review, they will be excused from the committee for that review and an alternate is to take his/her place. The committee shall meet within 48 hours of notification of the situation under review. In the case one of the members cannot attend, an alternate shall take their place.
- Section 2 The discipline committee shall gather information, including any witness accounts of the

incident as well as interview the individuals involved. The committee will then determine the appropriate action for those individuals. A summary of their findings and disciplinary action will be communicated to the board of directors. All notes, documentation and final disciplinary action shall be submitted to the Secretary to be filed.

ARTICLE VIII — OFFICERS, DUTIES AND POWER

- Section 1 Officers — The officers of S.P.B.A. shall consist of a President, Legion & Colt Division Vice President, Pony Division Vice President, Major Division Vice President, American Division Vice President, Minor League Vice President, Instructional Vice President, Fall Ball Vice President, Commissioner, Secretary, Treasurer, League Information Officer, Player Agent, Procurement Officer, Auxiliary Coordinator and Activities Coordinator. The Board of Directors may appoint such other Officers or agents as it may deem necessary or desirable, and may prescribe the powers and duties of each and may fill any vacancy which may occur in any office.
- Section 2 President — The president shall:
- A. Conduct the affairs of S.P.B.A. and execute the policies established by the Board of Directors.
 - B. Present a report of the condition of the S.P.B.A. at the September meeting.
 - C. Communicate to the Board of Director, such matters as deemed appropriate, and make such suggestions as may tend to promote the welfare of the S.P.B.A.
 - D. Designate in writing, other offices if necessary, to have power to make and execute for/ and in the name of S.P.B.A. such contracts and leases as may have received and prior approval of the Board.
 - E. Investigate complaints, irregularities and conditions detrimental to S.P.B.A. and report thereon to the Board or Executive Committee as circumstances warrant.
 - F. Prepare and submit by February Board Meeting an annual budget to the Board of Director and be responsible for the proper execution thereof.
 - G. With the assistance of the Player Agent, examine the application and supporting proof-of-age documents of every player candidate and certify to residence and age eligibility before the player may be accepted as a player member.
 - H. The President shall be the Safety Officer of S.P.B.A.
 - I. The President may co-sign checks.
 - J. The President, shall manage, coach or umpire.
 - K. Should have been an officer of the Board of Directors prior election for at least one year.
- Section 3 Secretary
- A. Shall be responsible for recording the activities of the S.P.B.A. and maintain appropriate files, mailing list and necessary records.
 - B. Perform such duties as are herein specifically set forth in addition to such other duties as are customarily incident to the office of Secretary or as may be assigned

by the Board of Directors.

- C. Maintain a list of all Regular, Sustaining, and Honorary Members, Directors and Committee Members and give notice of all meetings of the S.P.B.A., the Board of Directors and Committees. Shall maintain a log of attendance at membership meetings.
- D. Keep the minutes of the meetings of the Members, the Board of Directors and cause them to be recorded in a book kept for that purpose.
- E. Shall conduct all correspondence not otherwise specifically delegated in connection with said meetings and shall be responsible for carrying out all orders, votes and resolutions not otherwise committed.
- F. Notify Members, Directors/Officers and Committee Members of their election or appointment.
- G. Shall be pictures chairman.
- H. May co-sign checks.

Section 4

Treasurer

- A. Perform such duties as are herein specifically set forth and such other duties as are customarily incident to the Office of Treasurer or may be assigned by the Board of Directors.
- B. Receive all monies and securities, and deposits same in a depository approved by the Board of Directors.
- C. Keep records for the receipt and disbursement of all monies and securities of the League; approve all payments from allotted funds and sign checks therefore, providing requisition procedure has been followed.
- D. Prepare an annual budget under the direction of the President, for submission to the Board of Directors at the February board meeting.
- E. Report to the Board, at the monthly meeting stating a year-to-date report of receipts and disbursements, and post this report no later than September Board Meeting. Must sign all checks, monthly reports, if the Treasurer is absent, will be supplied to the Secretary in writing by the Treasurer. Must receive a requisition with prices extended prior to order placement. (Failure to comply will result in automatic suspension for one (1) year from the Board of Directors.)

Section 5

Player Agent

- A. Record all player transactions and maintain an accurate and up-to-date record thereof.
- B. Receive and review applications for player candidates and assist the President in checking residence and age eligibility.
- C. Conduct the player auction or draft and all other player transaction or selection meeting, coordinate with Commissioner.
- D. Prepare the Player Agent's list.
- E. Make sure no child is abused physically or verbally.
- F. The player agent shall manage, coach or umpire.

- Section 6 Divisional Vice Presidents (Instructional, American, Minor, Major, Pony, Colt & Legion)
- A. Shall oversee all activities of their respective divisions.
 - B. Shall submit to the President a list of prospective managers and coaches for appointment.
 - C. Shall be responsible for their division's equipment, distribution, collection, and inventory, etc. Inform the Board of additional needs for next years prior to September Board meeting.
 - i) Equipment storage as per Board decision
 - D. Handle fund raising duties in respective divisions.
 - E. Coordinate draft with Player Agent and President.
 - F. VP's shall intervene with any manager, coach or parent dispute in a diplomatic and positive manner with a positive outcome.
- Section 7 Commissioner
- A. Shall be responsible for Umpires and shall be Umpire-in-Chief.
 - B. Shall compose divisional team practices and season schedule; reschedule any such postponed games.
 - C. Shall coordinate field procurement and usage with the League.
 - D. May manage or coach.
- Section 8 Procurement Officer
- A. Shall be equipment and uniform manager
 - B. Shall be buyer for equipment, uniforms and other such items prescribed by the Board or President.
 - C. Shall maintain a master, up to date, inventory of all such assets and their location
 - D. Be awards buyer.
- Section 9 Activities Coordinator
- A. Shall be Opening Day and Adult Social organizer/chairman.
 - B. Shall perform other such duties as prescribed by the Board or President.
- Section 10 Ex-officio — Ex- president only (optional)
- A. May be appointed by the President with Board approval for one-year term on the Board, with a vote.
 - B. Shall assist and advise the President.
 - C. Shall perform such other duties as prescribed by the Board or President.
- Section 11 Auxiliary Coordinator
- A. Shall be responsible for field concession stand duties, including procurement, stocking, opening and closing schedule and any other duties that may arise.
- Section 12 Fall Ball Vice President
- A. Manage Sign ups of player's with assistance of Player Agent.

- B. Schedule and coordinate player draft with assistance of Player Agent.
- C. Shall submit to the President a list of prospective managers and coaches for appointment.
- D. Schedule practices and games.

Section 13 League Information Officer

- A. Manage the league's official website.
- B. Assign website administrative rights to league volunteers and teams.
- C. Ensure that league news and scores are updated on a regular basis.
- D. Collect, post and distribute important information on League activities including direct dissemination of fund-raising and sponsor activities to Little League Baseball, district, public, league members and media.
- E. Serve as primary contact person for Little League regarding optimizing use of the Internet for league administration and for distributing information to league members.

ARTICLE IX — MANAGERS, COACHES AND UMPIRES

- Section 1 All Team Managers and Coaches shall be voted on annually by the board of directors. All must receive a majority vote to be approved. Managers shall be responsible for the selection of their teams and for their action on the field.
- Section 2 Umpires shall be appointed by the Commissioner who shall be responsible for their assignments and for their actions on the field.
- Section 3 Managers must play all schedule games and reschedule games.
 - A. Each manager will have the responsibility to play his entire schedule. If a manager refuses to play a schedule or rescheduled game he will be suspended from managing and coaching the remainder of the season and the next season and the team will be reassigned.

ARTICLE X – DIVISIONS OF PLAY

- Section 1 Division and Age of Play
 - A. Playing age shall be determined by date established by Little League Rule.
 - B. Playing age for each division shall be determined by the board of directors.
 - C. Division of play shall not be modified for any player during spring season.
 - D. Fall Ball playing age and division shall be determined by the following spring season.

ARTICLE XI — AFFILIATION

- Section 1 The Board shall not permit the contribution of funds or property to individual teams but shall solicit same for the common treasurer of the League, thereby to discourage favoritism among teams and to endeavor to equalize the benefit of the League.
- Section 2 The Board shall not permit the solicitation of funds in the name of SPBA unless all of the

- funds so raised are placed in the S.P.B.A. treasuries.
- Section 3 The Board shall not permit the funds disbursement of League for other than the conduct of SPBA activities in accordance with rules and policies of SPBA.
- Section 4 No Director, Officer or Member of the S.P.B.A. shall receive directly or indirectly any salary, compensation or emolument from the S.P.B.A. for services rendered as Director, Officer or Member.
- Section 5 All League monies received shall be deposited to the credit of the League in a designated bank and all disbursement shall be made by check. All checks shall be signed by the S.P.B.A. Treasurer and designated officers.
- Section 6 The fiscal year of the League shall begin on October 1 and shall end on the last day of September.

ARTICLE XII — AMENDMENTS

- Section 1 This Constitution and By-Laws may be amended, repealed or altered in whole or in part by a majority vote of the members at the January membership meeting, providing proposed change/s has been initiated at the November membership meeting properly.
- Section 2 This Constitution and By-Laws may also be amended, repealed or altered in part by a unanimous total Board vote at the regular Board Meeting and a majority membership vote of those present at the next membership meeting.

Special Note: These By-Laws contain all amendments adopted by the Membership from 1982 through 2015. Last updated January, 2015.

Amended: January 28, 2015