

Pioneer Youth Baseball and Softball Association

BYLAWS

(February 2007)

Article I - Meetings and Voting

Section 1 - The membership of PYBSA shall hold an annual meeting at such time and place as shall be determined by the Board of Directors. Notice of time and place of such annual meeting shall be made known to the membership of PYBSA through publication and/or individual mailings not less than 10 days prior to the date of the meeting. Notifications will also be available on the official PYBSA web site: **www.pybsa.org**

Section 2 - Special meetings of PYBSA membership may be called by the President, by majority vote of the Board of Directors, or upon written request to the Secretary by not less than 25 members of PYBSA. Notice of time and place of special meetings of PYBSA membership shall be made known to the membership of PYBSA not less than five days prior to the date of the meeting.

Section 3 - At each annual or special meeting of PYBSA every eligible member present shall be entitled to vote. There shall be no proxy voting. A majority of those present and eligible to vote shall be required for questions brought to a vote. A majority vote consists of at least 51 percent of the eligible voters present at the annual meeting or special meeting of the PYBSA membership convened for that purpose.

Section 4 - The presence of not less than 50 members eligible to vote shall be required to constitute a quorum for the transaction of business during the annual meeting of PYBSA. The presence of not less than 40 members eligible to vote shall be required to constitute a quorum for the transaction of business during a special meeting of PYBSA.

Article II - Election of Officers

Section 1 - Each year during the month of April, the President shall appoint a nominating committee to obtain and nominate officers for the following year. The nominees will be made known to the general membership through posting at PYBSA facilities and/or on the official PYBSA web site.

Section 2 - Once nominations have been made, the President shall give all eligible voting members of PYBSA the opportunity to cast votes in an open election. Those persons running for positions as officers for the PYBSA Board of Directors who receive a majority of popular votes will be declared the winner and shall fulfill the duties of that position. A majority vote consists of at least 51 percent of the votes cast for each respective position. If three or more persons run for the same office and no nominee receives a majority vote, the nominee receiving the highest number of votes will be declared the winner. Votes will be counted by the Nominating Committee appointed by the President as per Article II, Section 1. When available, the Security Officer employed by PYBSA will also witness the counting of votes.

Section 3 - The term of office for all officers shall be one year beginning August 1st.

Section 4 - All officers shall be eligible for reelection. However, no person shall serve in the same office for more than three consecutive terms.

Section 5 - In the event of the death, resignation, or inability to perform the duties of office for any reason, of any officer, the Board of Directors, by majority vote of the entire board, shall be empowered to select a replacement for such officer who shall serve until the next

election of the general membership. (A majority vote consists of at least 51 percent of the entire Board of Directors for this section only. See Article VII, Section 2 for further explanation.)

Article III - Board of Directors

Section 1 - The Board of Directors shall include the President, Vice President, Secretary, Treasurer, Baseball Administrative Director, Softball Administrative Director, Player Agent, Baseball Commissioner, Softball Commissioner, Senior Baseball Field Director, Senior Softball Field Director, Equipment Director, Concessions Director, Assistant Concession Director, and Special Projects Director.

Section 2 - The Board of Directors shall meet on a monthly basis at such time and place determined by the President. Other meetings of the Board may be called by the President or, by the Secretary upon receipt of a written request of at least three officers of the Board of Directors or by written request, to the Secretary, of at least 40 eligible members.

Section 3 - The Board of Directors shall have the authority to suspend, discharge or otherwise discipline any member, manager, coach, player, league official, umpire or other person whose conduct is considered detrimental to the best interests of PYBSA. A majority vote of the Board of Directors is required to levy disciplinary action of any kind.

Section 4 - Any adult (persons 18 years of age or older) who is suspended, removed or otherwise disciplined by the Board of Directors shall have the right to appeal such action before a majority of the members of the Board of Directors at a regular or special meeting called for that purpose.

Section 5 - The President shall, upon evidence of misconduct of any player, notify the manager of the team of which the player is a member and the parents of any such player who is less than 18 years of age, within 24 hours of the act. The manager shall appear with the player before PYBSA Player Agent, and at least two other members of the Board of Directors, for consideration of appropriate action. The player's parents or guardian shall be advised of and invited to attend such meeting. PYBSA Local Rules will govern instances of Coach, Player, and/or Fan ejections from a game. In the event the participating Board members are unable to reach an agreement on how to reconcile the situation, the issue shall go before the entire board of directors at the next scheduled board meeting.

Section 6 - The Board of Directors shall, upon notification or preponderance of the evidence, that any officer of the Board of Directors is suspected of misconduct or malfeasance, notify the President. If the President shall be suspect, the Vice President shall be notified. The President or Vice President shall immediately convene a Board of Inquiry consisting of a majority of the Board of Directors and shall conduct a thorough investigation. The Board of Inquiry shall determine the facts and, if misconduct or malfeasance is determined, recommend adjudication to the Board of Directors. A notice of the time and place of a special meeting of Board of Directors shall be made known to all members of the Board of Directors not less than five days prior to the date of the meeting to hear the charges and/or allegations and render a decision. A $\frac{3}{4}$ vote of the Board of Directors is required to impeach and remove a duly elected or appointed officer of PYBSA from his or her duties. If impeached, the chain of command is as follows: President, Vice President, Secretary, Treasurer, Baseball Administrative Director, Softball Administrative Director.

Section 7 - Any member of the Board of Directors who fails to fully attend and participate in two consecutive board meetings (regular or special) is considered to have automatically resigned his or her position. Appeals for reinstatement must be made in writing within one

week of the second missed meeting. The request for reinstatement shall be addressed at the next scheduled or special board meeting. A majority vote of the Board of Directors present is required to subsequently reinstate any Board Member.

Article IV - Financial Policy

Section 1 - The Board of Directors shall decide all matters pertaining to the finances of PYBSA bearing the responsibility to conduct the financial affairs of PYBSA in a sound business-like manner. In all cases, a majority vote of the Board of Directors is required to expend funds in excess of \$250 per transaction. Splitting transactions and/or using multiple transactions each less than \$250 to acquire any particular product, service, or equipment is strictly prohibited. Any person expending funds exceeding the above limits is subject to personal financial responsibility and shall, upon a majority vote of the Board of Directors, be required to fully reimburse PYBSA.

NOTE: A transaction is defined as, "Any actual, intended, or promised expenditure of PYBSA funds to procure a particular product, service, or equipment required by PYBSA."

Section 2 - The Board of Directors shall determine the fees charged to members for eligibility to play baseball or softball in the association. The fees shall be the same for all players regardless of race, creed, sex, religion, or community status. All fees are due at registration; no one shall be permitted to begin the season prior to submitting payment. Eligible players who become available after the season begins shall be given proper consideration to join PYBSA, but shall be subject to local limitation such as, but not limited, to total league membership, individual team rosters, etc. The intent of this provision is to allow new members moving to the area to enjoy participation in team sports. However, in no case, shall additional players be allowed to join simply for the convenience or benefit of the member, coach, or other interested party.

Section 3 - To equalize the benefits of PYBSA for all participating teams, solicitation of funds during the regular season shall be the responsibility of the Special Projects Director and the Vice President of PYBSA and contributions to individuals or teams shall be prohibited. However, the following exceptions are authorized:

1. All-Star Tournament Teams are allowed to solicit and utilize individual sponsors during the Pony Tournament Season (June-Sep).
2. Prime Teams are allowed to accept, but not solicit, contributions to pay for Tournament Fees during the Regular Season (January-May). During Pony Tournament Season (June-December), Prime Teams may solicit and utilize individual sponsors in the same manner as All Star Teams.
3. No team (Prime, All-Star, or Recreational) shall post sponsorship information on any website devoted to teams affiliated with PYBSA except during the Tournament Seasons as described above.
4. The PYBSA Board of Directors is solely responsible for posting approved sponsors on the official PYBSA website.

Section 4 - The Board of Directors shall institute policy relative to the preparation and acceptance of an annual budget, periodic and annual presentation of financial reports, and an annual audit of the financial records of PYBSA.

Article V - Duties of Officers

Section 1 - The President shall: serve as the Chief Executive Officer of PYBSA; be an ex-officio member of all standing and special committees; perform such other duties as are normally associated with the office of President; transmit all records and correspondence to any person elected to succeed him or her in that office. Special duties are:

- A. To preside at all meetings of PYBSA membership and Board of Directors.
- B. To appoint a Nominating Committee to obtain and nominate officers for the Board of Directors.
- C. To appoint Special Committees to perform duties as deemed necessary for the occasion.

Section 2 - The Vice President shall: perform such duties as may be assigned by the President; otherwise assist the President in the performance of his or her duties; be responsible for soliciting corporate sponsorship for PYBSA; keep records of sponsors; be the liaison between PYBSA and municipalities for public relations; coordinate all corporate advertising and public relations for PYBSA; preside at meetings in the absence of the President; transmit all records and correspondence to any person elected to succeed him or her in that office.

Section 3 - The Secretary shall: have custody of the Constitution, Bylaws, and all other administrative records of PYBSA; keep an accurate record of the meetings and other activities of PYBSA and of the Board of Directors; be responsible for all correspondence on behalf of PYBSA; ensure that a copy of the PYBSA Constitution and Bylaws are on file with PONY Headquarters and any amendments or revisions are submitted to PONY Headquarters for review; transmit all records and correspondence to any person elected to succeed him or her in that office.

Section 4 - The Treasurer shall: receive and disburse all funds with the approval of the Board of Directors; keep an accurate account of all funds received and disbursed for PYBSA; submit a financial report at all regular meetings and at such other times as may be requested by the President; compile an annual report of association finances; provide the financial records of PYBSA and such other documentation as requested for the annual audit; transmit all records and correspondence to any person elected to succeed him or her in that office.

Section 5 - The Player Agent shall: supervise the annual registration of player candidates, evaluation sessions and distribution of players among League teams; maintain a listing of any eligible players not assigned to teams who may be available as replacement players; transmit all records and correspondence to any person elected to succeed him or her in that office.

Section 6 - The Baseball Administrative Director shall (Within Baseball Leagues): supervise the assignment of umpires; consider all complaints relative to umpires and make suitable recommendations to the Board of Directors; make every effort to register all umpires used by PYBSA with PONY headquarters; prepare league schedules; attend ~~all~~ (to the maximum extent possible) league registration and draft proceedings; transmit all records and correspondence to any person elected to succeed him or her in that office.

Section 7 - The Softball Administrative Director shall (Within Softball Leagues): supervise the assignment of umpires; consider all complaints relative to umpires and make suitable recommendations to the Board of Directors; make every effort to register all umpires used by PYBSA with PONY headquarters; prepare league schedules; assist the Player Agent supervising annual registration of player candidates, evaluation sessions, distribution of players among League teams, and maintaining a listing of any eligible players not assigned to teams who may be available as replacement players; transmit all records and correspondence to any person elected to succeed him or her in that office.

Section 8 - The Baseball Commissioner shall: be responsible for interpreting the rules of baseball; be responsible for the marketing for any baseball tournaments hosted by PYBSA; setup, organize and supervise any baseball tournaments hosted by PYBSA; transmit all records and correspondence to any person elected to succeed him or her in that office.

Section 9 - The Softball Commissioner shall: be responsible for interpreting the rules of softball; be responsible for the marketing for any softball tournaments hosted by PYBSA; setup, organize and supervise any softball tournaments hosted by PYBSA; transmit all records and correspondence to any person elected to succeed him or her in that office.

Section 10 - The Equipment Director shall: make recommendations to the Board of Directors for ordering and purchasing uniforms and playing equipment for PYBSA; be responsible for the distribution of uniforms and playing equipment among PYBSA teams as well as the collection, inventory, and storage of equipment during the off-season; prepare such reports and suggestions as needed by the Board of Directors for budgetary action; transmit all records and correspondence to any person elected to succeed him or her in that office.

Section 11 - The Concessions Director shall: supervise the operation of concession facilities including the maintenance of concession equipment and restrooms; order and control all required supplies; provide proper accounting of all receipts and disbursements; prepare any substantiating reports required by the Treasurer; transmit all records and correspondence to any person elected to succeed him or her in that office.

Section 12 – The Assistant Concessions Director shall: assist the Concessions Director with all responsibilities delineated in Section 11.

Section 13 - The Field Directors shall: be charged with the general preparation, maintenance, development and improvement of all playing facilities owned, leased, or used by PYBSA; make recommendations to the Board of Directors for suggested or needed expenditures in this area of operation; select one person to be known as the Senior Field Director who will exercise voting rights within the Board of Directors and have direction over all baseball field directors. (There shall be one (1) Senior Baseball Field Director and one (1) Senior Softball Field Director); transmit all records and correspondence to any person elected to succeed him or her in that office.

Section 14 - The Special Projects Director shall: be responsible for supervising all fund raising activities; assist with the collection and handling of PYBSA funds; coordinate publicity of special events and opening day activities; transmit all records and correspondence to any person elected to succeed him or her in that office.

Section 15 – The duties delineated in Sections 1 through 14 are specialized duties assigned to the respective board members and do NOT constitute the full range of responsibilities that Board Members assume by virtue of their election or appointment. All members of the Board of Directors are required to fully support and assist in all activities required throughout the entire year that enable PYBSA to provide safe, organized, and affordable baseball/softball programs.

Article VI - Standing Committees

Section 1 - The Manager-Coach Selection Committee shall interview and review the credentials and qualifications of all persons who apply for such positions in PYBSA and shall actively seek out a sufficient number of applicants to meet the needs of PYBSA. Final

selection of candidates proposed by the committee shall be subject to the approval of the Board of Directors.

Article VII - Special Committees

Section 1 - Special Committees may be appointed by the President for such special purposes as deemed necessary. Committee duties and responsibilities shall be outlined at the time of the appointment and such committees shall be dissolved at such time as their purpose has been fulfilled. However, Special Committees maybe re-appointed at any time deemed necessary by the President.

Article VIII - Robert's Rules

Section 1 - The rules contained in the most current edition of "Robert's Rules of Order" shall govern PYBSA meetings as well as meetings of the Board of Directors and League Committees in all cases in which they are applicable and not inconsistent with the PYBSA Constitution, Bylaws, and/or any special rules of order PYBSA shall adopt.

Section 2 - With the exception of Article II, Section 1 a majority of the members of the board of directors shall constitute a quorum at any meeting and a majority vote of those present shall govern.

Article IX - Amendments

Section 1 - These Bylaws may be amended by majority vote of PYBSA membership at the annual meeting or a special meeting called for that purpose provided notification for special meetings are provided to the membership at least five days in advance of the date of such meeting.