

North City Youth Baseball Constitution and By-Laws

ARTICLE 1 NAME

This organization shall be known as the NORTH CITY YOUTH BASEBALL LEAGUE, (hereinafter referred to as the League), A MEMBER OF PONY BASEBALL, INC. of Washington, Pennsylvania.

ARTICLE 2 OBJECTIVE

Section A Narrative Objective

NORTH CITY YOUTH BASEBALL seeks to protect our nations youth by implanting in the youth of this community ideals of good sportsmanship, courage, obedience, loyalty, truth, and reverence so that they may be finer, stronger, and happier young people and grow to be good, clean, healthy adults.

Section B Approach

To achieve this objective, the local league will provide a supervised program of competitive athletic games. The Board of Directors, Officers of the League, and Members of the League shall bear in mind at all times that the attainment of exceptional athletic skill or the winning of games is secondary, and that the molding of future citizens and the type of leadership extended to all the children is of prime importance.

ARTICLE 3 GOVERNMENT

Section A Management

The management of the property and affairs of the League shall be vested in the Board of Directors and the Officers of the League. The Board of Directors may establish Rules and Regulations to govern the operation of the League and will publish same as "N.C.Y.B. Rules and Regulations."

Section B Board of Directors

The voting Members of the Board of Directors shall be elected by the Members of the League at the Annual Meeting and consist of the President, Vice-president, Secretary, Treasurer, Player Agent, Director for Public Relations, President of the Parent's Auxiliary, Procurement Agent, Umpire-in-Chief, chief Scorekeeper, Facilities manager, Snack Bar Treasurer, and Snack Bar Supervisor, and Winterball coordinator. Each

division will have a representative to the Board of Directors, elected by the managers of their respective division, that will participate at meetings of the Board of Directors, as members of the Board of Directors, but will not have a vote on the Board of Directors.

Section C Vacancies

If any vacancy occurs in the Board of Directors, it may be filled by a majority vote of the remaining voting members of the Board of Directors at any regular meeting or at any special meeting called for that purpose, with the approval of the President.

Section D Annual Meeting

The Annual Meeting of the Members of the League shall be held between June 15 and September 15, for the reading of reports and election of the voting members of the Board of Directors (as named in ARTICLE 3, Section B). The Officers of the League shall hold office for one term of office, but are eligible for re-election/reappointment. Additional meetings will be held as scheduled by the Board of Directors, when called by the President, or by three or more members of the Board of Directors, in writing to the President.

Section E Quorum

All matters of policy shall be decided by majority vote of a quorum of the Board of Directors. A majority of the voting members of the Board of Directors shall constitute a quorum of the Board of Directors.

Section F Rules of Order

“Robert’s Rules of Order, Revised” shall govern the proceedings of all meetings of the Board of Directors, except where same conflicts with the Constitution or the By-laws of the League.

No subject decided upon by a vote of a quorum of the Board of Directors shall be reconsidered within the term of office of that Board of Directors, unless a motion to reconsider is made at a subsequent meeting of the Board of Directors, and said motion passes with a minimum of a two thirds majority of those voting members of the Board of Directors present at said meeting of the Board of Directors.

Section G Meetings

Regular meetings of the Board of Directors will be held monthly, or more often, as scheduled by the President. All regular Board of Directors meetings shall be open to any Member of the League, manager, or coach, with participation by invitation of any

member of the Board of Directors. Meetings to discuss disciplinary measures or litigation will not be open to anyone but members of the Board of Directors, except as explicitly indicated in ARTICLE 6, Sections D and E, or by invitation of a member of the Board of Directors, with the approval of the President.

Section H Term of Office

The term of office for the Board of Directors shall begin for those just elected to the Board of Directors and end for the sitting Board of Directors at the first meeting of the Board of Directors after August 1. The sitting President shall invite all sitting and just elected Board of Directors to this Meeting of the Board of Directors. This meeting shall take place between August 1 and September 30 each year.

ARTICLE 4 OFFICER'S DUTIES, AND POWERS

Section A Officers of the League

The Officers of the League shall consist of the Board of Directors (as defined in ARTICLE 3, Section B) and any other officers or agents as appointed by the President. The President may appoint such other officers or agents as deemed necessary or desirable, such as Field Maintenance Security may be assigned to him/her by the President.

Section B Duties and Powers

Subsection 1 President

The President shall be responsible for conducting the affairs of the League and for executing the policies established by the Board of Directors. He/She shall present a report of the condition of the League at the annual meeting, and such times as he/she or the Board of Directors shall deem appropriate. He/She shall communicate to the Board of Directors such matters and make such suggestions as may, in his/her opinion, tend to promote the welfare of the League.

He/she shall be responsible for the conduct of the League in strict conformity to the policies, principles, rules and regulations of PONY BASEBALL, Inc., as agreed to under the conditions of the Charter issued to the League by PONY BASEBALL, Inc.

He/She 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.

He/She shall preside at all meetings of the members of the Board of Directors.

The President, or such other officers as he/she may designate, shall have the power to

make and execute for and in the name of the League such contracts and leases as may be necessary.

He/She shall investigate complaints, irregularities, and conditions detrimental to the League and report to the Board of Directors as circumstances warrant.

He/She, with the Player Agent, shall examine the applications and supporting proof-of-age documents of every player candidate and certify to his/her residence and age eligibility before the child may be accepted for try-outs and selections.

He/She shall delegate any jobs and/or committees deemed necessary for the good of the League.

Subsection 2 Vice-President

The Vice-President shall assume all powers of the President whenever authorized by the President, whenever the President is absent, or whenever the President is unable to perform his/her duties. The Vice-President shall also assume such other duties as from time to time may be assigned to him/her by the President.

He/She shall perform as the League Safety Officer, and be responsible for all insurance matters of the League.

The Vice-President shall coordinate all scheduling of game times for the spring season as well as practice schedules. He/she is to coordinate these with approval from the President.

He/she will assist the Parent's Auxiliary in obtaining sponsors, advertisers, and donations for the League.

Subsection 3 Facilities Manager

The Facilities Maintenance position shall be responsible for the general upkeep of the fields. He/she shall be responsible for securing bids for field maintenance (watering, seeding), purchasing turface and paint for the fields, and upkeep of the ATV. He/she shall provide training to managers on the proper preparation, watering, and general upkeep of the fields. He/she shall inform the board of any maintenance issues that require outside contractors and secure bids for such work.

Subsection 4 Secretary

The Secretary shall be responsible for recording and keeping records for the activities of the League, maintaining appropriate files, mailing lists, and necessary records. He/She shall perform such duties as are herein specifically set forth in addition to such duties as are customarily incident to the office of Secretary, or as may be assigned to him/her by the President.

He/She shall keep the minutes of the Annual Meeting of the Members and all Meetings of the Board of Directors, and cause them to be recorded in a book kept for that purpose. This book shall be made available for the inspection of any Member of the League or Manager.

Subsection 5 Treasurer

The Treasurer shall 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 him/her by the President.

He/She shall receive all monies and securities, deposit same in a bank depository approved by the Board of Directors and President. This account is herein referred to as the general North City Youth Baseball Account. He/she shall provide a monthly financial report to the Board of Directors at the first meeting of the month.

He/She shall keep records for the receipt and disbursement of all monies and securities of the League, and draw checks thereof.

Under the direction of the President, he/she shall prepare financial statement for submission to the members of the League at the Annual Meeting.

Subsection 6 Player Agent

The Player Agent shall record all player transactions and maintain an accurate and up-to-date record thereof.

He/She shall receive and review applications for player candidates and assist the President in checking the residence and birth affidavit.

He/She shall be responsible for arranging registration and everything, therefore, pertaining to registration, He/She shall conduct tryouts, and the player draft, and all other Player transactions or selection meetings.

He/she shall coordinate a managers meeting to go over all the rules of North City Youth Baseball. He/She shall prepare for the President's signature, team rosters, including players claimed, and the tournament team eligibility affidavit.

Subsection 7 Director for Public Relations

The Director for Public Relations shall be responsible for the flow of information between the Board of Directors and the Members of the League; the League and the Members; and the League and the public.

He/She shall cause to be published on or about the first of March, April, May, June, and July a newsletter containing any information of interest to the Members of the League, i.e. registrations, division standings, significant Board of Directors decisions, and any other information as directed by the Board of Directors.

He/She shall also be responsible for the dissemination of registration details to the Members of the League and the community by fliers, bulletins at schools, newspaper ads, etc. Also, he/she shall be responsible for the coordination of the League program book to be approved by the President. He/she shall locate and retrieve annual sponsorships.

Subsection 8 President of the Parent's Auxiliary

The President of the Parent's Auxiliary shall be responsible for the Parents Auxiliary, which provides committees to raise monies (candy sales), provide entertainment for the children (league picnic), etc., as well as, any other duties delegated by the President.

Subsection 9 Procurement Agent

The Procurement Agent shall be responsible for securing bids on needed supplies and equipment and make any recommendations for their purchase to the Board of Directors.

The Procurement Agent shall be responsible for the proper issuance of such equipment, and for the repair, cleaning and storage thereof at the close of the season. He/she shall also be responsible for the collection and return of such equipment at the end of the season.

Subsection 10 Chief Scorekeeper

The Chief Scorekeeper shall be responsible for keeping of the official scorebook of each game played. He/She shall train team scorekeepers as required and ensure that each team has an official scorekeeper.

He/She shall be responsible for checking the official scorebooks for pitching eligibility and ascertaining that all players on each team's roster are playing the required innings. He/She shall notify the President, Vice-President, and manager (of the team in violation) of any violations of the pitching rules and/or player playing time.

He/She shall be responsible for keeping the official standings of each division and posting same as required.

Subsection 11 Umpire-in Chief

The Umpire-in Chief shall be responsible for the scheduling of umpires for all league

games. He/She shall be responsible for the training of umpires and shall be directly responsible for the conduct of all umpires.

He/She shall handle all complaints lodged against any umpire and, with the President, shall decide upon any action deemed necessary. He/She shall be responsible for payment of said umpires as set forth by the Board of Directors.

Subsection 12 Snack Bar Supervisor

The Snack Bar Supervisor shall be responsible for appointing a committee to oversee the smooth operation of the Snack Bar, to include all food and supplies purchases, scheduling of volunteer staffing and cash control.

He/She shall maintain sufficient product and supplies for weekly operations, restocking weekly or as needed. Receipts for all purchases will be turned in weekly to the treasurer along with a check for cash receipts.

He/She shall create a schedule for staffing, coordinating the filling of that schedule with the team parents. No children under the age of 15 are to work in the snack bar and collect money.

He/She shall assume responsibility for the opening and closing of the Snack Bar on game days or a manager designee.

He/she shall work directly with the Treasurer and President on a system of deposits and receipts for the Snack Bar. All deposits/receipts should be accounted for daily and witnessed with signature prior to deposit. No cashing of checks are to be made whatsoever from the snack bar account.

He/She shall report any operational problems directly to the President or the Treasurer.

Subsection 13 Snack Bar Treasurer

The Snack Bar Treasurer is responsible for the overall supervision of the snack bar finances. He/she is responsible for the purchasing and stocking of all merchandise required to maintain Snack Bar business. He/she is also responsible for the timely collection and deposit of all revenue of the Snack Bar. He/she is to keep all records of daily cash drops, pickups and deposits and expenses. He/she shall balance all bank statements.

He/She shall along with the with snack bar supervisor, deposit monies in a bank depository approved by the Board of Directors and President. This account is herein referred to as the snack bar account.

He/She shall keep records for the receipt and disbursement of all monies and securities of the League, and draw checks thereof.

He/she shall make a monthly report to the Board of Directors of income and expenses as well as prepare a year-end report to be available at the annual meeting of the league members.

Subsection 14 Winterball Coordinator

The Winterball coordinator shall be responsible for most aspects of the winterball program. He/she shall conduct tryouts, the player draft, and all other player transactions or selection meetings. He/she shall work with outside leagues to bring them to NCYB.

He/she shall coordinate a managers meeting to go over all the rules of NCYB. He/she shall prepare the schedule for winterball practices and games.

He/she shall coordinate the signups for winterball at the closing ceremonies.

Subsection 15 Managers

Team managers shall be appointed by the Board of Directors, with the approval of the President, and shall be responsible for the selection of their coach(es) and players. They shall be responsible for the actions of themselves, their coach(es), and their players while on the field.

Section C Exclusions

WHILE HOLDING OFFICE, THE PRESIDENT AND PLAYER AGENT SHALL NOT MANAGE A TEAM IN ANY DIVISION. THE PRESIDENT SHALL NOT UMPIRE.

ARTICLE 5 PARENT'S AUXILIARY

Section A Duties

A Parent's Auxiliary may be formed for the purpose of assisting the Board of Directors in fund raising activity, concession stand operation, obtaining sponsors, advertisers and donations for the League; also other activities as suggested by the Board of Directors.

Section B Approval

All activities of the Parent's Auxiliary are subject to the approval of the Board of Directors.

ARTICLE 6 MEMBERSHIP

Section A Players

Any person meeting the requirements as to age and residence as set forth in the Rules and Regulations of PONY BASEBALL, INC. shall be eligible for participation as a Player.

Section B Members of the League - Automatic

Parents or guardians of players shall be members of the League.

Section C Members of the League - Invited

Any person having an active interest in PONY BASEBALL, INC. may be invited to become a member of the League by the Board of Directors, NORTH CITY YOUTH BASEBALL.

Section D Disciplinary Actions other than Players

The Board of Directors shall have the authority to suspend, discharge, or otherwise discipline any member of the League, manager, coach, officer of the League, or other person whose conduct is considered detrimental to the best interest of the League. This individual will be asked to appear at a closed meeting of the Board of Directors. This individual may invite anyone he/she wishes to attend the meeting of the Board of Directors. The decision of the Board of Directors and any other particulars deemed appropriate by the Board of Directors will be recorded in the minutes of the meeting of the Board of Directors. A member of the board of Directors may be removed from office by a two-thirds vote of the voting members of the Board of Directors.

Section E Disciplinary Actions - Players

The Board of Directors shall have the authority to suspend, discharge, or otherwise discipline any player whose conduct is considered detrimental to the best interest of the League. The President shall, upon obtaining evidence of misconduct of any player, notify the manager of the team of which said player is a member within 24 hours obtaining said evidence, or as soon as said manager is available. Said manager shall appear, in the capacity of an advisor, with said player, to a closed meeting of the Board of Directors, for consideration of appropriate action. Said player's parents or guardians shall be advised of and invited to attend such meeting. Said manager and said player's parents or guardians may invite anyone they wish to attend the meeting of the Board of Directors.

ARTICLE 7 FINANCIAL POLICY

Section A General

The Board of Directors shall decide all matters pertaining to the finances of the League, bearing the responsibility to conduct the financial affairs of the League in a sound, business-like manner.

Section B Accountability

The Board of Directors shall institute policy relative to the preparation and acceptance of an annual budget, and periodic and annual presentation of financial reports, and an annual audit of the books of the League by a professional auditor hired for the purpose or a qualified volunteer, other than a member of the Board of Directors.

Section C Non-Salary Statement

No member of the Board of Directors, officer of the League, or member of the League shall receive, directly or indirectly, any salary from the League for services rendered as member of the Board of Directors, officer of the League, or member of the League.

Section D Dissolution Policy

Upon dissolution of the local league and after all outstanding debts and claims have been satisfied, the Members of the Board of Directors shall distribute the property of the local league to PONY BASEBALL, INC. or such other organization or organization maintaining objective similar to that set forth herein, which are or may be entitled to exception under Section 501 of the Internal Revenue Code (Tax Information for Charitable Organizations) or any further corresponding provision.

Section E Checking Accounts

All checks drawn against the general North City Youth Baseball general account shall be signed by the Treasurer, and one of the following Board members: President, Secretary, or Vice-President. All expenditures exceeding three hundred dollars (\$300.00) shall be approved by the Board of Directors,

A separate checking account, in the amount of \$2,000.00, will be established for the purpose of procuring food and supplies for the Snack Bar, This account, herein referred to as the Snack Bar Account, will be set up so that two signatures, the Treasurer's and Snack Bar Supervisor's, will be required for any amount over \$500 and must be supported by receipts. Funds in excess of \$2,000.00 will be transferred from the Snack Bar Account to the general North City Youth Baseball Account, monthly or as appropriate.

ARTICLE 8 AFFILIATION

Section A

The League shall apply each year for a Certificate of Membership in PONY BASEBALL, INC. of Washington, Pennsylvania.

Section B

Playing of league games shall be in accordance with the rules and regulations issued by PONY BASEBALL, INC. and any other rules as adopted by the Board of Directors and published as "N.C.Y.B, League Playing Rules and Regulations".

ARTICLE 9 AMENDMENT

This constitution or any section thereof may be amended by a two-thirds vote of the members of the Board of Directors present at the Meeting of the Board of Directors where voting occurs, providing written notice of such proposed changes is sent to each member of the Board of Directors at least 10 days prior to the meeting at which the proposed change shall be first submitted for discussion. Amendments to this Constitution and By-Laws take effect immediately upon ratification. The Secretary shall distribute amended copies of the Constitution and By-Laws at the following regular meeting of the Board of Directors.