

# PIQUA YOUTH BASEBALL AND SOFTBALL ASSOCIATION BY-LAWS

*rev. 10/26/2011/ Approved*

## **ARTICLE I – NAME**

**SECTION 1** This association shall be known as the **"PIQUA YOUTH  
BASEBALL AND SOFTBALL ASSOCIATION, INC."** (PYBSA)  
Shall be the recognized abbreviation for the Association's name.

## **ARTICLE II – PURPOSE**

**SECTION 1** The purpose of this association shall be to implant firmly in the children of the community the ideals of good sportsmanship, honesty, loyalty, courage and respect for authority. The league will provide a safe, family-friendly environment in which to teach baseball and softball fundamentals to youth in the community.

## **ARTICLE III - YOUTH ELIGIBILITY**

**SECTION 1** Any boy or girl who wishes to participate in the P.Y.B.S.A. must meet the age requirement for the designated league. Players with sufficient skills can be moved up to a higher league, with board approval. Participants meeting the age requirement for the designated league that do not wish to be moved up, may be moved down with board approval.

## **ARTICLE IV - ASSOCIATION MEMBERSHIPS**

**SECTION 1** All managers, coaches, officers and Volunteer's are required to become members and must have a child participating in P.Y.B.S.A. or must be related.

**SECTION 2** All memberships will apply for the period of one year, from the first day of player registration until the first day of players registration for the following year.

**No new memberships will be given after the last game played of the season.**

**SECTION 3** Association Membership may be terminated by resignation or action of the Board of Directors

**SECTION 4** Dues for Membership may be fixed at such amounts as the Board of Directors shall determine prior to the beginning of membership period.

## **ARTICLE V - OFFICERS OF THE ASSOCIATION**

### **SECTION 1 The P.Y.B.S.A will be governed by an executive Board of Officers.**

- A President
- B Vice President
- C Secretary
- D Treasurer
- E Community Relations Coordinator
- F Baseball Coordinator
- G Softball Coordinator
- H Equipment Manager
- I Field Manager
- J Concession Stand Manager

### **SECTION 2 Volunteers**

All volunteer positions are completely volunteer with no voting rights.

- A Volunteer positions are considered:
  - Commissions for all leagues
  - Concession Stand workers
  - Coaches
  - Ground keeping workers

### **SECTION 3 Term of office** – all Officers of the P.Y.B.S.A will serve a term as long he/she is willing to uphold the position. Reasons for dismissal from being a board member:

- A Resign/Quit
- B Voted out by board (disciplinary, bad representation, etc.)
- C City mandate
- D Criminal Acts and voted by board

### **SECTION 4** All Officers of the Association are expected to adhere to the rules and policies set forth in the P.Y.B.S.A codes of conduct and ethics. Conduct found unbecoming as an Officer of this association will be grounds for immediate removal from office. See disciplinary procedure.

### **SECTION 5** No Officer shall hold more than one position at any time.

### **SECTION 6** New officers to fill empty positions will be appointed by a board member/members. Next monthly meeting they will be voted yes/no by board.

## **ARTICLE VI MEETINGS**

### **SECTION 1 GENERAL MEMBERSHIP MEETINGS**

- A Annual meeting – an annual meeting of the members of

P.Y.B.S.A will be held for the purpose of considering any matter submitted to the Officers by the Members, receiving reports and for the purpose of the election of the Officers positions.

- B Notice of general meetings – notice of each meeting of the Members shall be posted and advertised for no less than 5 days prior to the general meeting. This may be done by facebook, P.Y. B.S.A. website and newspaper.
- C Special Meetings – special meetings of the Members may be called by the Officers at their discretion or by 20 members of the general membership.
- D Executive Meetings – the Officers may call a closed-door meeting to address the affairs of the association.

**SECTION 2 GENERAL MEETINGS OF THE OFFICERS OF THE ASSOCIATION**

- A The Officers and volunteer commissioners shall meet as needed. The Treasure will report once a month by communication once a month.
- C Quorum for this is 4. (note this changes to 6 immediately upon fulfilling all open Officer positions. Due to having to dismiss 2 board members under current by-laws to meet city requirements. Therefore the quorum needs to be 4 of a total 5 positions currently.)

**SECTION 3 ORDER OF BUSINESS**

- A Agenda
- B Reading of the minutes
- C Presidents report
- D Treasurers report
- E Volunteer League Commissioner’s Report
- F Unfinished Business
- G New Business
- H Public Speaks- Members wishing to speak have 5 minutes to address the board at this time.
- I Adjournment

**ARTICLE VII – VOTING**

**SECTION 1** Any P.Y.B.S.A. Association member has an equal right to vote in board elections and annual meetings.

**Any facilities improvements or investments that are non-recurring or an encumbrance in excess of \$5,000, must be presented to the General Membership and notification posted for no less than 7 days prior to the hearing of discussion. All monetary issues that exceed the \$5,000 threshold must be approved by 2/3<sup>rd</sup> of the members present.**

**SECTION 2** Any member and or Officer under consideration for disciplinary action will be suspended from their right to vote on matters brought before the Board for consideration.

**SECTION 3** The President will abstain from voting on issues that require only a simple majority. In instances where a 2/3 majority is needed or a simple majority is found in a tie, the president may initiate a vote. On a tie vote, a motion requiring a majority vote for adoption is lost, since a tie is not a majority. Thus, if there is a tie without the chair's vote, the presiding officer can, if he is a member, vote in the affirmative, thereby causing the motion to be adopted; or, if there is one or more in the affirmative than in the negative without the chairs vote (for example, if there are 72 votes in favor and 71 opposed), he can vote in the negative to create a tie, thus causing the motion to be rejected.

### **ARTICLE VIII - ELECTION PROCEDURES**

**SECTION 1** Any P.Y.B.S.A. Member, who wishes to run for an office once a position comes open, with the exception of President or Treasurer, may do so by:

- A. Nominated by a board member.
- B. Write –in votes will not be accepted.

### **ARTICLE IX - RESIGNATION OR RELIEF OF DUTIES**

**SECTION 1** Any officer failing to attend 3 regularly scheduled meetings without notifying the President or Secretary shall be relieved of their duties. Any officers who fails to attend the mandatory sign-up or opening day ceremonies, as mandated by the current Officers, shall be relieved of their duties.

**SECTION 2** Anyone who holds an office in the P.Y.B.S.A. and either resigns or is removed from their position shall not be permitted to hold an office in the Association for a minimum of two (2) full years upon resignation or four (4) full years upon removal from office.

**SECTION 3** The Officers of the Association may, at their discretion, make an exception to these rules when dealing with any violation of 1 and 2 of Article IX when the violation is a result of medical, family or work-related conflicts, with a majority vote from the board members.

**SECTION 4** Any Officer who violates the conduct or ethics codes of the Association may be removed from office. See Disciplinary Section.

**SECTION 5** The officers of the Association may, by majority vote, may relieve any

Officer of their duties, with just cause.

## **ARTICLE X - VACANCY OF OFFICE**

**SECTION 1** Any vacancy in office, other than that of the President, shall be filled with an appointment by the President to that office for the remainder of the term, subject to majority vote from the board.

## **ARTICLE XI - RESPONSIBILITIES OF THE OFFICERS OF THE ASSOCIATION**

**SECTION 1** The Officers of the Piqua Youth Baseball and Softball Association, acting as a group, shall approve:

- A. Final approval of ALL appointed positions in the Association.
- B. Association rules and by-laws.
- C. Sign-up fees.
- D. Sponsorship fees.
- E. Fund raising projects.
- F. Picture contracts.
- G. Ballpark improvements.
- H. Uniforms (design and cost), terms of contract and price.
- I. All equipment, awards and trophy purchases.
- K. Special sponsor recognition.
- L. Leagues joining an outside association.
- M. Umpire fees.
- N. Adding/Removing an individual league
- O. Certification with another association, (example: USSSA)
- P. Approving appointment of open board positions by the President.
- Q. Any and all other issues that may present or be presented to the board.
- R. Maintain in good standing all required insurance and City lease agreements.
- S. Approval of all General league rules.
- T. Approval of all Ages and/or league structure
- U. Approval of coaches
- V. Approval of Game schedules.
- W. Approval of Practice locations.

## **ARTICLE XII - DUTIES OF OFFICERS & ASSOCIATION PERSONNEL**

### **SECTION 1 PRESIDENT**

- A. Preside over all Meetings of the P.Y.B.S.A
- B. Present a report of the condition of the P.Y.B.S.A at the annual meeting
- C. Be responsible for the conduct of the P.Y.B.S.A in strict conformity to the policies, principles, rules and regulations of the Association.
- D. Be Responsible for the overall operation of the association
- E. Be responsible for leading the association in an honest and fair manner that lends itself to maintaining the integrity of the association at all times.
- F. To provide secondary signature for all payments of money from the

- Treasurer.
- G. Attend all association meetings.
  - H. Maintain a log of all contacts and resources utilized during the course of the term.
  - I. Act in accordance with Article X, to actively appoint officers to vacant positions.
  - J. Adhere to all policies set forth in Article XI.

**SECTION 2 VICE PRESIDENT**

- A. In the absence or disability of the President, shall presume all duties assigned to the President.
- B. Assist the President in the facilitation of responsibilities as requested by the President
- C. Be responsible for the conduct of the P.Y.B.S.A in strict conformity to the policies, principles, rules and regulations of the Association.
- D. Attend all association meetings.
- E. Prepare regular season schedule of games for all leagues.
- F. Adhere to all policies set forth in Article XI.

**SECTION 3 TREASURER**

- A. Receive and deposit all money in a timely manner.
- B. Pay all bills in a timely manner.
- C. Be responsible for the conduct of the P.Y.B.S.A in strict conformity to the policies, principles, rules and regulations of the Association.
- D. Keep an accurate log of all financial transactions.
- E. Submit an up to date financial report at each monthly Association meeting.
- F. Prepare a budget in the fall for the up coming season.
- G. Make sure any league certifications and insurance requirements are taken care of on time.
- H. Must make all records available to and cooperate with the Audit Committee or at any time as an inquiry is made by the Officers of the P.Y.B.S.A.
- I. Attend all association meetings
- J. Adhere to all policies set forth in Article XI.
- K. Must have an Associate degree or higher in Accounting or Business.

**SECTION 4 SECRETARY**

- A. Maintain all records of the association, including but not limited to all legal documents, minutes, attendance records, current membership list and coach/ applicant files.

- B. Take minutes of all association meetings.
- C. Be responsible for the conduct of the P.Y.B.S.A in strict conformity to the policies, principles, rules and regulations of the Association.
- D. Prepare an officer of the day schedule. Whenever possible the schedule will accommodate an Officer's other responsibilities. Efforts will be made to accommodate rescheduled games, but cannot be guaranteed.
- E. Present official minutes at all meetings of the Association.
- F. Record the attendance and Roll Call of all meetings of the Association.
- G. Must make all records available to and cooperate with any inquiries made by the Officers of the P.Y.B.S.A.
- I. Attend all association meetings.
- J. Adhere to all policies set forth in Article XI.

## **SECTION 5 BASEBALL AND SOFTBALL COORDINATORS**

- A. Manage their respective league
- B. **Preside over baseball/softball coaches meetings.**
- C. Be responsible for the conduct of the P.Y.B.S.A in strict conformity to the policies, principles, rules and regulations of the Association.
- D. Help organize and oversee sign-ups.
- E. Help organize and oversee the league draw.
- F. Help organize, locate and approve all practice sites.
- G. Attend all association meetings.
- H. Prepare report of applicant coaches and present to the Officers for approval.
- I. Organize Coaches clinics
- J. Review league standings and prepare tournament brackets in accordance with standard bracket guidelines.
- K. Draft general league rules.
- L. Manage rescheduling of rain out games for respective league.
- M. Adhere to all policies set forth in Article XI.
- N. No League manager can preside over a team within their league as head coach. This is a conflict of interest.
- O. Maintain current league standings, if standings are kept.
- P. Conduct coaches meetings to update and discuss all league and association rules and regulations.
- Q. Recommend coaches to PYBSA Officers for approval.

## **SECTION 6 COMMUNITY RELATIONS COORDINATOR**

- A. Prepare, mail and receive all sponsorship forms and coordinate fundraiser activities.
- B. Prepare all notices of meetings and organize publicity thereof, in accordance with Article VI.
- C. Manage sign up publicity, including distribution of flyers to the local schools.
- D. Be responsible for the conduct of the P.Y.B.S.A in strict conformity to the

- policies, principles, rules and regulations of the Association.
- E. Adhere to all policies set forth in Article XI.

## **SECTION 7**

### **OFFICER OF THE DAY**

- A. Each Officer shall serve as an officer of the day as needed. This duty shall be served equally amongst all board members scheduled by the Secretary. If any officer misses their scheduled day without obtaining a substitute, he/she will be suspended from all duties until being brought before the association, at which time a decision will be made on what action to take. In the event that an assigned officer has a schedule conflict that was not resolved by the Secretary, the officer may negotiate with another officer to provide coverage for the scheduled assignment. Both officers should initial this correction on the Officer of the Day calendar and notify the secretary of the change.
- B. The Officer of the Day shall be the Officer in charge at Pitsenbarger Park and shall be responsible for the following duties:
1. Handle any disputes in the park.
  2. Must be identifiable with picture, name plate and must wear the issued "Officer of the Day" shirt.
  3. Enforce all park rules, as posted in the concession stand
  4. In the event that there is a dispute or complaint, a summary of the night's events must be submitted to the Board of Directors within 24 hours.
  5. Hang the flag, play the National Anthem and lower the flag.
  6. Responsible for checking the restrooms every hour. Maintain the restrooms in a clean and sanitary condition. Ensure that there is sufficient toilet paper and soap. Contact the City staff for maintenance, if required.
7. Responsible for making sure all lights at the baseball and softball complex are turned off after the games have ended, and all persons have left.

## **SECTION 8**

### **EQUIPMENT MANAGER**

- A. Receive, inspect and distribute all equipment to and from coaches.
- B. Prepare and maintain a current inventory of all equipment, including equipment signed out by coaches.
- C. Manage all equipment trade-ins and repairs. If replacement is necessary, prepare and submit a detailed budget to the treasurer at the end of July.
- D. Be responsible for the conduct of the P.Y.B.S.A in strict conformity to the policies, principles, rules and regulations of the Association.
- E. Adhere to all policies set forth in Article XI.

**SECTION 9            Field Manager**

- A. Mow and attend to weeds on premises.
- B. Line Fields
- C. Attend to fence maintenance
- D. Let treasurer know when materials need ordered for operations
- E. Gas for mowing and weeds
- F. Turn in all receipts to treasurer.

**SECTION 10          Concession Stand Manager**

- A. Maintain supply Inventory to keep concession running
- B. Maintain cash flow and deposits turned into lock box.
- C. Maintain workers to keep concession open
- D. Balance with Treasure on cash flow
- E. Turn in all receipts to treasurer.
- F. Pepsi Orders

**ARTICLE XIII – FINANCES**

**SECTION 1** Revenue shall be obtained through the following:

- A. Player registration fee
- B. Sponsorship fees
- C. Fund raising projects
- D. Concession stands profits
- E. Voluntary contributions
- F. Tournament entry fees
- G. Association memberships, if one is initiated in accordance with Article 5, 4.

**SECTION 2          Outside Purchasing**

- A. All outsourced jobs such as uniforms, Banners, etc will require 3 Quotes.
- B. If 3 quotes are not received the board after 30 days there is less than 3 quotes then the lowest of the 2 will win the business.

**ARTICLE XIV - PAID POSITIONS**

**SECTION 1** The only paid positions in the P.Y.B.S.A. shall be Umpires.

**SECTION 2**

The Board of Directors will draft the terms of the contract and salaries annually for the above positions, and present the contract and terms to the Officers for approval.

**SECTION 3** No officer of the PYBSA will be allowed to hold a paid position, or be granted contract for services within the PYBSA during their term as an officer of the association. Board members cannot have a financial or other interest, directly or indirectly, through a family member or company owned by a board member.

#### **ARTICLE XV- AMENDMENTS TO THESE BY-LAWS**

These by-laws may be amended at any regular meeting of the Association by two-thirds vote.