

**McCandless Athletic Association
By-Laws
Revised March 11, 2003**

Article I – Members (Revised, 3/11/03)

Section 1 – Members shall be defined as any player over the age of 18 and the parents of any player who within the previous 24 months has completed registration to play baseball or softball with the McCandless Athletic Association.

Section 2 – Registration shall be deemed completed upon submission of a signed completed registration form along with the appropriate fees and acceptance of same by a member of the Board of Directors.

Article II - Meetings and Voting

Section 1 - There shall be an annual meeting of the Members of the League at such place and time as shall be determined by the Board of Directors.

Notice of time and place of such annual meeting shall be given through publication and/or individual mailings to the Members, not less than 10 days prior to the date of the meeting.

Section 2 - At each annual or special meeting of the League, every Member present in person shall be entitled to vote. There shall be no voting by proxy.

Section 3 - The presence of not less than 10 Members shall be required to constitute a quorum for the transaction of business at any special or annual meeting of the League.

Article III - Election of Officers

Section 1 - Prior to the annual meeting, a Nominating Committee consisting of three members of the Board of Directors shall be appointed by the President to nominate officers for the following term. Voting for such officers shall take place at the annual meeting unless prior to such meeting and in the notice for such meeting the Board of Directors provides otherwise. Only Members with two or more years of membership in the League are eligible to be nominated as officers.

Section 2 - The term of office for all officers shall be for two years beginning September 15 following the election; provided, however, that the first term of office for the Vice-President - Baseball and the Secretary beginning September 15, 1992 shall be for one year; all terms of office for such officers after such initial one year shall be for two years.

Section 3 - All officers shall be eligible for re-election; provided, however, that no person shall serve in the same office for more than two consecutive terms.

Section 4 - In the event of the death, resignation, or inability to perform the duties of office for any reason by any officer, the Board of Directors shall elect a replacement for such officer.

Section 5 - At the annual meeting of the Members of the League, the Board shall receive a report from the outgoing President showing the amount of property owned by the League; the amount of monies applied, appropriated or expended during the past spring and summer and the purposes, objects or persons to or for which such applications, appropriations or expenditures have been made; and the names and places of residence of the Members who have been admitted

to membership in the League during the year. The report shall be entered in the minutes of the annual meeting.

Article IV - Board of Directors

Section 1 - The Board of Directors shall include:

Elected Board (two-year term):

- President
- Vice President - Baseball
- Vice President - Softball
- Secretary
- Treasurer
- Past President

Appointed Board (one-year term - appointed by the President and approved by the Board of Directors):

- Upper League Commissioner (baseball over 12 years of age)
- Lower League Commissioner (baseball 12 years of age and younger)
- Equipment Manager
- Administrative Assistant
- Safety Director
- Field Development
- Field Maintenance
- Legal Counsel
- Supervisor of Umpires
- General Manager - T-ball Baseball (ages 6 & 7 years)
- General Manager - Pinto Baseball (ages 7 & 8 years)
- General Manager - Mustang Baseball (ages 9 & 10 years)
- General Manager - Bronco Baseball (ages 11 & 12 years)
- General Manager - Pony Baseball (ages 13 & 14 years)
- General Manager - Colt Baseball (ages 15 & 16 years)
- General Manager - Palomino Baseball (ages 17 & 18 years)
- General Manager - Pinto Softball (ages 7 & 8 years)
- General Manager - Mustang Softball (ages 9 & 10 years)
- General Manager - Bronco Softball (ages 11 & 12 years)
- General Manager - Pony Softball (ages 13 & 14 years)
- General Manager - Palomino Softball (ages 15 - 18 years)

Section 2 - The Board of Directors shall meet on a monthly basis at such time and place as determined by the President. Special meetings of the Board may be called by the President, or by the Secretary, upon receipt of the written request of at least a majority of the Board of Directors. Five members of the Board of Directors shall constitute a quorum for transacting business at a meeting, provided that at least three of such members are from the elected Board. All actions of the Board shall be by majority vote of the Board members present.

Section 3 - The Board of Directors shall have the authority to suspend, discharge or otherwise discipline any manager, coach, player, League Official, umpire or other person whose conduct is considered detrimental to the best interests of the League.

Section 4 - The President shall, upon evidence of misconduct of any player member, notify the manager of the player member's team and the parents of any such player within 72 hours of the act. The manager shall appear with the player before the General Manager and at

least three other members of the Board of Directors, for consideration of appropriate actions. The player's parents or guardian shall be advised of, and invited to attend such meeting.

Section 5 - Any adult (person 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 to the Board of Directors at a regular or special meeting called for that purpose.

Article V - Financial Policy

Section 1 - The Board of Directors shall decide all financial matters pertaining to the League, bearing the responsibility to conduct the financial affairs of the League in a sound, business-like manner.

Section 2 - To equalize the benefits of the League for all participating teams, solicitation of funds shall be for the treasury of the League and contributions to individuals or teams shall be discouraged. However, funds collected for a specific activity which may primarily benefit an individual age group league, particular field or activity (e.g., general/specific tournaments, traveling teams) may be segregated and used for the purpose intended as approved by the Board of Directors. As a condition for such Board approval, a budget showing, among other things, the proposed expenses of the specific activity shall be provided to the Board prior to collecting any funds and, following the activity, a reconciliation of the expenses and revenues shall be provided to the Board. Any revenues remaining following such activity shall be deposited in the League's treasury for the general use of the League.

Section 3 - 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 review of the books of the League.

Article VI - Parents' Auxiliary - League/Team Representatives

Section 1 - A Parents' Auxiliary - League/Team Representative organization may be formed for the purpose of assisting the Board of Directors in fund-raising activities, concession stand operation, and other activities as suggested by the Board of Directors.

Article VII - Duties of Officers

Section 1 - The President shall preside at all meetings of the League and at all meetings of the Board of Directors, shall serve as the Chief Executive Officer of the League, shall be an ex-officio member of all standing and special committees, and shall perform such duties as are normally associated with the office of President.

Section 2 - The Vice Presidents of Baseball and Softball shall perform such duties as may be assigned by the President, shall otherwise assist the President in the performance of the President's duties, administer the activities of their respective groups, and shall preside at meetings in the absence of the President.

Section 3 - The Secretary shall have custody of the Constitution and By-Laws, and all other records of the League; shall keep an accurate record of the meetings and other activities of the League and of the Board of Directors; shall be responsible for all correspondence on behalf of the League, and shall 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, shall keep an accurate account of all funds received and disbursed for the

League, shall prepare the budget, shall submit a financial report at all regular meetings and at such other times as may be requested by the President, shall compile an annual report of League finances, shall provide the books of the League and such other documentation as requested to the Review Committee for the annual review, and shall transmit all financial records to any person elected to succeed him or her in that office.

Article VIII - Appointed Board of Directors

Section 1 - The Board of Directors shall interview and review the credentials and qualifications of all persons who apply for such positions in the League, and shall actively seek out a sufficient number of applicants to meet the needs of the League. Final selection of candidates proposed by the Board of Directors shall be subject to approval of the Board of Directors.

Section 2 - The Commissioners of Baseball shall perform such duties as may be assigned by the President and/or Vice President of Baseball, shall otherwise assist the Vice President of Baseball in the performance of the Vice President's duties and administer the activities of his/her respective leagues.

Section 3 - The Equipment Manager shall be charged with the responsibility of ordering and purchasing uniforms and playing equipment for the League; the distribution of equipment among the League teams; the collection, inventory and storage of equipment during the off-season; and preparation of such reports and suggestions as needed by the Board of Directors for budgetary action.

Section 4 - The Administrative Assistant shall perform such duties as may be assigned by the President, Vice President of Baseball, Vice President of Softball, Secretary or Treasurer, as pertaining to the general overall operation of the League.

Section 5 - The Safety Director shall establish safety policies and procedures that are known, understood and practiced by players and adult personnel; provide periodic inspection and maintenance of playing facilities and equipment; prepare for emergencies and training in first aid; investigate accidents, their causes and related factors, and process League insurance claims, as well as receive and distribute insurance payments to claimants or to claimant's parents.

Section 6 - The Field Maintenance and Development positions shall be charged with the general preparation, maintenance, development and improvement of all playing facilities owned, leased or used by the League, and shall make recommendations to the Board of Directors for suggested or needed expenditures in this area of operation.

Section 7 - Legal Counsel shall be responsible for reviewing all legal matters for the League, provide legal counsel to the Board of Directors and perform such other duties as appropriate and as requested by the President.

Section 8 - The Supervisor of Umpires shall be charged with obtaining suitable umpires for the League as directed by the Board of Directors, shall consider all complaints relative to umpires and make suitable recommendations to the Board of Directors.

Section 9 - The Publicity Committee shall be responsible for news media relations and the general publicizing of League activities and special events.

Section 10 - The General Managers, under general guidelines of the Vice Presidents and Commissioner of Baseball shall be responsible for: selecting Team Managers; assisting in coordinating special events and fund raisers; conducting player drafts; appointing League

representatives; controlling equipment for League (distribution and collection); controlling uniforms for League (distribution and collection); assigning fields for team practices; helping arrange player clinics; controlling utilization of the designated field assigned; performing League liaison functions for all teams; troubleshooting League problems; procuring player evaluations from each team manager upon completion of season; assisting in soliciting volunteers; submitting games scores for all teams to the designated contact (when required); assisting in rescheduling games called off due to rain, etc., as required; establishing open lines of communication between parents and League representatives; assisting team managers when requested; assisting in ordering League trophies; instructing team managers/coaches on League playing rules, safety, etc.; selecting managers/coaches for All-Star game and tournaments in accordance with League rules; observing as many games in Leagues as possible; arranging and participating in tryouts and/or selection of tournament teams; and helping with maintenance of League complex and fields as time permits.

Article IX - Special Committees

Section 1 - Special Committees may be appointed by the President and approved by the Board of Directors for such special purposes and with such authority as deemed necessary and shall serve for such time as the President determines. Committee duties and responsibilities are to be outlined at the time of appointment.

Article X - Amendments

Section 1 - These By-Laws may be amended by majority vote of the Members present at the annual meeting or a special meeting called for that purpose.

Article XI - Roberts Rules

Section 1 - The rules contained in the most current edition of "Roberts Rules of Order" shall govern League meetings and meetings of the Board of Directors and League Committees in all cases in which they are applicable and not inconsistent with these By-Laws and any special rules of order the League shall adopt to facilitate the governing process of such League meetings.

Article XII - Determination of Team Player Rosters

Section 1 - The method of selecting team player rosters shall be determined from time to time by the Board of Directors. Such method shall be based on an equal draft of talent concept (except T-Ball) and shall be set forth in written guidelines prepared by the Board and available to Members.

Article XIII - Trophies and/or Awards

Section 1 - Trophies and awards shall be selected and awarded as determined from time to time by the Board of Directors.

Section 2 - All team trophies received through tournament play after the regular season play will become the property of the McCandless Athletic Association and may be placed on display in a McCandless building. If possible, the McCandless Athletic Association will have the team names listed on the trophy.