

B Y L A W S
OF
TRI-CITY BASEBALL

P. O. Box 2721
Universal City, Texas 78148

A division of PONY BASEBALL, INC.
P.O. Box 225
Washington, PA 15301-0225

Article I- DEFINITIONS

Section 1 - The League

Tri-City Baseball is a sanctioned member of PONY Baseball, Inc. The League and its various age-group divisions as defined by PONY Baseball, Inc., will be comprised of teams whose players reside within boundaries established by PONY Baseball, Inc. These bylaws and rules cannot be changed except by a two-thirds vote of the Board of Directors and majority vote of the Membership as defined herein.

Section 2 – Membership

A member is to be defined as the parent, parents or legal guardians of a child registered in the League, managers and coaches of teams in the League, and the Board of Directors. Membership may be revoked or refused by a majority vote of the Board of Directors for any reason deemed detrimental to the League. Membership shall expire at the end of each calendar year except for the Board of Directors.

Article II- THE BOARD

Section 1 - Tri-City Baseball shall be administered by the Board of Directors.

Section 2 - The Board of Directors shall include the President, Vice President of Administration, Vice President of Operations, Secretary, Treasurer, Registrar, Uniform Director/Parent Auxiliary Chairperson, Equipment Manager/Field Director, Umpire Director, Concessions Director, and League Commissioner.

Section 3 - The Executive Board

The Executive Board shall be comprised of the President, Vice President of Administration, Vice President of Operations, Secretary, and Treasurer.

- a. The Executive Board shall address issues of a sensitive nature to the League as well as discipline actions of managers, coaches, players and other league officials; and shall report to the Board of Directors on any resulting action within 10 calendar days.

Section 4 - Board of Directors

Meetings:

- a. The President shall preside over regularly scheduled Board of Director Meetings to be held no less than once each month.
- b. Other meetings can be convened by any board member with 48-hour notice to all other Board members. However, a quorum must be present for a vote to be taken.
- c. A quorum shall consist of one more than half the members of the Board of Directors. Each Board member present or by proxy is entitled to one vote. In the case of a tie, the President's vote will be the tiebreaker.
- d. Any officer can be removed from the board with two-thirds majority vote of the board. Any officer having 3 unexcused absences from planned meetings or events could be subject to removal, with a two-thirds vote of the board.

Article III- MEETINGS AND VOTING

Section 1 - The membership of the League shall hold an annual meeting at such place and time and shall be determined by the Board of Directors prior to a new season beginning. Notice of time and place of such meeting shall be made known to the membership of the League during registration for a new season.

Section 2 - Special meetings of the League membership may be called by the President, or by majority vote of the Board of Directors, or upon written request of the secretary by not less than 15 members of the League. Notice of time and place of special meetings of the League membership shall be made known to the membership of the League not less than 5 days prior to the date of the meeting.

Section 3 - At each annual or special meeting of the League every eligible member present shall be entitled to vote. There shall be no proxy voting. The majority of those present and eligible to vote shall be required for election and questions brought to a vote.

Section 4 - The presence of not less than 10 members eligible to vote shall be required to constitute a quorum for the transaction of business of any special or annual meeting of the league.

Article IV- ELECTION OF OFFICERS

Section 1 - A Nominating Committee can be appointed by the President, consisting of members of the general membership as well as at least two members of the Board of Directors, to obtain and nominate officers for the following year.

Section 2 - The term of office for all officers shall be one year beginning August 1st.

Section 3 - All officers shall be eligible for reelection, unless they have been disciplined or suspended from the league.

Section 4 - In the event of the death, resignation, or inability of any officer to perform the duties of office, the Board of Directors shall be empowered to select a replacement for such office to serve until the following annual meeting; except in the case of the President, in which case the Vice President of Administration will become the President.

Section 5 - Election shall be done by ballots made available on the day of Closing Ceremonies; with vote tallies to be made following the ceremonies. Only members of the League, 18 years and older, may vote.

Section 6 - As a prerequisite to serving on the Executive Board, the Member must have held a position on the Board of Directors the preceding season, unless approved by a quorum of the Board.

Article V- PROCEDURES

Section 1 - 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 the League.

Section 2 - Petitioning the board. Any League Member may petition the Board of Directors by submitting a grievance/request, in writing, to a Tri-City Board member which must be signed and dated by the petitioner.

- a. Upon receipt of this grievance/request, the Executive Board will set in motion an investigation of the information presented.
- b. The Executive Board will present its findings, in writing, to the full Board of Directors within 10 calendar days.
- c. The Tri-City Board of Directors will then respond, in writing, the findings and determination to the petitioner.
- d. This process should be completed within **30** days from the receipt of the written grievance/request.

Section 3 - 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 4 - The President shall, upon evidence of misconduct of any player, notify the manager of the team of which the player is a member and parents or guardians 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 the League Player Agent, and at least three other members of the Board of Directors, for consideration of appropriate action. The player's parents or guardians shall be advised of and invited to attend such meeting.

Article VI - FINANCIAL POLICY

Section 1 - 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. All expenditures of more than \$100, which are not included in the approved annual budget, must be approved by a quorum vote of the Board of Directors.

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, except team sponsorships as approved by the Board of Directors.

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 audit of the books of the League.

Section 4 - All checks must be signed by two members of the Executive Board, one of which must be the Treasurer or President. Only one member of a family serving on the board simultaneously shall be authorized access to the banking account.

Article VII - DUTIES OF OFFICERS

Section 1 - **The President** shall preside at all meetings of the League membership 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 other duties as are normally associated with the office of President. The President may not serve as a Manager or umpire in the League while holding the position of President.

Section 2 - **The Vice President of Administration** shall perform such duties as may be assigned by the President; shall otherwise assist the President in the performance of the President's duties and shall preside at meetings in the absence of the President. The Vice President of Administration shall also update all League documents as necessary and forward such documents to the Secretary for filing.

Section 3 - **The Vice President of Operations** shall oversee the logistical operations for the League, primarily to acquire game and practice fields including scheduling of games, practices, and interlocking with other leagues with the Boards approval. The VP/Ops shall also oversee all phases of tournament activities during and after the regular season; and shall provide to the Board of Directors all pertinent information obtained from the PONY officials with reference to tournament schedules.

Section 4 - **The Secretary** shall have custody of the Constitution and Bylaws, 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 5 - **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 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 submit an annual tax return to the Internal Revenue Service to be mailed no later than 15 May of each year; shall mail a current, approved copy of the Constitution and By-Laws to the Internal Revenue Service after

the annual membership meeting; shall provide the books of the League and such other documentation as requested for the annual audit; shall provide the books of the League and such other documentation for an internal review when the position of Treasurer is changed. Persons to conduct the internal review shall be the President, Treasurer, and at least one other member of the board. The Treasurer shall transfer all financial records to any person elected to succeed him or her in that office. Regular duties of the Treasurer include: attend all regular and executive board meetings, submit the annual budget for approval at the annual General Membership meeting. Attend all registration sign-ups, attend and oversee gate operations at all Tri-City Baseball hosted tournaments, and manage the Tri-City Baseball post office box for correspondence.

Section 6 - The Registrar shall oversee and provide for the registration of players and collection of dues, registration forms and birth certificates for the operation of the League for players and their legal guardians. All funds collected must be transferred in a timely manner to the Treasurer for deposit in the League account. The Registrar shall maintain a waiting list of any player candidates who did not register by the deadline. The Registrar shall also prepare and distribute postcard mailings and flyers prior to the registration and provide required player documents during the post season.

Section 7 - The Equipment/Field Director shall be charged with the responsibility of ordering and purchasing equipment for the League; the distribution of player equipment among the League teams; the collection, and storage of equipment during the off season; and the preparation of such reports and suggestions as needed by the Board of Directors. The Equipment/Field Director shall oversee the field maintenance on all playing fields during the regular season and report any needed maintenance to the Parks and Recreation Department. All Coaches shall report any needed maintenance to the Equipment/Field Director.

Section 8 - The Uniform Manager shall be charged with the responsibility of ordering and purchasing uniforms for the League; the distribution of uniforms to the League managers; ordering parent and sponsor shirts and caps; and the preparation of such reports and suggestions as needed by the Board of Directors.

Section 9 - The Umpire Director shall obtain and supervise suitable umpires for the League as directed by the Board of Directors and shall consider all complaints relative to the umpires and make suitable recommendations to the Board of Directors. The Umpire Director shall also organize and supervise a scorekeeper's clinic at least one week before Opening Ceremonies.

Section 10 - The Parents Auxiliary Chairperson shall organize and supervise (to include ordering and distributing) fundraising and parent activities; shall in cooperation with the Treasurer, collect fundraising monies on behalf of the League; and shall serve as the team parent coordinator.

Section 11 - The League Commissioner shall oversee operations of all divisions according to the guidelines provided by the Board of Directors, shall report to the managers in each division any inclement weather conditions; and shall organize and supervise the team managers. The Commissioner is responsible for coordinating and monitoring practice schedules for the league. Shall supervise the annual registration of player candidates, tryout sessions and distribution of players among League teams and shall maintain any listing of eligible players not assigned to

teams who may be available as replacement players. The Commissioner shall also serve as the Player's representative and a liaison between the players and the Board of Directors.

Section 12 - The Concessions Director shall oversee the business relative to the concession stand according to the Concession Operation and Guidelines provided by the Board of Directors. Any changes and/or purchases outside of the budget will be made with the approval of the Board of Directors. Monies will be reported and turned over to the Treasurer on a weekly basis throughout the regular and post-season.

Article VIII – STANDING AND/OR SPECIAL COMMITTEES

Section 1 - Standing and/or Special Committees may be appointed by the President for such special purposes as deemed necessary. Committee duties and responsibilities are to be outlined at the time of the appointment and such committees shall be dissolved at the annual meeting following appointment, but may be reappointed at any time following the annual meeting.

Article IX – 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 Bylaws and any special rules of order the League shall adopt.

Article X – AMENDMENTS

Section 1 - These bylaws may be amended by majority vote of the League membership at the annual meeting or a special meeting called for that purpose provided notification for special meetings is provided to the membership not less than 5 days prior to the date of the meeting.