

BYLAWS
PAXTONIA ATHLETIC ASSOCIATION
Effective November 7, 2016

ARTICLE I – NAME

Section 1 - This organization shall be known as the Paxtonia Athletic Association and will be hereinafter referred to as the “Association” or “PAA”.

ARTICLE II – OBJECTIVE

Section 1 - The purpose shall be to organize, promote, administer and operate a baseball and softball program for youth intended for the mutual improvement of athletic skill, sportsmanship, honesty, courage, respect for authority, and good character through honest competition and fair play. The welfare of the youths themselves will be the main consideration in the formation of all policies, rules, regulations or decisions.

Section 2 - The objective will be achieved by providing supervised, skill building activities. All Director, Officers, coaches and members shall bear in mind that the attainment of athletic skill and/or the winning of games is secondary to the encouragement of growth among young people.

Section 3 - The organization shall operate exclusively as a non-profit educational organization providing a supervised program of competitive baseball and softball for youths. No part of the net earnings shall inure to the benefit of any member or private individual.

ARTICLE III – GOVERNMENT

Section 1 - The government of the Association shall be under the supervision of the Board of Directors hereinafter referred to as the “Board”.

Section 2 - The Board shall consist of an Executive Committee and elected Directors, as named in Article X with each Director’s term of office being two years (as detailed in Article IV, Section 3). The Board will be responsible for the property and affairs of the Association and the development of policy and operational planning.

Section 3 - The Executive Committee of the Association shall consist of the offices of the President, Vice-President, Vice-President of Baseball, Vice-President of Softball, Secretary, and Treasurer.

Section 4 - The President shall preside as the chairman at meetings and is empowered to vote only in the case of a tie.

Section 5 - The number of Board positions so fixed at the 2nd half General Membership meeting may be increased at any General Membership Meeting or Special General Membership

Meeting of the general members. If the number is increased, the additional Directors may be elected at the meeting which the increase is approved, or at any subsequent General Membership meeting. All elections of Directors shall be by majority vote of the general members present with active voting privileges (see Article VII, Section 6).

Section 6 - If any Board Member fails to attend two (2) consecutive meetings of the Board his voting privileges will be suspended until he attends his second consecutive meeting. If any Board Member fails to attend a total of four (4) meetings of the Board in any year, without reasonable excuse as defined by the Board for such nonattendance, he may be removed from office upon a majority vote of the Board.

Section 7 - Any Board Member may be removed from office upon just and reasonable cause as determined at a meeting of the Board by a two-thirds vote of the Board after giving all interested parties the opportunity to be heard.

Section 8 - Any Board vacancy that may occur as the result of resignation or removal of any officer shall be filled as expeditiously as possible. The President or Vice-President only if the President's office is vacant, shall take nominations from the remaining Board Members and shall cause those names placed in nomination to be voted upon, by secret ballot, with the recipient of the largest number of votes declared the winner. In order for a named to be placed in nomination for such a vacancy it is necessary that the nominated person be present at the time of nomination, or that the person doing the nominating be in possession of a signed written statement from the person being nominated that they would serve if elected.

ARTICLE IV – ELECTION OF OFFICERS & DIRECTORS

Section 1 - A Nomination Committee shall be established by the Board at the one of the General Membership Meetings. The committee shall consist of three (3) Board Members (not up for reelection at the 2nd half general membership meeting) and at least 3 other general members willing to serve (who will also not be eligible for nomination), see Article XI, Section 1(c). This Committee will nominate candidates for each office that will be open at the 2nd half General Membership Meeting. Additional candidates for each office may be nominated from the floor during a duly constituted meeting and their names placed on the ballot. The candidates with the highest number of votes cast will be the elected officers for the term.

Section 2 - The Officers and Directors to be elected are as stated in Article X.

Section 3 - Election of Officers and Directors will be by secret ballot at the 2nd half General Membership Meeting by the membership of the Association. The President, Secretary, Vice-President of Baseball, Buildings and Grounds Director, Fund Raising Director, Co-Fund Raising Coordinator and Baseball Coordinator will be elected during the odd years. The Vice-President, Vice-President of Softball, Treasurer, Umpire Director/Field Scheduler, Softball Coordinator, Concession Stand Coordinator and Concession Stand Scheduler will be elected during the even years.

Section 4 - Newly elected Officers and Directors will be seated upon election.

ARTICLE V – MEMBERSHIP

Section 1 - A family or individual membership will be established February 1st upon payment of a registration fee (see Article XIII, Section 4) and continue until January 31st of the following year.

Section 2 - As baseball/softball activities require numerous hours of effort to prepare for safe competition and to raise the required financial support, each member family shall be required to volunteer a minimum of eight (8) hours per membership year. Each hour less than the minimum of eight (8) hours volunteer time will be assessed as an additional \$ 15 surcharge to the family's registration fee for the next season (see Article XIII, Section 4). Time will be credited hour for hour work provided in the concession stand, field work, fund raising activities and other support activities, but not for coaching hours. Head coaches will be credited with a maximum of eight (8) hours and assistant coaches with a maximum of four (4) hours and their family will be required to provide additional volunteer hours to the Association.

Section 3 - One adult per family who has a child playing in the Paxtonia Athletic Association or anyone serving on the Board of Directors is considered a member for the purpose of voting on the election of officers as outlined in Article IV and all matters as outlined elsewhere in the Bylaws.

Section 4 - Any adult may serve on the Board of Directors, whether or not they have a child playing in the Paxtonia Athletic Association.

Section 5 - Membership may be terminated by a written resignation of the member or by the following action of the Association:

- (a) The Board of Directors, by a two-thirds vote of those present at a duly constituted Board meeting, shall have the authority to discipline, suspend or terminate a player or member, when the conduct of such person is considered to be detrimental to the best interest of the Association and its objectives (see Article II).
- (b) The Board, by a majority vote, may ratify a Disciplinary Committee action to discipline, suspend, or terminate a player or member in response to a PAA code of Conduct abuse (see Article VI, Section 5); or the President's recommendation resulting from the Association's Dissatisfaction & Dispute Resolution Process (see Article VI, Section 6).
- (c) The Membership, by two-thirds vote of those present at a duly constituted membership meeting, shall have the authority to discipline, suspend, or terminate a member, when the conduct of such person is considered by the membership to be detrimental to the best interest of the Association.
- (d) The player or regular member involved shall be notified of such a meeting by the President, or Vice-President in event of absence of the President, informed of the general nature of the charges and advised that he will be given an opportunity to appear at the meeting (board and/or membership) and answer such charges. If a player is charged, he may select an adult of his choosing to appear with him in the capacity of an advisor at the meeting.

- (e) Termination shall be in forced for the remainder of the membership year (see Section 1). Any terminated member may appeal to the Board for reinstatement for the next membership year. Reinstatement can be approved by a majority vote of the Board.

ARTICLE VI – CODE OF CONDUCT & DISPUTE RESOLUTION POLICY

Section 1 - To assure that all Association member participants, coaches, parents and spectators conduct themselves in an appropriate manner at all sporting events in which the Association takes part or sponsors and to establish consistent disciplinary procedures to deal with serious violations.

Section 2 - This policy sets forth the Association's guidelines for appropriate conduct of all members, players, coaches, parents and spectators.

Section 3 - The following establishes the responsibility of the various groups of participants. Any violation may constitute reasonable cause for removal or disciplinary action:

(a) Coaches:

- Place the emotional and physical well-being of the child ahead of the desire to win.
- Support a drug, alcohol and tobacco-free sports environment and refrain from their use in the immediate area of play at all youth sports events.
- Provide a safe playing environment for all players.
- Lead, by example, in demonstrating fair play and good sportsmanship.
- Learn the rules of the sport coached and insure that players are familiar with them as well.
- Remember that the position is one of youth coach and that the game is for children, not for adults.
- Organize practices that are fun as well as instructive and challenging for all players.
- Treat each player with respect and as an individual, remembering the large spread of emotional and physical development in the age group being coached.
- Umpires shall be respected and supported by the coach. The coach is responsible for the conduct of his players and spectators and the public criticism of officials by any of these individuals will not be tolerated.
- Attempt to give each child as much playing time as possible and refrain from favoritism.
- Be courteous to parents and give them as much information as practical about schedules, etc.
- Refrain from use of abusive or offensive language or behavior.
- Inappropriate physical contact is absolutely forbidden.

(b) Players

- Attend practices and games. If you cannot attend, notify the coach in advance. Note – any player missing more than three (3) games during the playing season, without a reasonable excuse as determined by the Board, will not receive a pre-registration packet for the following year (see Article XIII, Section 4).

- Pay attention to coaches and be courteous of other players at practices and games.
- Respect Umpires and refrain from public criticism of them.
- Respect opponents and conduct yourself in a sportsmanlike manner at all times.
- Respect the uniforms and equipment provided by the Association and the personal property of others.
- Respect the facilities provide and obey all rules governing their use.
- Refrain from use of abusive or offensive language or behavior.
- Play aggressively, but fairly and obey the rules of the sport at all times.

(c) Parents

- Encourage good sportsmanship by demonstrating positive support for all players, coaches and officials at every game, practice or other youth sport event.
- Place the emotional and physical well-being of the child above the parent's desire to win.
- Promise to help the child enjoy the youth sports experience by assisting with coaching, being a respectful fan, providing transportation or whatever the parent is capable of doing.

Section 4 - Abuses of Conduct are defined as, but not limited to, the following:

- Excessive unsportsmanlike conduct by a Member, Participant, Coach, or Spectator.
- Damaging property or possessions of another participant, youth association, Community or spectator.
- Verbal abuse, profane or vulgar language, gestures of bad taste, harassment and/or physical assault of another team member, coach, parent or spectator.
- Attempting to harm or slander another PAA member through incorrect accusations, malicious rumors or other irresponsible actions by any Association coach, player or parent.
- Smoking within the confines of the playing area or use of alcoholic beverages anywhere in or about a playing field.

Section 5 - Whenever an abuse of the PAA Code of Conduct has been observed or experienced, the following procedure should be implemented:

- (a) A written report identifying the date, time, location, event, activity, abuses and names of the abusing parties belonging to the Association should be prepared and submitted to the appropriate division level director, (Vice-President of Baseball or Vice-President of Softball) or any other elected director of the Association within seven (7) days of the event. This report can be made by anyone who witnessed or was involved in the incident. As many witnesses as possible should sign the report.
- (b) The division level director, (Vice-President of Baseball, Vice-President of Softball) or other elected director, independently or as a group of directors, of the Association will do the following:
 - Review the written report.

- Interview any or all of the witnesses as desired or deemed necessary.
 - Interview the accused abuser as desired or deemed necessary.
- (c) The Interviewer(s) will prepare a written report of the incident within seven (7) days, including the relevant highlights of the interviews of witnesses and the accused and submit the report to a **Disciplinary Committee**, consisting of the appropriate division level director, (Vice-President of Baseball or Vice-President of Softball) President, and Vice-President.
- (d) Possible disciplinary actions include the following:
- A formal letter expressing the Association's dissatisfaction with the abuse will be sent to the abuser, placing him/her on probation from all Association activities for a time period as determined by the Disciplinary Committee.
 - Suspension or termination from future participation, coaching or assistant coaching or spectating in the particular sport during which the abuse occurred. The length of suspension can vary from a single game to longer periods, depending upon the severity of the offense and will be determined by the Disciplinary Committee.
 - Expulsion from present and future PAA membership and participation in any Association related baseball or softball activity.
- (e) If the affected party is dissatisfied with the Disciplinary Committee's action, they can make an appeal to the Board within 14 days of notification. The Board shall review the facts and issue their majority decision on the matter. If necessary, a special meeting can be held to discuss the conflict. The decision of the Board is final.
- (f) In order to re-enter the Association, Team, Roster and/or to watch the games, the party in question may appeal to the Board for reinstatement for the next membership year (see Article V, Section 1). The expulsion can then be lifted by a majority vote of the Board. If after review of all the facts the Board grants approval to reinstate a player, it shall designate whether or not the player is deemed to be returning to his previous team or will be reentered into the general draft pool.

Section 6 - The Association's **Dissatisfaction & Dispute Resolution Process** will be applied as follows:

- (a) In the event that a dispute arises or general dissatisfaction develops between any of the coaching staff and/or the parents/legal guardians/grandparents and/or team members, every effort to resolve the conflict should be made between the affected parties.
- (b) If the affected parties cannot resolve the conflict, the next step is to complete a Dissatisfaction/Dispute Form. The Form can be obtained from the concession stand and/or from our Internet website. The completed form should be submitted to the President of the Association as soon as possible but no later than seven (7) days after the incident.
- (c) Within seven (7) days of receipt of said Form, the President shall confer with the affected parties in an attempt to resolve the conflict.

- (d) If the verbal attempts at resolution are unsuccessful, the President shall issue a written recommendation to the affected parties within seven (7) days.
- (e) Any recommendation by the President that is not appealed shall be immediately adhered to.
- (f) If either/any of the affected parties are dissatisfied with the Presidents recommendation, they can make an appeal to the Board within fourteen (14) days. The Board shall review the facts and issue their majority decision on the matter. If necessary, a special meeting can be held to discuss the conflict. The decision of the Board is final.
- (g) If the President's un-appealed recommendation and/or the Board's decision is not adhered to by either party, the affected person(s) shall be expelled from the Association, Team, Roster and/or to watch the games, the party in question may appeal to the Board for reinstatement for the next membership year (see Article V, Section 1). The expulsion can then be lifted by a majority vote of the Board.

ARTICLE VII – GENERAL MEMBERSHIP MEETINGS

Section 1 - A General Membership Meeting is any meeting of the membership of the Association (including Special General Membership Meetings, see Section 2). A minimum of two per year is required; one in the 1st half and one in the 2nd half of the membership year (February 1st to January 31st – See Article V, Section 1).

Section 2 - A Special General Membership Meeting may be called by the President or upon written request of three members and majority approval of the Board. The meeting shall be on a specific subject or subjects. No other business but the specific subjects will be discussed at this meeting.

Section 3 - The Association Secretary shall maintain a mailing list of all members and notify each one in advance of all General Membership meetings. This notice shall be delivered personally, electronically or by mail to each member at the last recorded address at least 14 days in advance of the meeting, setting forth the place, time and purpose of the meeting. In lieu of the above methods, notice may be given in such form as may be authorized by Membership vote, from time to time, at a General Membership Meeting.

Section 4 - At any General Membership Meeting, the presence of 20 members (including directors) shall constitute a quorum. If a quorum is not present, no business may be conducted.

Section 5 - Robert's Rules of Order shall govern the proceedings of all meetings, except where it conflicts with the Bylaws of the Association.

Section 6 - Meeting attendance determines a member's eligibility to vote on Association business. Eligibility procedures are as follows:

- (a) Members may vote when membership is established per Article V.
- (b) A member who misses two consecutive general membership meetings loses voting privileges for the first meeting that they attend (ie to re-establish voting privileges, the

member must attend one meeting to be eligible to vote at the next regularly scheduled Association meeting).

Section 7 - The Secretary will keep track of all attendance at all general membership meetings (both semi-annual and special) by having a sign up sheet posted or by recording attendance. Said sign up sheet or such recording shall be recognized as the official attendance and shall be attested by a second Board member. Such attendance is to be noted in the minutes of these meetings.

ARTICLE VIII – BOARD OF DIRECTOR MEETINGS

Section 1 - All meetings of the Board of Directors will be called by the President, or the majority of the Board

Section 2 - It will be the duty of the Secretary to notify all the Board members of the meeting.

Section 3 - The presence of at least 7 members constitutes a quorum.

Section 4 - Robert's Rules of Orders shall govern the proceedings of all meetings, except where it conflicts with the Bylaws of the Association.

Section 5 - Meeting attendance determines a director's eligibility to vote on Association business. Eligibility procedures are as follows:

- (a) Directors may vote once they are seated according to Article IV, Section 4.
- (b) A Director who misses two consecutive Board meetings loses voting privileges for the 1st meeting that they attend, (ie to re-establish the voting privilege, the director must attend one general membership or board meeting to be eligible to vote at the next Board meeting).

Section 6 - The Secretary will keep track of all attendance at all meetings, both Board and executive committee meetings. Such record shall be the official attendance and will be noted in the minutes of these meetings.

ARTICLE IX – ORDER OF BUSINESS

Section 1 - The order of business (or agenda) for all meetings will be: determined by the President. Generally the agenda should consist of the following:

- (a) Reading of minutes of previous meeting
- (b) Treasurer's report
- (c) Committee's report
- (d) Old business
- (e) Communications
- (f) New Business
- (g) Election and installations of officers, when required
- (h) Remarks for the good of the Association
- (i) Adjournment

Section 2 - The order of business at any meeting may be changed by a majority vote of the membership or directors, as appropriate, present.

ARTICLE X – DUTIES OF OFFICERS, DIRECTORS & COORDINATORS

Section 1 - **President** – It shall be the duty of the President to serve as the head of the entire program and to exercise direction and control over all activities; to set meeting agendas; to preside at all meetings; to appoint the chairman of the various committees (except those designated by Article XI); to execute contracts, checks and other writings on behalf of the Association; to receive the reports of the committees; to enforce the Bylaws, playing rules and player selection rules; to assure that the Secretary gives proper notice of all meetings (see Article VII, Section 3 & Article VIII, Section 2); to appoint both baseball and softball principle voting members of all affiliated leagues; to approve all equipment purchases in conjunction with the Vice-President, Vice-President of Baseball and Vice-President of Softball, as appropriate; and to have general powers of supervision and management of the affairs and activities of this Association.

Section 2 - **Vice-President** – It shall be the duty of the Vice-President to serve as liaison officer and carry out definite assignments of the President; to assume the duties of the President in his absence; to in the absence of the President execute contracts, checks and other writings on behalf of the Association; to be an ex-officio member on all committees; to chair the Bylaws, Policy & Rules and Registration Committees (see Article XI, Section 1); to advise the President on Association By-law enforcement, to approve all equipment purchases in conjunction with the President, Vice-President of Baseball and Vice-President of Softball, as appropriate; to ensure that coaches and player evaluations are completed in a timely manner; and to carry out duties assigned by the President.

Section 3 - **Vice-President of Baseball** – It shall be the duty of the Vice-President of Baseball to attend all affiliated baseball league meetings; to acquire, repair or replace baseball equipment with the advise and assistance of the Baseball Coordinator (note- all purchases of equipment must be approved by both the President and Vice-President of the association); to coordinate field scheduling with the VP of Softball and the Umpire Director/Field Scheduler for games and practice time with the assistance of the Baseball Coordinator, and all head coaches; to recruit applications of qualified coaches; to maintain contact with all head coaches, and the Baseball Coordinator; to assist with registration; receive and review applications for player candidates and assist the Secretary in verifying residence and age eligibility; prepare the player list (eligible players by age group and playing division) prior to team selections; to certify that tryouts, player drafts, and all other player transactions or selections are conducted in accordance with PAA bylaws and/or governing league or association as appropriate; to record all player transactions and maintain an accurate and up-to-date record thereof (including copies of birth certificates); to prepare all team rosters and related eligibility documentation for the President or other appropriate director or head coach's signature and submit or assure submission, to the appropriate leagues, associations, or tournament committees/directors; and to notify or assure notification of any subsequent player replacements or changes occurred are provided to

appropriate leagues, associations, or tournament committees/directors and to carry out other duties as assigned by the President.

Section 4 - Vice-President of Softball – It shall be the duty of the Vice-President of Softball to attend all ESFPL meetings for all levels; to acquire repair or replace softball equipment with the advise and assistance of the Softball Coordinator (note- all purchases of equipment must be approved by both the President and Vice-President of the association); to coordinate field scheduling with the VP of Baseball and the Umpire Director/Field Scheduler for games and practice time with the assistance of the Softball Coordinator, and the Teener and Midget head coaches; to recruit applications of qualified coaches; to maintain contact with Teener and Midget Division coaches, Softball Coordinator; to assist with player registration; and to carry out other duties as assigned by the President.

Section 5 - Secretary – It shall be the duty of the Secretary to attend all meetings (Board and general membership); to keep a record thereof the minutes and attendance; to record all votes; to keep a register of members with the name, address, telephone, and email addresses; to conduct all Association correspondence; to provide proper notice of all general membership and Board meetings (see Article VII, Section 3 & Article VIII, Section 2); to certify prior to roster submission to the affiliated leagues or for the Association’s annual booklet that clear background checks and child abuse clearances have been received from an authorized law enforcement agency for all coaches; to maintain all records and books of the Association, specifically including a current version of the Bylaws and all policies and procedures, with the exception of the financial records which are maintained by the Treasurer; and to carry out other duties as assigned by the President.

Section 6 - Treasurer – It shall be the duty of the Treasurer to have charge of all the Association funds; to collect all amounts due and deposit them in the Bank named by the Association; to make disbursement of funds by check, countersigned by the President in excess of \$250.00; to keep accurate books of account; to record all cash receipts and disbursements with books to be closed annually as of the meeting in the second half of the membership year; and to carry out other duties as assigned by the President.

Section 7- Concession Stand Coordinator – It shall be the duty of the Concession Stand Coordinator to handle all efforts related to operation of the Association’s concession stand. This will include, but not be limited to: acquisition of appropriate supplies; acquisition of and maintenance of equipment, maintaining the concession stand in accordance with all health laws and regulations, menu selection (pricing to be approved by the Board), to accurately record cash receipts and disbursements, and to carry out other duties as assigned by the Treasurer or President.

(a) **Concession Stand Scheduler** – It shall be the duty of Concession Stand Scheduler to assist the Concession Stand Coordinator with all efforts related to operation of the Association’s concession stand. This will include, but not be limited to: maintaining the concession stand in accordance with all health laws and regulations, menu selection (pricing to be approved by the Board), scheduling of volunteer hours, to collect monies, to accurately record cash

receipts and disbursements, and to carry out other duties as assigned by the Concession Stand Coordinator or President.

Section 8 - **Buildings & Grounds Director** – It shall be the duty of the Buildings & Grounds Director to organize field and work days; maintain fields and grounds; and to carry out other duties as assigned by the President.

Section 9 - **Umpire Director/Field Scheduler** – It shall be the duty of the Umpire Director to recruit and train a pool of umpires; to supply umpires for all assigned games; to maintain the Association’s master schedule of field assignments for games and practices, and to carry out other duties as assigned by the President.

Section 10 - **Fund Raising Director** – It shall be the duty of the Fund Raising Director to organize all fund raising activities for the Association; to arrange for, and to oversee, the Association’s annual booklet production; and to carry out other duties as assigned by the President.

(a) **Co-Fund Raising Coordinator** – It shall be the duty of the Co-Fund Raising Coordinator to arrange for and oversee the opening day chicken barbeque, and annual lottery raffle including ticket assignment, collections, and prize payouts; and to carry out other duties as assigned by the Fund Raising Director or President.

Section 11 - **Softball Coordinator** - It shall be the duty of the Softball Coordinator to recruit coaching applicants; maintain contact with all major and minor softball head coaches; attend all ESFPL meetings with the Vice-President of Softball or attend in his absence; to contact the Vice-President of Softball regarding any equipment that needs to be repaired or replaced; to maintain a register of coaches for which clear background checks and child abuse clearances have been received from an authorized law enforcement agency and the date which they were received and to perform such other duties as assigned by the President or Vice-President of Softball.

Section 12- **Baseball Coordinator** - It shall be the duty of the Baseball Coordinator to recruit coaching applicants; maintain contact with all baseball head coaches; to contact the Vice-President of Baseball regarding any equipment that needs to be repaired or replaced; to assist at and ensure that tryouts, player drafts, and all other player transactions or selections are conducted in accordance with PAA bylaws and/or governing league or association as appropriate; to maintain a register of coaches for which clear background checks and child abuse clearances have been received from an authorized law enforcement agency and the date which they were received; and to perform such other duties as assigned by the President or Vice-President of Baseball.

ARTICLE XI – COMMITTEES OF THE BOARD

Section 1 - The following are Committees of the Board:

- (a) Bylaws, Rules and Policies Committee – This committee will be chaired by the Vice-President of the Association, the committee will be responsible for the submitting proposed Bylaw revisions to the general membership and to suggest Associations rule and policy changes to the Board.
- (b) Nomination Committee – The Board shall establish a Nomination Committee at the first half General Membership Meeting consisting of three (3) Directors (not up for election at the 2nd half membership meeting) and at least three (3) other general members willing to serve (who will also not be eligible for nomination). The Nominating Committee shall investigate and consider eligible candidates and submit at the 2nd half General Membership meeting a slate of candidates for the director positions up for election for that year.
- (c) Audit Committee – Once each year, the President shall select a group of not less than two (2) from the membership of the Association to perform an annual audit of the prior year’s financial activities. This audit shall be performed after the second half general membership meeting of the year to be audited and prior to the first half general membership meeting of the following year.
- (d) Registration Committee – The Registration Committee will be chaired by the Association Vice-President and consist of the Vice-President of Baseball; Vice-President of Softball; Secretary; Baseball Coordinator; Softball Coordinator; and any other general membership or Board member volunteers. This committee will be responsible for publicity of the registration dates, design and issuance of the pre-registration form and cover letter, and organizing coverage for the open registration dates.
- (e) Other committees that are formed from time to time by the President.

Section 2 - Except for the Bylaws, Rules and Policies Committee, Nomination Committee, and Registration Committee rules as detailed in Section 1 (a, c and f) above, all other committees will have the chairperson appointed by the President and all other members will be appointed by the chairperson.

Section 3 - The chairperson of each active committee will report any and all progress of their committee to the Association at each meeting of the Board and/or General Membership.

ARTICLE XII – AFFILIATION

Section 1 - The association may affiliate with any area, state or nationwide amateur baseball or softball program or league that the Board approves, and will be governed by its formatted program. Accordingly, in the event there is a conflict between a PAA bylaw and a governing program or league’s rules and regulations, the governing program or league’s rules and regulations shall take precedence.

ARTICLE XIII – ELIGIBILITY & REGISTRATION

Section 1 **Baseball** - All players from the ages of five (5) to twelve (12) years old, providing they have not reached their thirteenth (13th) birthday before and including 30th of April, are eligible for the **baseball program**. Depending on the player's 'league age', which is determined by the player's age as of April 30th of the season in question, they will be eligible to participate in the following divisions. However, the final determination of playing division is at the discretion of the Board:

- (a) **T-Ball** will be for players of the league ages five (5) to seven (7) years old.
- (b) **Rookie/Pony Division** will be for players of league ages seven (7) to eight (8) years old. (League age seven-year-old players will be able to play in the T-Ball or Rookie/Pony division depending on their prior playing experience/ability. The final decision will rest with the Vice President of Baseball and shall be made reflecting a balancing of the desires of the parent(s) or guardian(s) and the association's player needs in each division)
- (c) **Minor Division** will be for players of league ages nine (9) to twelve (12) years old, and at the discretion of the Vice President of Baseball with approval of the Board eight (8) year old players as deemed necessary and/or appropriate. Playing level classifications will be determined by the tryouts, player evaluations, or combination thereof as determined by the Vice-President of Baseball with approval of the Board.
- (d) **Major Division**– will be primarily for the players of the league ages eleven (11) and twelve (12) years old, and at the discretion of the Vice-President of Baseball with approval of the Board, ten (10) year old players as deemed necessary and/or appropriate. Players for Major teams will be determined by the Major Team Selection Committee as described in Article XIV Section 5. Major team selection will be determined by tryouts, player evaluations, or a combination thereof as determined by the Vice-President of Baseball with approval of the Board.

Section 2 **Softball**- All players from the ages of five (5) to sixteen (16) years old, providing they have not reached their seventeenth (17th) birthday before and including the 31st of December are eligible for the softball program. Depending on the players 'league age', which is determined by the players age as of January 1st of the season in question, they will be eligible to participate in the following divisions. However, the final determination of playing division is within the recommendation of the coaches and the discretion of the Board:

- (a) **6U T-Softball** - will be for players of league ages five (5) to six (6) years old. Seven (7) year olds can play if it is their first year.
- (b) **8U Softball** will be for players of league ages seven (7) to eight (8) years old. (League age seven-year-old players will be encouraged to play in the 6U (T-softball) or 8U divisions depending on their prior year playing ability, with first year players encouraged to participate in T-Softball. The final decision will rest with the Board and shall be made reflecting a balancing of the parent(s) or guardian(s) desires and the association's player needs in each division.)

- (c) **10U Softball** will be for players of league ages nine (9) to ten (10) years old. (Players of league ages nine (9) and ten (10) years old will be encouraged to play in the 8U or 10U divisions depending on their prior year playing ability, with first year players encouraged to participate in the Minor Division. The final decision will rest with the Board and shall be made reflecting a balancing of the desires of the parent(s) or guardian(s) and the association's player needs in each division).
- (d) **12U Softball** will be primarily for players of league ages of eleven (11) and twelve (12) years old, and at the discretion of the Board ten (10) year old players as deemed necessary and/or appropriate.
- (e) **14U Softball** will be primarily for players of league ages of fifteen (15) and fourteen (14) years old, and at the discretion of the Board twelve (12) year old players as deemed necessary and/or appropriate.
- (f) **18U Softball** will be primarily for all players of league ages of fourteen (14) to eighteen (18) years old, and at the discretion of the Board thirteen (13) year old players as deemed necessary and/or appropriate.

Section 3 - By approval of the Board of Directors and the parents of the particular player, said player may be moved into the next higher or lower playing division. This section is waived if it is in conflict with the governing rules of any league or association that this Association may join.

Section 4 - The parent or guardian of all would-be participants, prior to and as a condition of their child's participation, must complete and execute, in a timely manner, except as otherwise provided in Section 5 below, a registration form and pay the registration fee, unless the fee is waived by the Board. The annual registration fee shall be established by a majority vote of the Board, and shall include and surcharge fees to the participant's family for lack of sufficient prior membership year volunteer hours, as contained in Article V, Section 1, as a surcharge to the annual registration fee.

Section 5 - Any returning player who fails to register before the end date of pre-registration, which is established by the Board, must register at open registration. Note: any player missing more than three (3) games during the prior playing season, without a reasonable excuse as determined by the Board, will not receive a pre-registration packet and may be removed from the team roster. The number of teams, by playing division, will be established prior to open registration. If said amount of teams is full a waiting list will be started. If the waiting list is large enough to establish another team, another team may be established, at the discretion of the Board.

If there is a waiting list of Midget or Teener division softball players that can not be accommodated; the Board shall have discretion to determine the participants for the PAA sponsored team(s) by selecting players on the basis of a try-out, player evaluation, or combination thereof. Any player(s) not selected to play on a PAA sponsored team, as a result of this selection process, will have their registration fee refunded and be provided waivers by PAA permitting them to play softball for any other sponsoring organization.

Section 6 - Participation of waiting late registrants, initially entered onto a waiting list, shall be permitted if:

- (a) Pre-Team Selections – The appropriate division director certifies to the Board that participation of some waiting list registrants will not affect the number of Association teams. Such registrants shall be eligible to participate, unless the Board rejects the coordinator’s certification.
- (b) Post-Team Selections – As team roster vacancies occur the vacancies shall be filled as set forth in Article XIV – Player Selection and the ultimate team’s vacancy (following selection order as applicable) may be filled from the appropriate waiting list.
- (c) If extraordinary circumstances exist, which in the discretion of the Board justify a party’s failure to timely register; the Board may by majority vote approve participation.

ARTICLE XIV – PLAYER SELECTION

Section 1 - A properly executed registration must be received, per Article XIII, Section 4, in order for a player to be eligible for the draft. Any players, for whom registrations are received after the cutoff date (including returning players) will be added to the waiting list for possible activation by the appropriate Director, see Article XIII.

Section 2 - Teams for baseball shall consist of no more than fourteen (14) nor less than ten (10) players. Teams for softball shall consist of no more than fifteen (15) nor less than ten (10) players. The exact roster size for each division is determined annually by the Board prior to the player draft; and is a function of the governing league or association’s rules, returning players, new registrants, and coaches’ preferences. Team sizes outside the stated maximum and minimum parameters must be specifically approved by a two-thirds majority decision of Board members, and is only applicable for the specific season in question.

Section 3 - When more than one (1) team will exist at a division playing level, the selection of players to fill team rosters will be made at a player draft meeting (as detailed in Section 4). This player draft will be held after tryouts, player evaluations, and coaches’ evaluations, are completed as deemed appropriate for that division, see Section 5 for special Major-team(s) selection procedures. The Board will set the tryout and/or evaluations date(s), and place(s). Evaluators approved by the Board will be used to evaluate players. The President, or other Board members of his designation if the President is a Head Coach in that division or unavailable, shall preside at and supervise (Draft Supervisor) the player draft meeting. The player draft as detailed in Section 4 shall be governed by the following principles:

- (a) The Secretary will supply a list of returning players by team and each eligible registered player to each head coach at least one week prior to the draft. This list must include at least the name and playing age of each player, and the prior year’s team assignment.
- (b) Whenever possible, players from the same family should be drafted by the same team. These automatic draft selections shall be handled as outlined in part (d) below.

- (c) If any team has more than seven players in any age group, that team will be prohibited from drafting additional players of that age, unless players of a different age are unavailable. For example, a team with seven 10-year-olds would be prohibited from drafting another 10-year-old unless no other players were available.
- (d) If a Head Coach has a child who is not on any other roster and they desire to draft this player, this intention must be made known prior to the draft. At this point, the Draft Supervisor (with input from the coaches) will determine in which round the player becomes an automatic selection based on the player's rating.
- (e) If a Head Coach has a child(ren) who is on another team's roster and he/she desires to draft this player(s), this intention must be made known prior to the draft. As in part (d), the Draft Supervisor will determine in which round the player(s) becomes an automatic selection(s), by reviewing the player(s) evaluations and polling the coaches. Additionally, an adjustment to the rounds in which each team will select players must be made to recognize the change in roster sizes.
 - i. A transfer of this nature may only occur at the draft meeting – never during the regular season.
 - ii. If more than one child is involved and/or more than one other team, each transfer shall be handled as outlined above.
- (f) Head Coaches will be permitted to designate one assistant coach prior to the draft, and if this assistant coach had a child(ren) eligible for the draft or on another team's roster may have this player(s) declared an automatic selection(s). This intention must be made known prior to the draft, and will be handled as outlined in parts (d) and (e) as applicable.
- (g) If a player desires to re-enter the draft after playing for one of the teams in the previous season, the player's parents must petition the Board before conclusion of the registration period. The letter sent to the Board must detail the reasons for the re-entry request. The Head Coach of the affected team must be informed of the petition by the Board. The Head Coach and/or parents may address the Board before the final decision on the draft status of the player is reached. If the player is placed back into the draft pool, an appropriate adjustment to the rounds in which each team will select players will be made to recognize the team's change in roster size.
- (h) If a Head Coach desires to place an eligible player returning from the previous year back in the draft, the coach must inform the Board, in writing, of this intention. The request must detail the reasons for re-entry and must be received by the Board before March 1st. The parents of the affected player must be informed of the petition by the Board. The Head Coach and/or parents may address the Board before a final decision on the draft status of the player is reached. If the player is placed back into the draft pool, an appropriate adjustment to the rounds in which each team will select players will be made to recognize the team's change in roster size.

Section 4 - Generally, teams will draft players in the following order, the team with the fewest number of returning players will draft first until all teams have equivalent number of players as of that round. The specific drafting procedure will depend on how the number of teams in the division compare to the number of teams participating the prior year as described in sub-sections a, b and c below:

(a) **Equal number of returning teams** – The Draft Supervisor will assign returning teams to returning Head Coaches or in their absence a new Head Coach. New head coaches must be approved by the board prior to team assignment. The team with the fewest number of returning players (designated Team A) will draft players until it exceeds the team with second fewest number returning players (designated Team B) by one player. Each round thereafter, Team A & B shall reverse their drafting order until they both have one more player than the team with the third fewest returning players (designated Team C) by one player. Each round thereafter, these teams shall reverse their drafting until all three have one more player than the team with the fourth fewest number of returning players *designated Team D) by one player, and so forth until all teams are included in the draft. The drafting of teams shall continue to reverse drafting order in each subsequent round of the draft until all eligible players have been selected.

Note – for teams starting their drafts on the same round, their order will normally be determined on the basis of a blind draw, with the order reversing each subsequent round. If a draw is utilized, the team winning the draw shall have the election of picking first or second, as this may have strategic benefits as a result of reversing selection order in the next round of the draft.

(b) **More returning teams than teams needed or Less returning teams than needed**– The Draft Supervisor will assign returning teams to returning Head Coaches and new Head Coaches or new teams to new Head Coaches as described in (a) above. All players from returning teams will be placed back into the draft pool and all teams will be redrafted. Draft order will be determined by a blind draw with the order reversing each subsequent round. If only two teams are to be chosen, the team winning the draw shall have the option of picking first or second, as this may have strategic benefits as a result of reversing selection order in the next round of the draft. The drafting of teams shall continue to reverse drafting order in each subsequent round of the draft until all eligible players have been selected.

Section 5 - **Major Team Selection:** The selection of Major-team players will be made by a committee chaired by the Association President (or his designation the Association Vice-President or the Vice-President of Baseball), hereinafter referred to as the “Major-team Selection Committee”. However, in no instance will a parent or legal guardian of an eligible player chair the Major-team Selection Committee. If all three of the above mentioned Directors have children desiring consideration or are unavailable, the President must designate another director to chair the Major-team Selection Committee (preferably an Executive Committee member familiar with the baseball program and abilities of several of the players to be considered). Returning Major-team players are automatically on a Major-team, unless removal is approved by

the majority of the Board, according to Article VI – Code of Conduct & Discipline Policy or by request of the Head Coach in Section 3(h) above. Other players eligible for consideration are described in Article XIII, Section 1(d). The remainder of the Major-team selections will be based on the results of player tryouts and prior year coach’s ratings/recommendations.

The Major-team Selection Committee should be comprised of the Major-team(s) Head Coach(s), the Association Vice-President, Vice-President of Baseball, Baseball Coordinator, and several prior year coaches with knowledge of the players eligible for selection; with final committee member selection to be determined by the committee chair. Recommendations should be solicited from all prior year Minor division coaches not participating as committee members. The Major team Selection Committee will rank each eligible player relative to the other players desiring to be considered, with the committee members’ rankings averaged together for the final ranking. However, committee members will not be permitted to rank their own children eligible for the draft. The relative ranking for children of committee members will be the average ranking by the other committee members, and shall be appropriately positioned into the final interrelated ranking by the committee chair. The players receiving the highest overall rankings will be declared the Major-team players for the next season. For example, if the team size is declared to be eleven (11) per team and the Board has chosen to field two (2) teams, then the top twenty-two (22) ranked players, less the number of returning Major/A-team players, will be the new Major team players recommended to the Board. A majority approval by the Board will constitute final Major-team player selection.

Next, if there will be more than one Major-team then the selection procedures detailed in Section 4 above shall be followed, with the following exceptions:

- (a) that the Major team head coaches must select from the Major team players as approved by the Board:
- (b) that no automatic selections will be permitted, unless a Major team Head Coach(s)’s child is declared a Major/team player by the Major team Selection Committee ; and

If only one Major/team is to be selected, the Major team selection is complete once the Board approves the Major team Selection Committee’s final rankings.

Any deviation from the above noted guidelines will require explicit Board approval by a two-thirds majority vote, and will only be applicable to the specific season in question.

Section 6 – Minor Team Selection: Players eligible for the Minor division will be those players of league ages nine (9) to twelve (12) years old, and at the discretion of the Board eight (8) year old players as deemed necessary and/or appropriate, that have not been selected by the Major Team Selection Committee to play in the Major division. The selection of Minor teams will follow the same drafting procedure as described for Major team players in this Section 3 & 4 above.

Section 7 - Upon completion of the player draft, the Head Coach must notify all players of their selection within a reasonable amount of time.

Section 8 - There will be no trading, transfer, reassignment, or shifting of players from one team or division to another except as specifically authorized by the Vice-President of Baseball,

Vice-President of Softball or Association President. Any team utilizing an ineligible player shall forfeit all games in which such a player has participated, if it violates the relevant associated league or association rules. Any coach knowingly utilizing such a player shall be immediately suspended from his coaching position pending the Board review. (See Article V, Section 4).

ARTICLE XV – COACHES

Section 1 - Annual coaching selection will be based on the most qualified individual applying. All parties interested in being the Head Coach of any Association team shall express their interest via the player registration. The Vice-President of Baseball and Softball, respectively, shall contact the interested party to ascertain the interested party's background and qualifications. The Vice-President of Baseball and Softball shall then promptly report this information to the President who shall place the party's name on the agenda of the Board's annual coach selection meeting. The interested party will have an opportunity to present his qualifications and coaching philosophy to the Board prior to its vote to select new coaches for the upcoming season. An affirmative vote by a majority of the Board will be required to approve all head coaches.

Section 2 - Head Coach selections shall be deemed provisional until the Secretary certifies that a clear back ground check and child abuse clearance have been received from an authorized law enforcement agency. No coach, either a head coach or assistant coach, may participate with an Association team until a clear background check and child abuse clearance has been received from an authorized law enforcement agency.

Section 3 - The Head Coach of each team shall have an obligation to provide to their Division Director a written list of the assistant coaches he wishes to utilize; including on said list the names, addresses, and phone numbers of any such individuals. The assistant coach list must be submitted in a timely manner in order to receive Board approval prior to submission of the team rosters to affiliated leagues and/or for publication in the Associations annual booklet. All individuals whose names are reported to the Board shall be considered assistant coaches, unless upon their names being so reported, the Board by majority vote rejects any such candidates. The Secretary shall cause the names of all assistant coaches so approved by the board to be entered into the meeting minutes. Per Section 2 above, all assistant coaches must supply a background check and child abuse clearance by an authorized agency prior to participating in any coaching activities.

ARTICLE XVI – TOURNAMENT PLAY

Section 1 - The Board will, by vote, decide on participating in any tournament play with any area, state, or national body that they may be affiliated with. In this case, the Head Coach(s) of the particular participating team(s) will become the tournament representatives(s) for the contact with the tournament leaders in which the Association will participate.

Section 2 - The selection of tournament (or All Star) team coaches and players will be made by a committee chaired by the Vice-President of Baseball or Softball, as appropriate, and monitored by the Association President or Vice-President (hereinafter referred to as the

“tournament selection committee”). The committee should be comprised of the regular season coaches with knowledge of their players eligible for selection, which should normally include all the Head Coaches from the divisions in which player(s) of the stated age of the particular tournament participated during the regular season. Each tournament team will thus have a different tournament selection committee.

Section 3 - The Head Coach(s) for the tournament team(s) will be selected by the appropriate tournament selection committee prior to selection of the players. The selection will be based on the coach’s knowledge, experience and integrity. Once the Head Coach position is filled it will be the Head Coach’s responsibility to choose the remainder of their coaching staff. Children of assistant coaches will not automatically be members of the tournament team unless the player has been selected by the tournament selection committee.

Section 4 - Player selections will be by the appropriate tournament selection committee, the selected Head Coach(s), and the Head Coaches (or in their absence an assistant coach) of the teams from the divisions from which the players are eligible for the particular tournament team. All players selected for the tournament team(s) shall first be chosen from within the PAA organization. First consideration to be given to players of the stated age of that particular tournament. If the quantity of reasonably skilled players is not sufficient quantity of PAA players are not available of the particular tournament’s stated age and a year younger, then the committee may request players from other organizations in accordance with the rules for the particular tournament.

Section 5 - It will be the responsibility of the appropriate tournament selection committee chairman and their committee to uphold the best interest of PAA by following the intent of the above guidelines for all coach and player selections for any tournament that PAA should choose to attend.

Section 6 - Any deviation from the above noted guidelines will require Board Approval.

ARTICLE XVII – UMPIRES

Section 1 - Umpires will be furnished by the Association and controlled/scheduled by the Umpire Director/Field Scheduler, and subject to the policies of the Association. This section is waived if it is in conflict with the governing rules of any league or association that this Association may join.

ARTICLE XVIII – EQUIPMENT & UNIFORMS

Section 1 - Equipment and uniforms will be furnished by the Association subject to the approval of the Board of Directors.

Section 2 - **Uniforms & Equipment** – It shall be the duty of the Vice-President of Baseball and Vice –President of Softball to determine all uniform and equipment needs, this includes preparation of recommendations regarding acquisition (note-all purchases of equipment must be approved by both the President and Vice-President of the Association), repair or replacement of

baseball and softball equipment, to assist with the Association reacquiring possession and the verification of the return of all equipment within ten days of completion of each team's last game (regular season or tournament game) and prior to redistribution to another team (including tournament teams). [Note – The only equipment return exception will be if the Head Coach of the tournament team was the previous Head Coach and utilizes their existing equipment without supplementing it with any other Association equipment. If this exception is applied the ten-day return requirement applies after the last tournament game.]

ARTICLE XIX – DISBURSEMENT OF ASSOCIATIONS FUNDS

Section 1 - The President, Vice-President, or designee for particular types of expenditures must approve all day to day expenditures of the Association's funds.

Section 2 - All non-day to day expenditures of the Association's funds must be approved by the Board at a duly constituted meeting.

Section 3 - All extraordinary expenditures (capital and other larger expenditures that can not be funded from all Association's annual operation revenue and thus be paid over multiple years) must be approved by a majority vote of the general membership at a duly constituted meeting.

ARTICLE XX – LEGAL

Section 1 - Insurance policies shall be taken out to cover all players, and coaches for proper coverage. Liability insurance will also be carried.

Section 2 - All matters which would legally bind the Association or have legal implications shall be approved by the Board before the Association commits itself and becomes liable. Any decision by the Association to obtain legal council shall be made by a majority vote of the Board.

ARTICLE XXI – AMENDMENTS

Section 1 - Procedure for Submission. No amendments(s) to these Bylaws shall be made unless a motion therefore in writing, signed by at least three (3) members of the Association be presented at a regular meeting. It shall then be read by the Chairman of the Bylaws Committee, or in his absence by the Association President, entered into the minutes by the Secretary without debate until the next stated meeting.

Section 2 - A proper motion is then required and approval rendered by two-thirds of the membership present.

Section 3 - A motion to amend the Bylaws must include any transition required to implement the amendment(s).

ARTICLE XXII – DISSOLUTION

Section 1 - In the event the dissolution of the Association becomes necessary, the Board shall satisfy all liabilities; any remaining assets shall be used exclusively for the purposes of the Association, or shall be distributed to such organizations which maintain the same objectives as set forth in Article II of the Bylaws. In no event shall any part of the Association's assets inure to the benefit of any member or private individual.