

**MARINA PONY
BASEBALL / SOFTBALL**

CONSTITUTION AND BY-LAWS

2009

RULES COMMITTEE:

CHAIR: Mark Cohan

MEMBERS: Stephanie Bloom, Kim Aday, Sam Holback, Mike Hinds, Les Hanamaikai, Maria Woods, Terri Lender, Erica Barrera, Jeannie Johnson and Bertha Barajas

Mike Graham (ex-Officio)

Approved on October 22, 2008

Article I – NAME

This Organization shall be known as **MARINA PONY BASEBALL/SOFTBALL** herein referred to as “League”.

Article II – OBJECTIVES

- A. The objective of this league shall be to implant firmly in the youth of the community the ideals of good sportsmanship, honesty, loyalty, courage and reverence, so that they may be well adjusted, stronger and happier, and will grow to be good, clean, healthy and trustworthy adults. The purpose of this league shall be to organize and supervise the playing of baseball and softball under specialized rules and regulations.
- B. The objectives will be achieved by providing supervised competitive baseball and softball games. The managers, coaches, umpires, board members and any other adults involved in the league in any capacity shall bear in mind that the winning of the game is secondary, and the molding of future adults is of prime importance.

Article III – GOVERNMENT

- A. The government of this league shall be under the supervision of the President and The Board of Directors.
- B. At the annual August meeting, the Board of Directors shall be elected. The board shall be elected from, and by, individuals who currently have children registered in this league, individuals who have children eligible to participate in this league during that board's term of office, and adults who have volunteered and served this league as a board member, active member, manager, coach or league sponsor within the year previous to the election, as long as they meet all the requirements within these by-laws.

Article IV – STATEMENT OF POLICY

- A. It shall be the policy of this league to conduct its activities so that the physical and moral welfare of the young people for whose benefit it is organized shall remain paramount, and all matters of policy shall be determined on that basis.
- B. No person who is a member of or who is employed by or who is in any way connected with this league shall receive any personal financial benefit therefore beyond reasonable value of the services in carrying out the purpose for which this league has been organized.
- C. A manager or coach, by volunteering for the job, does not get a license to do as he or she pleases but must accept the responsibility for the impact their action will have on the remainder of the player's life.

In order to secure suitable and adequate financial backing to carry out the purpose of the Organization, it shall be the policy to permit only such sponsorship as is consistent with the purpose for which organized, and to select sponsors who are interested in the Organization solely or principally as a means of contributing to the welfare of young people.

- D. It shall be the policy of the Organization to prohibit any direct advertising of alcoholic beverages or tobacco products in connection with any of its programs.
- E. **Zero Tolerance: Any Board Member, Manager, Coach, Team Parent, Parent, Player, Volunteer, and Spectator associated with Marina Pony Baseball/Softball League activities that is involved in any physical or verbal altercation, misappropriation of league funds, or use of violent, abusive, or foul actions/language at league activities, will be recommended for immediate removal of their position and shall be removed immediately from premises utilized by MPBS (Marina Pony Baseball Softball) pending review of the Executive Committee.**

Article V – MEETINGS

- A. A meeting of the Board of Directors shall be conducted following league play of each year for the reading of reports and election of officers.
- B. A regular meeting shall be held on the second (2nd) and fourth (4th) Wednesday of each month, unless otherwise announced. There will be public notice of such meetings.
- C. Additional meetings may be called by the President at any time or upon written request of at least five (5) members of the Board of Directors.
- D. Notice of all meetings, except regular monthly meetings, shall be given two (2) days in advance thereof to all members of the Board of Directors unless a waiver of such notice is received.
- E. A majority of the member of the Board of Directors and/or the five (5) Executive Committee members shall constitute a quorum at any meeting and a majority vote of those present shall govern.
- F. **NO PROXY VOTING**
- G. Robert's Rules of Order Revised (RROR) shall govern the proceedings of all meetings, except where RROR conflicts with the Constitution or By-laws of this league.
- H. All voting on personnel matters, including nominations, elections, and disciplinary actions, shall be by secret ballot.

Article VI – MEMBERSHIP

- A. A membership drive shall be performed throughout the year to recruit new members.

- B. Volunteer adult leaders, parents, or guardians of players, team sponsors and other contributors, managers, coaches, umpires and other interested adults are eligible for active membership.
- C. Members of the Board of Directors and committee members in good standing are considered active members as long as they hold their positions.
- D. Applications for active membership will be taken beginning at the first sign-ups, and will be taken at any time during the year.
- E. The Board of Directors will approve the membership applications based on the policies of the Constitution of this league.
- F. An active member shall attend at least six (6) general meetings from February to July in order to receive the rights to elect board members for upcoming year replacements, or their name will be dropped from the active membership, and they will lose all rights as an active member.
- G. Scholarships are available based on fees approved by the Board of Directors. Scholarships should not exceed 50% of the approved fee. Scholarship applications must be completed at sign-ups and approved by the board. 50% of the sign-up fee must be paid during the registration dates. No exceptions will be made. **(IF SCHOLARSHIP IS NOT APPROVED THE REMAINING BALANCE OF THE REGISTRATION FEE MUST BE PAID IN FULL BY OPENING DAY, OR THE PLAYER (S) WILL NOT BE ALLOWED TO PARTICIPATE WITH HIS/HER TEAM (S).)**
- H. The scholarship committee will consist of three (3) appointed members of the Board of Directors, one of which will be the Treasurer. This committee will be appointed by the President annually.
- I. No refunds will be issued for any player(s) registration fees after opening day. A fifty percent (50%) refund will be allowed up to opening day, however any uniform issued must first be returned. Special circumstances must be presented to the Board of Directors.

Article VII - BOARD OF DIRECTORS

- A. The Board of Directors shall be those members elected by the active members of Marina Pony Baseball/Softball, as outlined in Article III.
- B. The Board of Directors shall consist of the following positions: **President, Baseball Directors, Softball Directors, Treasurer, Secretary, Development Director, Division Rep's both Baseball and Softball, Field Improvements Coord., Equipment Coord., Uniforms Coord., Fund Raising Coord., Special Projects Coord. (Public Relations), Sponsor Coord. (All Voting positions).** Also on the Board of Directors in a non-voting position are the chairpersons of each standing committee.

- C. In recognition of the general powers of the Board of Directors exercised by virtue of their office, they shall have the power to purchase or otherwise acquire for this league any property, right or privilege which this league is authorized to acquire: at such price or consideration and upon such terms as the Board of Directors may deem expedient and is approved by majority vote: to appoint or remove or suspend insubordinate officers, agents or volunteers: and to determine their duties: to determine who shall be authorized on behalf of this league to sign bills, notices, receipts, acceptances, endorsements, checks, releases, contracts and other instruments: to delegate any of the powers of the Board of Directors to any standing committee, special committee, or agent of this league, with any powers as the Board may see fit to grant, and to generally do all such lawful acts and take actions as may be necessary and proper.
- D. Term of office shall be for one (1) year, September through August.
- E. Only two (2) un-excused absences are allowed from the scheduled board meetings: on the third such absence the Member's name may be removed from the records, and said member can only be reinstated by a 2/3 vote of the Board of Directors. An absence is considered excused if the Secretary is notified of the absence prior the actual meeting. Excused absences consist of personal, family illness, business commitments-work, and planned vacations.
- F. Any board member with more than three (3) (**consecutive**) excused absences will lose their voting power, and said member can only have their voting power reinstated by a 2/3 vote of the Board of Directors.
- G. Any Board member failing to do the duties of their office may be released or asked to resign from their position, and the vacancy filled by appointment of the Board of Directors.

Article VIII – EXECUTIVE COMMITTEE

- A. The Executive committee shall consist of five (5) elected Members from the Board of Directors of this league. The President must sit on this committee as an ex-officio.
- B. Matters of emergency regarding, disciplinary actions involving managers, coaches, players, umpires or adult volunteers or **any and all spectators** must be handled within 48 hours of the infraction, or notification of a board member. The Executive Committee will handle these matters. The President may administer matters of minor policy or constitution infractions regarding any volunteers. All matters and decisions must be reported to the full general board at the next regular scheduled meeting date.
- C. The Executive Committee shall have full power and Authority over the affairs of this league as set forth in these Constitution and By-laws. **All matters decided on by the Executive Committee are final after reporting to the Board of Directors.**

Article IX – ELECTIONS

- A. At a Board meeting prior to the general meeting at which elections will be held, the President will appoint a nominating committee of a minimum of three (3) persons,

including a Chairperson of the active membership, to obtain officers for the following year. The role of this committee is to obtain names of potential officers for the following year, solicit nominations broadly, and determine eligibility of nominees.

- B. At the elections general meeting the nominating committee will give its nominations to the Board of Directors; these names will be read into the minutes.
- C. At this time the Chairperson of the nominating committee will take nominations from the floor which requires a 2/3 vote from the active membership. Only active members can make and/or second motions to the Chairperson.
- D. Wherefore a new Board of Directors takes over all affairs of this league, they may determine certain exceptions to the qualifications for any vacant Board position. Should any or all qualifications not be met for any vacant Board position, the Board may, upon the suggestion of a Board member, review the qualifications provided by the prospective applicant and after the appropriate nomination(s) may fill a vacant position(s) with a 2/3 vote. All applicants must have a direct interest in this league, show the willingness and time to serve, as well as having an approved volunteer application on file. Nominees to fill vacant positions must have attended three consecutive Board Meetings prior to nomination.
- E. The elections will be conducted as outlined in RROR.
- F. The nominating committee will verify that all nominees meet the requirements and qualifications outlined in Article XI.

Article X – FINANCIAL

- A. Financial reports to the Board of Directors will be the duty of the Treasurer.
- B. Solicitation of funds shall be for the treasury of the Organization and contributions specific to individuals or teams will be unacceptable. Post-season fund raising activities that are specific for tournament teams shall be permitted; however those activities and any use of those funds must be Board approved. All funds obtained must be submitted for deposits in a timely manner with accountable details to the Treasurer, as well as submitting all receipts for payments to be issued by League check.
- C. The Board of Directors will make policy as to the disbursement of all League funds. The Treasurer has authority to expend league funds to meet budgeted operational expenses. All other expenditures will require Board approval prior to purchase.
- D. **(Three)** signatories from the Board of Directors, with a minimum of two, are to be required on all League checks and withdrawals, prior to disbursement.

Article XI – DUTIES OF OFFICERS

PRESIDENT: A voting position; the President shall preside at all meetings of the Board of Directors, shall serve as the Chief Executive Officer of the Organization, 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.

QUALIFICATIONS: One (1) year active membership or one (1) year service on the Board of Directors; Knowledge of how the League operates; and the willingness and time to serve and head the Board of Directors and committees set forth in this Constitution.

DUTIES: Develop agenda for, and preside over, meetings of Board of Directors; maintain and promote relationships with City of Marina, MPUSD, and other entities for facilities use and agreements; initiate and preside over Executive Committee meetings; attend opening/closing day, opening ceremonies for tournaments, Pony President's meeting, City of Marina/MPUSD facilities walk-throughs, coaches meeting, special events.

BASEBALL DIRECTOR(S): A voting position; the Baseball Director will be in charge of their respective divisions as pertains to baseball; shall otherwise carry out such duties and assignments as may be delegated to them by the President; and shall preside at meetings in the absence of the President. **(Baseball Director shall resume all responsibilities of the President while the position is vacant. Senior member in the event of dual position occupants shall preside.)**

QUALIFICATIONS: One (1) year coach, manager, board member or active member; and their time and willingness to manage the divisions and fulfill the duties as assigned.

DUTIES: Oversee signups, tryouts, drafts, rosters; coordinate umpires; help coordinate uniforms; schedule practice times/locations; oversee field prep; monitor equipment needs/fields; disseminate info to/from division reps; settle disputes beyond division reps; attend opening/closing day, tryouts/drafts, coaches meeting, coach/player clinics.

SOFTBALL DIRECTOR(S): A voting position; the Softball Director will be in charge of their respective divisions as pertains to softball; shall otherwise carry out such duties and assignments as may be delegated to them by the President; **(and shall preside at meetings in the absence of the President & Baseball Director. Senior member in the event of dual position occupant shall preside.)**

QUALIFICATIONS: One (1) year coach, manager, board member or active member; and the time and willingness to manage the divisions and fulfill the duties as assigned.

DUTIES: Oversee signups, tryouts, drafts, rosters; coordinate umpires; help coordinate uniforms; schedule practice times/locations; oversee field prep; monitor equipment needs/fields; monitor/coordinate ASA certifications; disseminate info to/from division reps; settle disputes beyond division reps; attend opening/closing day, tryouts/drafts, coaches meeting, coach/player clinics, CCS meetings.

SECRETARY: A voting position; the Secretary shall have custody of the Constitution and By-laws; and all other records of this league; shall keep an accurate record of all the meetings and other activities of this league and of the Board of Directors; shall be responsible for all correspondence on behalf of this league, and shall transmit all records and correspondence to any person elected to succeed them in this office; **(and shall preside at meetings in the absence of the President, Baseball Director and Softball Director. Senior member in the event of dual position occupant shall preside.)**

QUALIFICATIONS: One (1) year active Member or volunteer in this league.

DUTIES: Record minutes; distribute minutes to Board of Directors, and to Technology Coordinator for WWW distribution; check and distribute postal mail; announce meetings and distribute agenda; archive non-electronic documentation/correspondence; validate and record

player/team registration; coordinate team parents; purchase trophies/plaques; attend opening/closing day, signups, elections, team parent meetings.

TREASURER: A voting position; the Treasurer shall receive and disburse all funds with the approval of the Board of Directors; shall keep an accurate account of these funds for this league; shall submit a financial report once monthly at the general meeting. And at such other times as may be requested by the President; shall compile an annual report of all finances; shall provide the books and other such documentation as requested for the annual audit; and shall transmit all financial records to any person elected to succeed them.

QUALIFICATIONS: A background in bookkeeping; and one (1) year as an active member of the Board of Directors.

DUTIES: Create and present Treasurer's report; Chair Budget committee; create final annual report; coordinate tax filings; attend opening/closing day, signups.

DEVELOPMENT DIRECTOR: A voting position; shall develop short- and long-term plans for the creation and enhancement of MPBS fields and infrastructure to support MPBS activities. Shall serve as liaison to CSUMB, City of Marina, MPUSD in regards to longterm development objectives. Shall solicit extramural funding to support development projects.

QUALIFICATIONS: One (1) year active membership or one (1) year service on the Board of Directors; Knowledge of how the League operates; grant-writing and contract negotiation..

DUTIES: Develop grant proposals, MOUs, development plans to promote relationships with City of Marina, MPUSD, and other entities for facilities use and agreements.

DIVISION REPS: A voting position; the Division Rep's are to conduct the registration of players and try-out sessions along with draft sessions; shall be responsible for the record-keeping and verification of all player registration cards and birth certificates and that residence address is within the boundaries of our League as per PONY; shall supervise the draft process; shall maintain the players pool; shall be responsible for assembling all tournament paperwork; be overall counselor to the players; and may also have other duties as assigned by the President and Directors.

QUALIFICATIONS: One (1) year active member or volunteer in the league.

DUTIES: Serve as liaison between Board of Directors and coaches, parents, players; help coordinate uniforms; coordinate pre-season field prep for division; oversee division tournaments; organize division tryouts/drafts; resolve conflicts among coaches, parents, players within division; attend opening/closing day, division drafts/tryouts, division field prep, division tournaments, coaches meeting, clinics.

EQUIPMENT COORDINATOR: A voting position; the Equipment Coordinator shall be responsible for maintaining the records, distribution and collection of equipment to the managers; shall also be the contact for questions pertaining to loss, damage and replacement of league equipment, reporting directly to the Board of Directors; shall maintain an accurate and complete inventory at all times; and at the end of the season, provide a complete report to the Board of Directors; and may also have other duties as assigned by the President.

QUALIFICATIONS: One (1) year as active member or volunteer in this league.

DUTIES: Develop inventory and budget for all equipment; purchase and maintain equipment inventories; distribute/retrieve team equipment; attend opening/closing day, equipment pickup/drop-off.

UNIFORMS COORDINATOR: A voting position; the Uniform Coordinator shall be responsible for maintaining the records, distribution and collection of uniforms; shall also be the contact for questions pertaining to the loss, damage and replacement of league uniforms, reporting directly to the Board of Directors; shall maintain an accurate and complete inventory at all times; and at the end of the season, provide a complete report to the Board of Directors; and may also have other duties assigned by the President.

QUALIFICATIONS: One (1) year as an active member or volunteer in this league.

DUTIES: Order regular season/tournament uniforms; coordinate uniform style, sizes, quantities with division representatives/directors; inventory all uniforms; attend opening/closing day, budget meeting, uniform distribution day.

SPECIAL PROJECTS COORDINATOR (PUBLIC RELATIONS): A voting position; the Special Projects Coordinator (**Public Relations**) shall be responsible for the planning, coordination, and execution of all special events and projects sponsored by this league, including any and all tournaments **and may be assigned to any committee or any project where help is needed.** At the end of the season provide a complete report to the Board of Directors; and may also have other duties as assigned by the President.

QUALIFICATIONS: One (1) year as an active member or volunteer in this league.

DUTIES: Organize picture day; organize opening/closing day festivities; help organize tournaments; organize special events; attend opening/closing day, pictures, special events.

FIELD IMPROVEMENTS COORDINATOR: A voting position; the field Coordinator shall be responsible for the overall condition of the playing fields, to insure safe playing conditions and that the necessary field equipment and supplies are available for use by the team managers during the season and at the end of the season provide a complete report to the Board of Directors.

QUALIFICATIONS: One (1) year as an active member or volunteer in this league.

DUTIES: Organize field prep training; oversee initial field prep; determine necessary field improvements; weekly facilities walk-through; maintain field equipment supply and inventory; attend opening/closing day, field prep meeting, City of Marina/MPUSD facilities walk-throughs, coaches meeting.

FUND RAISING COORDINATOR: A voting position; the Fund Raising Coordinator shall be responsible for the ways and means activities other than concessions, insuring accountability for funds raised and the participation of all league players.

QUALIFICATIONS: One (1) year as an active member or volunteer in this league.

DUTIES: Propose/coordinate fund-raising activities and non-food concessions; organize vendor demonstrations; inventory fundraising; attend opening/closing day, fundraising events, team parent meeting, Budget committee meeting.

SPONSOR COORDINATOR: A voting position; the Sponsor Coordinator shall be responsible for soliciting league and team sponsors on a yearly basis, as well as being the central contact for all sponsors informing them of Opening Day, making sure they receive a game schedule of the team which they are sponsoring and keeping them informed of all special events held throughout the year.

QUALIFICATIONS: One (1) year as an active member or volunteer in this league.

DUTIES: Solicit team and player sponsorships; maintain sponsor records and banner; develop sponsor/league relationships; communicate league events with sponsors; distribute sponsor plaques; attend opening/closing day.

TECHNOLOGY COORDINATOR: The Technology Coordinator will be responsible for the league's web page, which includes upgrades and updates. Will be responsible for creating and maintaining current minutes and archive information and other duties as assigned by the President. **(NON-VOTING POSITION)**

QUALIFICATIONS: One (1) year as an active member or volunteer in this league.

DUTIES: Maintain WWW site and electronic correspondence.

Article XII – VOLUNTEERS

TEAM MANAGERS AND COACHES: Shall be nominated by the Division Rep and approved by Board of Directors. Managers and Coaches are required at all times to carry a valid California Driver's License or California Identification card along with automobile insurance when transporting players; and shall not transport players unless in an approved seat. The Manager shall at all times have a coach or team parent in or at the dugout; players are not allowed in dugouts unsupervised. A person holding a team party at his/her residence will be required to have Home Owners Insurance. **Zero Tolerance Policy Applies (see definition Article IV letter F). All team managers are required to be NYSCA or ASA-ACE certified, prior to accepting a team or be enrolled in the next available class.**

TEAM PARENTS: A volunteer representative from each team shall take charge of the team snack schedule, collection of moneys, or other activities as requested by the league. This volunteer must also have an approved volunteer application on file.

ALL VOLUNTEERS: All managers, coaches, team parents and any volunteers associated with this league will complete or update an application form every year and shall be recommended by the President to the Board of Directors for approval. Managers shall be a minimum of 18 years of age; coaches shall be a minimum of 15 years of age with Board approval. Coaches and Managers shall attend classes that the Board of Directors deem necessary. Only approved volunteers can be on the field due to insurance and liabilities and only approved volunteers can transport team players. **(This rule does not supersede PONY Baseball's post season rule T-11, item A).** **Zero Tolerance Policy Applies (see definition).**

Article XIII – AMENDMENTS

- A. Members of the Board of Directors will be notified of any proposed changes to this constitution ten (10) days prior to the meeting that the changes will be voted on. A 2/3 vote of the Board of Directors shall be required to pass any such amendments.
- B. Amendments to these By-laws or Constitutions shall be made before Opening Day and not after.