

By-Laws

Last Updated on September 11, 2018



ARTICLE I - FINANCES

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

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Section 2 – The fiscal year of the League shall be September 1 through August 31.

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. The Treasurer will prepare the annual budget and submit it to the Board of Directors for approval. Expenditures will be made in accordance with the approved budget. Expenditures outside of or exceeding the budget, or in excess of \$500 require majority approval by the Board of Directors. Expenditures in excess of \$1,000 will require two (2) signatures on the drafted check (normally the President and Treasurer).

ARTICLE II – SPECIAL MEETINGS AND VOTING

Section 1 – Special meetings of the League membership may be called by the President, or upon written request to the Secretary by at least three (3) members of the Board of Directors. Notice of the time and place of special meetings of the League membership shall be made known to the membership of the League not less than five (5) days prior to the date of the meeting. Membership shall be defined as all parents of children registered in the League, managers, coaches of teams in the League, and all elected members of the Board of Directors as well as Committee Chairpersons.

Section 2 – At each special meeting of the League every eligible member (as defined above) present shall be entitled to vote. There shall be no proxy voting. A majority of those present and eligible to vote shall be required for election and questions brought to a vote.

Section 3 – The presence of not less than 20 members, including Board of Director members, eligible to vote shall be required to constitute a quorum for the transaction of business at any special meeting of the League.

Section 4 – Any newly elected or placed board member serving his/her first year on the board will be a restricted voting board member for a period of 90 days which will serve as a probationary period; a restricted voting board member may only vote on the following agenda items during the first 90 days of his or her term:

- Approving board meeting minutes;
- Adopting the board treasurer's reports;
- Approving changes to the budget for the amount of \$500 or less;
- Approving changes to the rules as part of the Rules Committee.

At the conclusion of the 90-day probationary period, the board in their next meeting after the 90 days will vote on the new member becoming a permanent board member. If there are not enough past board members to constitute a full membership, then the past board members present will vote to approve the new members. A majority of attending board members will then constitute a quorum for this purpose.

In the event of a necessary budget change of greater than \$500 or an emergency which requires immediate action, the board president may suspend probationary voting restrictions for the purpose of reaching a quorum to act in the best interests of the league.

ARTICLE III – ELECTION OF BOARD OF DIRECTORS

Section 1 – On an annual basis during the July Board of Directors meeting, nominations for and election of the Board of Directors to serve for the next year shall take place.

Section 2 – The term of office for all Board of Directors members shall be one year, beginning September 1, and ending the following August 31. All Board members shall be eligible for re-election. There are no term limits. The month of August will be used to transition from the old to new Board members and new Board members will attend the August Board of Directors meeting if possible.

Section 3 – Qualifications for Members of the Board of Directors

- A. All Board of Directors candidates will have been adult members of the League for a minimum of one (1) fiscal year prior to their election.
- B. Candidates for President, Player's Agent, and Treasurer must have previously served for a minimum of one (1) year on the LAYB Board of Directors.
- C. Candidates for the Board of Directors having fiduciary responsibilities shall not be married, of blood relation, or reside in the same household.
- D. At the time of nominations, the Board of Directors may suspend these requirements by majority vote if there are no qualified candidates who meet these conditions.

Section 4 – In the event of the death, resignation, dismissal, or inability to perform the duties of office for any reason, of any Board member, the Board of Directors by majority vote of the entire Board, shall be empowered to select a replacement for such Board member who shall serve until the end of the fiscal year. The above Board of Directors qualifications apply to such special elections.

ARTICLE IV – BOARD OF DIRECTORS

Section 1 – The Board of Directors shall include the President, Player's Agent, Vice President, Activities Manager, Secretary, Treasurer, General Manager(s), Division Commissioners (6), Communications Manager, Equipment Manager, Uniform Manager, Safety Manager, Head Scorekeeper, Umpire, Snack Shack, and Junior Auxiliary.

Section 2 – The Board of Directors shall meet on a monthly basis on the second Tuesday evening of each month at 6:30 p.m. at the League boardroom. Occasional changes in the meeting place, date and/or time may be made at the discretion of the President. In order to call a meeting to order, a quorum consisting of 50% of the Board membership must be present.

ARTICLE VI – DUTIES OF BOARD OF DIRECTORS MEMBERS

Section 1 – President - shall preside at all meetings of the League membership and at all meetings of the Board of Directors; attends all meetings held by regional PONY Baseball, Inc.; receives all mail, supplies

any communications from PONY Baseball, Inc.; ensures that all League personnel are briefed on all rules, regulations, and policies of the Board of Directors and PONY Baseball, Inc.; performs such duties and assignments as customarily pertain to the office; assumes the duties of any Board member in that member's absence; may countersign checks with the Treasurer. Ensures Treasurer submits fiscal year-end financial information to the league tax preparer by October 1. The President shall make decisions based on his/her determination of what is in the best interests of the League overall, not just a single player, manager, coach, team or parent. The President may not act as a Manager of any team, Pinto level or above, without majority approval of the Board. The President is a non-voting member of the Board, and any LAYB subcommittees/meetings on or in which he/she may be participating, except when a tie vote occurs and needs to be broken. Is responsible for arranging with the City of Los Alamitos and the Los Alamitos Unified School District for practice fields and attending all city meetings that may involve the League practice facilities

Section 2 – Player's Agent – shall supervise the annual registration of player candidates; assists Division Commissioners in coordinating the player draft and the distribution of players among teams; shall maintain any listing of eligible players (or late registered players) not assigned to teams who may be available as replacements; shall be responsible for the scheduling of all League games; shall supervise the creation of and distribution of preseason flyers announcing registration for Spring and Fall baseball seasons.

Section 3 – Vice President - shall perform such duties as may be assigned by the President; shall be responsible for coordination of team and corporate sponsors and banners; shall otherwise assist the President in the performance of the President's duties and shall preside at meetings in the absence of the President; serves as Chair of the Fundraising Event Committee; serves as an ex-officio member on all committees.

Section 4 – Activities Manager – is responsible for the coordination of candy and other fundraising drives on behalf of the League; shall be responsible for ordering, purchase and notification of the Commissioners to arrange for distribution of all trophies or other awards to be given out by the League; is responsible for the coordination of picture day. Shall notify appropriate media outlets regarding League play and special events. Shall coordinate with the Vice President in the placement of banners, signs and other material to promote League registration.

Section 5 – 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 (except sponsor letters); and shall transfer all records and correspondence to any person elected to succeed him/her in that office.

Section 6 – Treasurer – shall receive and disburse all funds with the approval of the Board of Directors; collects, deposits, and disperses League funds and is the primary signatory on all checks; shall keep an accurate account of all funds received and disbursed for the League; shall submit a financial report at all regular monthly meetings and at such times as may be requested by the President; shall provide copies of the month end bank statement to the league President and Secretary; shall submit fiscal year-end financial information to the league tax preparer by October 1.

Section 7 – General Manager(s) – shall coordinate general field operations and maintenance for all fields with assistance from the Pony field manager; is responsible for contacting and negotiating with vendors and suppliers for field services on behalf of the League; budgets for upcoming field changes, improvements and repairs; coordinates with League Commissioners for the pre-season, mid-season and tournament season field clean-up; and has/have the sole responsibility to determine field playability.

Section 8 – Division Commissioners – recruits prospective team managers and coordinates interviews of new managers with the Board if needed; submits manager names to the Board for final approval and provides notification to approved managers; disseminates information to managers regarding the operation, activities and rules of the League; notifies managers of any schedule changes after conferring with the Head Umpire; serves as the first person consulted with respect to any problems associated with a team, manager, coach, player or parent; recommends any action to be taken by the Board with respect to the above; assists managers with any issues or questions that arise regarding a team; represents their division on the Board of Directors during the regular, Fall and tournament seasons; coordinates with the Player's Agent and assumes responsibility for their division tryouts and player drafts. Commissioners will represent Pony, Bronco, Mustang, Pinto, Shetland, and Foal divisions. Commissioners may not act as Managers in the division which they represent without majority approval of the Board of Directors.

Section 9 – Communications Manager – is responsible for updating and maintaining the LAYB website, including but not limited to: post scores/standings from the head scorekeeper; post information/schedules; post general announcements; post any sponsor information from Vice President and official league documents. Shall manage and post to our social media accounts.

Section 10 – Equipment Manager – purchases and maintains all playing equipment utilized by the teams; ensures that all equipment is in a safe condition prior to that equipment or piece being distributed to a team manager; presents an estimated budget for the next year's expenditures; maintains records of all equipment dispersal and requires all managers to sign for all issued equipment; arranges for the return of all equipment; oversees appropriate distribution of used equipment.

Section 11 – Uniform Manager – inventories all uniforms from the previous season for possible use; researches and gathers all competitive bids from suppliers and vendors of uniforms (including tournament uniforms) and submits to the Board for guidance or approval; arranges for the purchase of uniforms; collects team sponsor money prior to distributing uniforms and forwards sponsorship information to the Vice President via collected forms and/or a list; collects any returnable uniforms from managers at the season's end and submits to the Board the names of those managers who have not turned uniforms in.

Section 12 – Safety Manager – shall continually monitor the playing fields and practice areas either directly or by report to appraise any conditions which may need correction to maintain a safe playing environment; shall notify the Board and/or General Manager(s) of such conditions, so that they may be evaluated and acted upon in a timely manner; is responsible for maintaining a first aid kit, and supplies, and organizing any formal first aid training deemed necessary for members of the League; should be notified immediately of any injury occurring at our playing fields or practice areas, and assist the parents with any insurance questions or paperwork; is in charge of maintaining current insurance policies and filing claims on behalf of the League membership; files incident reports with the Secretary for any and all accidents; and is responsible for obtaining League insurance coverage.

Section 13 – Head Scorekeeper – is responsible for obtaining all game results and posting them on the standings board in a timely manner; shall make sure that there is an adequate supply of scorebooks available and that they are being filled in correctly and accurately. Shall oversee maintenance and accuracy of the standing's boards and scoreboards.

Section 14 – Head Umpire – negotiates and arranges contracts (subject to Board approval) for professional umpires for Pinto, Mustang, Bronco, and Pony division play, including tournament play; chairs the Rules Committee; assures that umpires are present for all games, and evaluates their progress during the regular season; documents and presents to the Board any and all umpire-related incidents.

Section 15 – Snack Shack – shall purchase food and drinks and other items necessary to operate the snack shack. Coordinates and supervises the operation of the snack shack.

Section 16 – Junior Auxiliary – helps coordinate and supervise the operation of the snack shack. Coordinates and supervises any other duties mutually agreed upon with the Board or League President.

Section 17 – Tournament Manager – helps coordinate and supervise tournaments organized and hosted by the League.

ARTICLE VII – STANDING COMMITTEES

These special committees are appointed by the President for the purposes listed and defined below. These committees may be composed of Board members, other League members, or interested persons as directed by the President. The duties of these committees will be outlined by the President at the time of appointment. Any recommendations or actions by these subcommittees must be subsequently adopted or confirmed by the Board of Directors at a Board meeting in order for the recommendations or actions to have any force or effect.

Section 1 – Rules Committee – This committee is established to review, on an ongoing basis, the playing and drafting rules for the League; the committee will ensure that the League rules are in conformity with those established or recommended by PONY Baseball, Inc., and that they exist to foster sportsmanship, fairness, teamwork and training in the fundamentals of youth baseball; this committee will meet regarding the playing and drafting rules prior to the start of the draft and make recommendations to the Board regarding any changes or deletions of current rules. In the event of a protest of a rule in a game situation, this committee will make the final determination as to the outcome of the protest. The Head Umpire will chair this committee. It is recommended that this committee be made up of, but not restricted to, all Division Commissioners, the President, and the Player's Agent. The Secretary should also be present at all meetings but does not need to be a voting member. A sub-group of this committee will be used in cases of disciplinary reviews and/or actions (see Section 6).

Section 2 – Tournament Committee – This committee will meet prior to sanctioned or other tournament play and determine how teams will be drafted, the number of teams that will compete, team manager selections, and whether or not the League will host a sanctioned tournament. The Tournament Manager, as well as appropriate Division Commissioners will serve on this committee.

Section 3 – Fundraising Event Committee – This committee will be responsible for the planning and coordination of an annual major fundraising event to provide for the improvement and relocation of the League playing fields, as needed. The Fundraising Event Committee will be chaired by the Vice President. All Board members are encouraged to participate in some fashion on this committee and/or during the event, including enlisting participants and the procurement of prizes and sponsorships.

Section 4 – Disciplinary Actions Committee – Upon receipt of a written request by any member of the League, the Board shall have the authority through this committee, 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. Such action shall only be taken after a prompt, full review by the committee of the incident(s) and facts which gave rise to the written complaint being filed, and only if said committee meets and thereafter recommends such action be taken. This committee may decide the method of investigating the matter(s) giving rise to the complaint, ensuring, however, that all involved parties are given the opportunity to present their views in person or via representatives of their choosing. The above procedure applies during any all parts of the playing season. The President shall chair and name this committee if called upon to do so, taking care not to include any persons who

may be either directly or indirectly involved with the incident. If the President is unable to participate in this meeting/review, then the First Vice President will act in his/her stead. The Head Umpire should also be including on this committee, with a minimum of 5 Board members being present in total.

Section 5 – Special Committees – From time to time, issues may arise that need to be addressed if not already addressed by one of the above committees. Any member of the Board may request that a committee be established to address such issues. Such requests may be put to a vote by the Board or be established at the discretion of the President.

ARTICLE VIII – CORPORATE SPONSORSHIP

Section 1 – In order to sell or advertise goods or services on the premises of Los Alamitos Youth Baseball, an individual, organization or business must be a current Corporate Sponsor of the League.

Section 2 – The Vice President shall keep accurate and up-to-date records of corporate sponsorship. Prior to inviting any individual, organization or business to sell or advertise goods or services, a member of the League must check the status of that corporate sponsor with the Vice President.

Section 3 – These restrictions on the sale or advertisement of goods or services apply year-round, including periods of tournaments and league play.

Section 4 – By majority vote of the Board of Directors, a non-profit organization or corporation (i.e. a school) may sell or advertise goods or services for the purpose of fundraising for a cause consistent with the purpose of the League.

ARTICLE IX – ROBERTS RULES OF ORDER

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 Committees in all cases which they are applicable and not inconsistent with these By-Laws and any special rules of order adopted by the League. While Roberts Rules are a recognized format for settling procedural matters, they can require interpretation by a knowledgeable person, and in general, are written for a more formal type of meeting than that usually associated with League operations. It is suggested that meetings not be bogged down with constant references to Roberts Rules where no serious challenge to procedure is made.

ARTICLE X – AMENDMENTS

1. The President or the board by majority vote, may deny membership in the league to any family, they deem may have a negative impact to players, coach's, managers, and or other families in the league. The Player's Agent or President will inform any family via email, phone call or face to face meeting that the League is exercising their right to deny a player membership or right to play in the League.

2. Conflict of Interest - The standard of behavior at Los Alamitos Youth Baseball is that all staff, volunteers, and board members scrupulously avoid conflicts of interest between the interests of Los Alamitos Youth Baseball on one hand, and personal, professional, and business interests on the other. This includes avoiding potential and actual conflicts of interest, as well as perceptions of conflicts of interest. The purposes of this policy are to protect the integrity of the Los Alamitos Youth Baseball's decision-making process, to enable our members to have confidence in our integrity, and to protect the integrity and reputations of volunteers, staff, and board members. In the course of meetings or activities, board members will disclose any interests in a decision or transaction where the board member, the board members' family and/or significant other, employer, or close associates will receive a benefit or gain.

Board members will also disclose positions or memberships in other organizations with interests competing with those of Los Alamitos Youth Baseball. After disclosure, board members will be asked to leave the room for the discussion and will not be permitted to vote on the question; after the board discussion and at the board's discretion, the board may present to the board member in question, a solution or opinion as to what may be done to resolve the potential conflict.

3. The By-Laws, Constitution and any Local League Rules, may be amended at any time by a majority vote of the League Board of Directors.