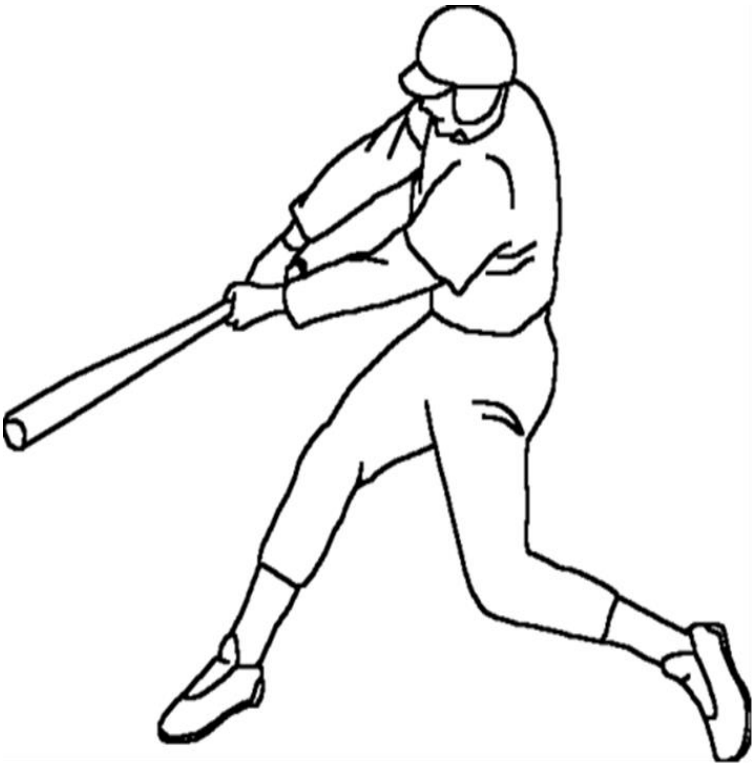


Lower Dauphin Baseball Association Bylaws

Adopted 3/13/11

ARTICLE 1
NAME

The organization will be known as the Lower Dauphin Baseball Association and may hereafter be referred to as LDBA.

ARTICLE 2
PURPOSE

The purpose of LDBA shall be to provide baseball playing opportunities for youth in the Lower Dauphin School District. Affiliated independent township and borough youth baseball associations within the Lower Dauphin School District will participate in the LDBA sponsored Lower Dauphin Baseball League for players age 12 and under.
LDBA will also sponsor teams to play in area teener leagues for players from ages 13 to 19. Through their participation, it is our intent that all players learn fair play, sportsmanship, and teamwork.

ARTICLE 3
MEMBERSHIP

Section 1: Membership
Any person 18 years or over, residing within the Lower Dauphin School District, is eligible to become an LDBA member. Outside residents may become members, as approved by the board of directors on a case by case basis.

Section 2: Process
Membership shall be automatically initiated by attendance at any regular meeting and signing the attendance record sheet.

Section 3: Non-discrimination
LDBA shall not discriminate in any of its policies or practices on the basis of race, color, religious affiliation, sex, sexual orientation, age, marital status, physical disability or medical condition, national or ethnic origin or citizenship.

Section 4: Membership Eligibility
Membership is automatically extended to all board members, head coaches, and committee chairpersons. All other individuals will become members after attending their second regular meeting.

Section 5: Voting Rights

5.1 Officer Elections
All members are extended voting rights in all LDBA elections of officers subject to minimum attendance standards of 4 regular meetings in the preceding 12 months. Officer elections is the only voting right extended to regular members.

5.2 Special Officer Election Eligibility
Officer voting eligibility shall be available to all newly appointed board members and committee chairpersons after attending 2 meetings before the election. Minimum attendance requirements apply after the initial 4 months of assuming the position.

Section 6: Non-Members
Guests and other persons interested in LDBA affairs shall be accorded voice without vote at any meeting of LDBA, excluding closed meetings as designated by the board.

Section 7: Dues and Fees

7.1 Dues
Membership in LDBA does not require payment of dues.

7.2 Player Fees
A fee, determined by the board of directors, will be assessed each teener league player on an annual basis to defray the cost of uniforms, insurance, equipment, umpires, and other expenses as approved by LDBA.

7.3 Youth League Fees
Each youth league member association will contribute an amount to be determined annually by the youth league committee, as defined in Article 8 Section 2.3.2, for expenses incurred in the administration of the youth league.

Section 8: Termination.
Membership shall cease upon resignation, revocation, or death.

8.1 Membership Resignation
Any member desiring to resign shall submit his resignation to the secretary or president who will present it to LDBA.

8.2 Membership Inactivity
Following twelve consecutive months of non-attendance at meetings, all individual memberships will be considered inactive and deleted from association membership lists. Communications and notices to members who become inactive will cease.

8.3 Membership Revocation
Any membership in LDBA may be revoked by a two-thirds vote of the board of directors, with prior notice, following a hearing, if requested, by the accused member, at a special private meeting of the board of directors. The member may appear, present evidence, and be represented by counsel at this meeting.
Upon affirmation of revocation, the board of directors shall immediately determine the length of membership revocation, if not permanent.

8.4 Notice of Revocation Requirements
Notice of the proposed revocation shall be sent to all board members. Notice shall be sent by certified mail to the member whose expulsion is being considered. These notices shall be sent at least twenty days, but no more than sixty days before the meeting is to convene.

ARTICLE 4
OFFICERS

Section 1: Officers
The officers shall be a president, vice-president, secretary, and treasurer.

Section 2: President
It shall be the duty of the president to preside at all meetings of LDBA; maintain order therein; regulate discussion; take the vote on all questions; serve as the head of the entire program and exercise direction and control over all activities; enforce the bylaws; cast the deciding vote on all questions when equally divided, except in the case of the election of officers. The president shall perform all other duties applicable to the office as prescribed by the parliamentary authority adopted by the LDBA.
The president shall be an ex-officio member of all committees.

Section 3: Vice-President
It shall be the duty of the vice-president to carry out definite assignments of the president, and in his absence, the vice-president shall perform all the duties required of the president. The vice-president shall perform all other duties applicable to the office as prescribed by the parliamentary authority adopted by the LDBA.

Section 4: Secretary
It shall be the duty of the secretary to give a minimum one week notice of all regularly scheduled meetings; attend all meetings, keeping a correct record thereof; distribute meeting minutes within two weeks following each meeting; receive and read all communications, and answer same; keep a register of members with their name, address, email address, and telephone number; conduct all correspondence; maintain legally signed, current copies of bylaws and other official LDBA documents and make available these documents to members; execute any other writing required. The secretary shall perform all other duties applicable to the office as prescribed by the parliamentary authority adopted by the LDBA.

Section 5: Treasurer
It shall be the duty of the treasurer to receive all monies due LDBA; keep suitable books of account and record all cash receipts and disbursements, closing the books annually as of the first meeting of the calendar year, with submission to the membership. The treasurer shall also be responsible for signing all checks paying out LDBA funds and shall not disburse any money except upon order of the president, board of directors, or youth league committee, as applicable. The treasurer shall make an oral or written report of the condition of the treasury to LDBA at regular meetings, and at the expiration of his/her term of service, shall deliver to his/her successor all monies of LDBA, together with all books and papers pertaining to the office. The treasurer shall perform all other duties applicable to the office as prescribed by the parliamentary authority adopted by the LDBA.

5.1 Youth League Finances
The treasurer shall be responsible for collecting the annual youth league fee from each of the participating township/borough associations. Money collected from these sources shall be disbursed at the sole discretion of the youth league committee.

5.2 Teener Finances
The treasurer shall receive all player fees, sponsorships, and other LDBA income and shall administer such funds as designated by the board of directors.

5.3 Travel Finances
The treasurer will not handle any monetary transactions associated with the LDBA travel program. All business pertaining to travel will be conducted by the travel commissioner or his/her designee.

Section 6: Officer Elections

6.1 Nominations
Candidates for each office shall be nominated from the floor during the regular monthly meeting preceding the December election. Nominations will be closed at the conclusion of this meeting. If no nominees are offered, volunteers will be solicited.

6.2 Balloting
Elections of all officers will be by a single secret ballot. Candidates names shall be listed on the ballot, under the nominated position he or she seeks, in an order determined by a random drawing. The secretary will prepare and distribute the ballot and the results will be tabulated and announced at the meeting by the LDBA officers.
The candidate receiving the highest number of votes will be declared the winner.

6.3 Absentee Ballots
Absentee ballots shall not be permitted.

6.4 Uncontested Election
A ballot vote is required in the election of any uncontested office. The unopposed candidate must be selected on a minimum 25% of ballots cast in order to assume office.

6.5 Term of Office
The normal term of office is one (1) year, or until a successor is elected.

6.6 Vacancies
When a vacancy exists mid-term, the secretary may receive nominations for new candidates from present board members. These nominations shall be sent out to all members with the regular LDBA meeting announcement, to be voted upon at the next meeting. These vacancies will be filled only to the end of the particular officer's term.

6.7 Eligibility
Any interested active member of LDBA shall be eligible for office.

Section 7: Multiple Offices
No member shall hold more than one elective office.

ARTICLE 5
MEETINGS/ATTENDANCE

Section 1: Meeting Dates
LDBA meetings will be held the 1st Monday of each month at 7:00 PM. Rescheduled meetings will be held at the discretion of the president. All members shall be notified of rescheduled meetings and events with prior notice of at least one week. This notice may be accomplished in person, by telephone, or email. Any meeting may be canceled by a majority decision of the LDBA officers.

Section 2: Special Meetings
Special meetings of LDBA may be called by the president. All members shall be notified of any special meetings with prior notice of one week.

Section 3: Quorum
The presence of two-thirds of the board of directors shall constitute a quorum for business and in all transactions not otherwise directed, and a majority of those present shall govern.

ARTICLE 6
BOARD OF DIRECTORS

Section 1: Governance

1.1 LDBA
The governance of LDBA, the establishment of policies for conducting business and the control of property, shall be vested in a board of directors. The president, executive committee, and board of directors shall supervise all matters concerning organization, with policy being decided by a majority vote at meetings.
One specific exception to the above stated LDBA governance is the control of rules and procedures of the youth league. This league will be independently administered by the youth league committee, as defined in Article 8 Section 2.

1.2 Lower Dauphin Baseball League Governance Exception

Full control of the operating rules and procedures of the Lower Dauphin Baseball League or LDBL shall be divested in the youth league committee. The youth league committee may authorize expenditures, but only in an amount equal to annual receipts from participating independent borough and township youth league associations. All other expenditures, in excess of receipts, for the youth league shall be approved by the LDBA board of directors.

Section 2: Board of Director Membership

The LDBA board of directors shall consist of the executive officers, youth commissioner, teener commissioner, travel commissioner, and a representative from each of the participating youth league associations. Each board member will retain his board status until his successor is named for the subsequent season.

2.1 Duties of Non-Officer Board Members

2.1.1 Youth League Commissioner

The duties of the youth league commissioner shall be to coordinate the pre-season coaches meeting; administer the LDBL protest procedure; establish post-season format and playing schedule; oversee the Midget All-Star selection process; serve as the point of contact for post-season tournament officials. The youth league commissioner will chair the youth league committee, will preside over all LDBL activity, and will assure that all LDBL business is handled in a fair and equitable manner.

2.1.2 Teener Commissioner

The duties of the teener commissioner shall be to organize player evaluation and selection process for teener teams; submit coaching candidates for board approval; coordinate field usage; serve as the point of contact for league and tournament officials. The teener commissioner shall be appointed by the executive committee annually.

2.1.3 Travel Commissioner

The duties of the travel commissioner shall be to organize player evaluation and selection process for travel teams; appoint coaches; establish tournament schedule; determine player fees and oversee the handling of travel related finances. The travel commissioner shall be appointed by the executive committee annually.

2.1.4 Township/Borough Representatives

The duties of the township/borough representatives shall be to serve as a liaison between LDBA and their home association and to vote on LDBA policy matters on behalf of their home association. Each association participating in LDBL will have a representative member on the LDBA youth league committee, in addition to the board of directors. The manner by which the representative is chosen, as well as his term of service, will be determined by each individual association.

Section 3: Voting Method

Matters under consideration before LDBA shall be voted upon by eligible board members in attendance. Voting shall be either by roll-call, ballot, voice, or the raising of hands. The required quorum is two-thirds of the full board membership.

Section 4: Board of Directors Attendance Requirements for Voting

4.1 Attendance
LDBA board members must attend a minimum of 6 meetings in the last 12 months to retain voting rights in all matters, except in officer elections.

4.2 New Directors
New board members are eligible to vote immediately after election or appointment. Normal attendance standards pertaining to voting rights shall apply 8 months following board placement.

Section 5: Powers of Revocation
The LDBA board of directors shall have the right to revoke the relationship of any officer, member, board member, coach, player, umpire, or other similarly affiliated individual whose actions are deemed improper and unacceptable. Revocation shall be initiated with the petition and signature of 3 board members. The petition will be submitted to the president. Revocation shall occur upon a two-thirds vote from the full board membership. All rights, as noted in the LDBA Bylaws Membership Article 3.8.3 shall apply to the individual under question.

ARTICLE 7
EXECUTIVE COMMITTEE

7.1 Members
The members of the executive committee shall be the president, vice-president, secretary and treasurer.

7.2 Authority
Except for the power to amend the bylaws, the executive committee shall have all the powers and authority of the board of directors in the intervals between meetings of the board of directors, and is subject to the direction and control of the full board.
The executive committee shall appoint the youth, teener, and travel commissioners.

7.3 Meeting
Executive committee meetings may be called by the president, at any time. These meetings may be in-person, via conversations over the phone, or by e-mail.

7.4 Voting
A simple majority is required to approve matters under question.

7.4 Quorum
The required quorum is 3.

ARTICLE 8
COMMITTEES

Section 1: Establishment
Permanent LDBA standing committees may be established and shall remain intact and function throughout the calendar year. Establishment of new committees or dissolution of committees deemed no longer necessary will be determined by the board of directors. Chairpersons shall be nominated and appointed by the board of directors during the first meeting following the annual officer election meeting, with the exception of the youth commissioner. Committee members shall be volunteers selected by the chairperson. The committee chairperson is responsible for the overall function and operation of the committee, and will report committee activities to LDBA at each meeting.

Section 2: Youth League Committee
A permanent LDBA youth league committee shall be established to oversee the operation of the Lower Dauphin Baseball League.

2.1 Youth League Commissioner
The commissioner shall be appointed by the executive committee and shall chair the youth league committee.

2.2 Representatives
A committee member shall be appointed from each of the participating associations in the LDBL. These representatives will serve as LDBA board members. Participating youth association presidents may designate individuals who will fill in for these representatives in youth league committee meetings, in the absence of the appointed representative. These substitutes must be identified to the youth league commissioner prior to the meeting and may participate only in youth league committee votes.

2.3 Governance
The youth league committee shall be the sole authority governing the operation of the LDBL. This committee shall be responsible for and approve all changes to the LDBL Rules and Procedures document.

2.3.1 Voting
All youth league committee votes regarding matters of policy before the committee must be approved with the majority vote.
The commissioner will vote in matters of policy only in the event of a tie.

2.3.2 Finances
The youth league committee shall oversee the financial operations of the LDBL. Expenditures may not exceed receipts from youth league member associations without approval of the LDBA board of directors.
The LDBA treasurer shall manage financial matters of the youth league, as directed by the youth league committee.

2.4 Meetings
Meetings shall be scheduled, as necessary, by the youth league commissioner, when directed by the LDBA president or by the board of directors. The youth league commissioner must attend all meetings, in order to do business.

2.5 Quorum
The required quorum for business is 4 representatives.

ARTICLE 9
PARLIAMENTARY AUTHORITY

The rules contained in the most current edition of "Roberts Rules of Order" shall govern all LDBA meetings and meetings of the board of directors and committees in all cases in which they are applicable and do not contradict these Bylaws, the LDBA Standing Rules of Order, the LDBL Rules and Procedures, and any other special rules of order LDBA shall adopt.

ARTICLE 10
INDEMNIFICATION

Officers, board of directors, coaches, committee members, and agents of LDBA shall be indemnified for any costs, expenses, or liabilities necessarily incurred in connection with the defense of any action, suit, or proceeding in which they are made a part by reason of being or having been a member serving in an elected or an appointed capacity. No member shall be indemnified when adjudged in the action or suit to be liable for negligence or misconduct in the performance of duty.

ARTICLE 11
AMENDMENTS

Section 1: Amendment of Bylaws

1.1 Process
Amendments to these bylaws shall be submitted in writing by any member to the LDBA president or secretary at least one week before a regularly scheduled meeting. A minimum of two board members must sign all proposed amendments. Proposed amendments meeting this standard shall then be read by the president and entered in to the minutes by the secretary, without debate until the next regularly scheduled meeting.

1.2 Notice
Prior notice must be given to all members by phone, e-mail, or in person no later than one week prior to the vote on the amendment. This notice shall include the substance of the proposed bylaw change or provide means by which to review it.

1.3 Ratification
A two-thirds vote of qualified board of directors is required to approve bylaw amendments.

CERTIFICATION
These bylaws, following the merger of the Lower Dauphin Baseball League and the Lower Dauphin Teener Baseball Association, are approved and adopted on xxxxx xx, 2011.

LDTBA President **LDBL President** **LDTBA Secretary** **LDBL Secretary**