Collier Baseball and Softball Association
BY LAWS

Organized January 1, 2017

Article 1 – Name

Section 1 The name of this incorporated organization shall be "Collier Baseball and Softball Association", (hereinafter referred to as CBSA).

Article 2 – Objectives

Section 1 This non-profit organization is established for the purpose of furnishing physical and recreational activities for the residents of Collier Township and the surrounding communities, and in the promotion of amateur athletics and related endeavors.

Section 2 Operation of said association to be run as stated in the Charter of the CBSA. Said non-profit corporation shall exist perpetually and shall be invested with and have and enjoy all the powers, privileges, and franchises incident to a non-profit corporation and shall be subject to all the duties and requirements and restrictions specified and enjoined in and by the non-profit corporation law and guidelines and policy set by the board of Directors of its membership.

Section 3 Proposed amendments to these bylaws must be presented in writing, signed by the proponent thereof, and incorporated into these bylaws only by the Board of Directors in which a majority of members of such board shall concur.

Section 4 These bylaws may be amended by a majority action of the Board of Directors of this Association, after notice of the proposed change(s) or amendments(s) has been brought to the attention of all board members by mailing a copy of the proposed change or amendment to the last address of said board members of this association.

Article 3 – Membership

Section 1 Membership in the CBSA shall be limited to persons seventeen (17) years of age and over, interested in the purpose of the association and willing to subscribe to its guidelines.

Section 2 Membership in the association shall be for a period of one (1) year, from January 1st until December 31st of the current year.

Section 3 All officers, directors, managers, coaches and scorekeepers must be members of the association as they are placed or selected into their said position. All managers, coaches and scorekeepers must provide an Act 34 Clearance with no incidents within the last 5 years.

Section 4 Elections of officers and directors will be every two years. Nominations shall come from the floor at the September meeting. The nominations will be presented and elected on at the October meeting. The ballot format will be used, if more than one (1) person is running for the same position. A majority vote, from the eligible members present will rule (a majority consists of one more than half of those eligible members present), all blank ballots will be ignored and not counted. Only eligible members can vote. To be eligible to vote in the elections a member must have attended at least 50% of the General Membership meetings, prior to the elections and within the current CBSA year. To run for a

position on the Board of Directors as an officer (President, Vice President, Treasurer or Secretary) or as a Director, a member must have attended a minimum of 50% General Membership meetings prior to the elections and also within the current CBSA year. To be eligible to hold the office of President, Vice President or Treasurer of the association, a member must have attended a minimum of 50% General membership meetings and must have also served on the CBSA Board for a minimum of one (1) year. That service must have occurred within the last three (3) calendar years starting with the current year.

Section 5 Newly elected officers will assume their responsibilities beginning January of the next year.

Article 4 – Executive Board

Section 1 The activities of the association shall be directed by a Board of Directors consisting of eleven (7) members, which shall include seven (3) directors, four (4) officers.

Section 2 Directors shall be elected by the eligible voting membership every two years for a two (2) year term. The directors shall be elected at the October General Membership meeting.

Section 3 Officers of the association shall be: President, Vice President, Treasurer and Secretary. The officers shall be elected for a two (2) year term at the October General Membership meeting. To be eligible to hold the office of President, Vice President Treasurer or Secretary of the CBSA, a member must have attended a minimum of 50% General membership meetings and must have also served on the CBSA Board for a minimum of one (1) year. That service must have occurred within the last three (3) calendar years starting with the current year.

Section 4 All officers and directors shall hold office for a two (2) year term. No officer or director shall be eligible for more than two (2) consecutive terms in their current position, unless a minimum of two-thirds (2/3) of the eligible voting membership present nominate that member for an additional term. Any member who has served more than one-half (1/2) a term in any office shall be deemed to have served a term.

Article 5 – Meetings

Section 1 Six members of the association shall constitute a quorum to hold a membership meeting.

Section 2 General Membership Meetings will be held on the first (3rd) Wednesday of the months February through October, (9 total).

Section 3 Board Meetings will be held on the first (3rd) Wednesday of each month. This meeting will occur before each General Membership meeting. Special board meetings may be called by the President or by a majority of the Board of Directors. The Secretary shall notify each Board member in due time of such meeting.

Section 4 Special Membership Meetings may be called by a majority of the general membership. Request for special meetings by the general membership must be submitted to the Secretary in writing with the subject(s) of the meeting. No other subjects will be discussed without a vote of the majority of the members present. The President will determine the location, time and date. The date of the meeting must be scheduled within two (2) weeks of receipt of the request. If the majority of the membership is not present, the meeting may be rescheduled if a majority is not present at the second meeting, the meeting will proceed.

Section 5 Order of Business shall be as follows;

Sign in, Approval of Minutes, Treasurers Report, Committee Report, Old Business, New Business, Adjourn

Article 6 – Resignation

Section 1 A resignation from officers and directors shall be sent to the Secretary, in writing or email correspondence, who shall refer it to the remaining Board of Directors for action.

Article 7 – Vacancies

Section 1 In case of vacancy in the office of President, the Vice President shall become President. Vacancies in other offices shall be filled by a board member, thereby creating an open director. The director vacancy shall be filled from the general membership by the Board of Directors. Once filled, that person will complete the remaining term of that director.

Article 8 – Officers – Directors – Commissioner

Section 1 **President:** the President shall preside at all meetings of the membership and Board of Directors meetings. The President shall be an ex-officio member of all committees. The President shall enforce strict observance of the bylaws, guidelines, etc.; perform such other duties as custom and parliamentary usage required. The Commissioner shall have charge of all game schedules and practice schedules and may appoint assistants as needed, subject to board approval. The President shall arbitrate all controversies between or among teams and shall determine the final standing of each season of athletic teams sponsored by the association.

Section 2 **Vice President:** the Vice President, in the absence or inability of the President, shall perform the duties of the President. The Vice President shall be in charge of registration, the league Safety and Clearance management for all Coaches and Volunteers.

Section 3 **Secretary:** the Secretary shall keep record of the proceedings of the Board Meetings and General Membership Meetings. The Secretary shall send out meeting notices and conduct correspondence not assigned to other officers or directors or committees. The Secretary shall keep a complete file of the rosters of various athletic teams under the sponsorship of the association. The Secretary shall keep a register or members' and board members' attendance of meetings. The Secretary shall be in charge of CBSA elections.

Section 4 **Treasurer:** The Treasurer shall act in advisory capacity to the Secretary. The Treasurer shall issue disbursements on the account. The Treasurer may approve expenditures up to One thousand ($1,000.00) dollar disbursements. The Board of Directors must approve disbursements over the said amount. The Treasurer shall keep accurate records of all monies received and expended. The Treasurer shall give a complete financial report for the preceding CBSA year, to the membership at the December Meeting. This report shall be reported by Financial Statements, which are subject to be audited/reviewed at the decision of the majority of the board members by an independent third party appointed by a majority of the board members. The treasurer will also have the responsibility to make sure all necessary tax filings are accurate and filed in a timely manner. The Refreshment Stand Account shall fall under the Treasurer, and funds may be in a separate account.

Section 5 **Directors:** The directors shall chair at least one (1) committee during their current CBSA year, and report on said committee during all board and membership meetings held. No two (2) directors may chair the same committee until each director has chosen a committee. If that person fails to fulfill their duty as chairperson of the said committee, they would remove themselves from the board of directors, and would turn all records of the said committee over to the President of the association.

Article 9 – Duties of the Board of Directors

Section 1 All officers, directors will relinquish all records pertaining to said office or committee to the newly elected President, or as told, not later than two (2) weeks after the annual election.

Section 2 The board shall have general supervision of the association. The board shall determine policy and guidelines, adopt budgets, approve expenditures, etc., to operate the association as needed. All results will be explained to the general membership during the monthly General Membership meetings.

Section 3 Proposed changes to any guideline, policy, budget, and expenditures must be presented in writing and signed by the proponent thereof, and a majority vote by the Board of Directors is needed for any change.

Note: Bylaws should only be changed once a year, if needed

Section 4 Any board member who misses six (6) meetings, either Board or General Membership meetings, During the current CBSA year, would go on probation, and if that person would miss another meeting, he/she would remove himself/herself from the Board of Directors. Any board member who cannot attend a scheduled meeting must call the Secretary with a reason of why. All reasons will be presented and discussed at the meeting for a ruling.

Section 5 All board members must support all CBSA decisions and social or sponsored events during their current term of office. Any violations could cause suspension or expulsion from the association.

Article 10 – Disciplinary Action

Section 1 The Board of Directors will act as a judiciary committee whenever a charge is brought against an officer or coaching staff member. These charges are subject to a hearing held by the Board of Directors. All persons involved, including the accused and the accusers will be given 10 days' notice of the hearing and the opportunity to be present and to present any pertinent information. Based on the findings of this hearing, the Board will determine possible disciplinary options. At the next regular meeting, these disciplinary options will be presented to the eligible voting members for a majority vote to determine which option will be implemented.

Article 11 Tournaments

Section 1 The CBSA will provide funding for participation in one local tournament per division per year. This will excluded CBSA Sponsored tournaments. The board will review requests for additional tournament participation fees.

Section 2 The BOD will choose each age divisions coach based on the recommendations from the managers in each age group. The entire division coaching staff will determine the team members via a tryout and selection process.

Article 13 – Dissolution of Association

Section 1 Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.