

NORWIN COMMUNITY ATHLETIC ASSOCIATION BYLAWS

ARTICLE 1

ORGANIZATION NAME

This non-profit organization shall be known as THE NORWIN COMMUNITY ATHLETIC ASSOCIATION (N.C.A.A.) and also include NORWIN LITTLE LEAGUE and NORWIN TRAVEL BASEBALL.

ARTICLE 2

NON-DISCRIMINATORY POLICY

N.C.A.A. is committed to providing an inclusive and fair environment for all youth participants, regardless of race, color, national origin, sex, gender identity, sexual orientation, disability or religion.

1. Equal Participation: All youth are welcome to join our programs, with equal opportunity to participate in all activities, leagues, and events.
2. Non-Discrimination in Selection: Team selection will be based on fairness, without discrimination based on personal characteristics.
3. Accessibility: We will provide reasonable accommodations for participants with disabilities to ensure full participation.
4. Respect and Inclusivity: Discrimination, harassment, or exclusion will not be tolerated. We promote a culture of respect, teamwork and inclusivity.
5. Parent and Volunteer Involvement: Volunteers and parents are expected to follow this policy, ensuring a supportive environment for all.
6. Program Evaluation: We will continue to evaluate and adjust our programs to ensure they meet the needs of all participants.

Any incidents of discrimination should be reported immediately. Retaliation for reporting is prohibited.

ARTICLE 3

LOCATION

Norwin School District Communities

ARTICLE 4

OBJECTIVE

The prime objective of this organization is to provide an opportunity for all youth to participate in organized Baseball and Flag Football games, leagues, and tournaments in various age groups as defined by this board.

The goal is to teach ideals of good sportsmanship, honesty, loyalty and courage within a team setting, while creating an environment in which the players, coaches and parents work together.

The making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future Federal tax code.

ARTICLE 5

MEMBERSHIP

The membership of the N.C.A.A. shall consist of all people who meet membership requirements as follows:

- 1) Voting Board Members: Officers and Directors as defined in Article 7
- 2) Non-Voting Board Members: Coordinators and Members at Large as defined in Article 7
- 3) Participants: Youth members that satisfy playing eligibility requirements as defined by the board as well as their legal guardian(s)
- 4) Volunteers: Any person(s) who is actively supporting the organization.

Restrictions: Membership is reserved for residents of Norwin School District. Non-residents seeking membership for in-house or tournament teams must have approval by the Officers of the Board. There are no residency requirements for flag football.

All board members and Volunteers over the age of 18 must have the appropriate clearances as required by the Board including criminal history and child abuse checks.

ARTICLE 6

MEETINGS

Meetings: Regular board meetings will be held monthly on an agreed upon time and location. The President or Vice President or three board members may request the secretary to call a special meeting.

Motions: For a board meeting to be official there must be a quorum present. A quorum consists of a simple majority of the entire elected or appointed Board of Directors and must include two of the Officers.

Order of Business:

1. Call to order
2. Secretary's Minutes
3. Treasurer's Report
4. Applicable Reports from any Board Member
5. Old Business
6. New Business
7. Next Scheduled Meeting
8. Adjournment of the meeting

ARTICLE 7

N.C.A.A. BOARD FRAMEWORK

Board members are required to attend at minimum nine of the past twelve monthly meetings in order to retain voting rights.

The N.C.A.A. Board shall consist of the Officers, Directors, Coordinators and At-Large Members as described hereafter. Voting members are limited to Officers and Directors.

1. **Executive Board (Officers) include:** President, Vice-President, Treasurer, Secretary, and Sports Commissioner.
 - a. Any Member in good standing who has served two years on the Board is eligible to run for an Officer position. If no one qualified seeks the position, the position is open to Board Members who have served one year. If no one-year Board Member seeks the position, a Member in good standing may seek the position, but must receive endorsement of at least 2/3 majority of the current Board.
 - b. Officers members provide guidance and have voting rights.
 - c. The President holds the tie breaking vote.
2. **Directors include:** Recreational Baseball and Flag Football Director, Travel Baseball Director, Grounds/Field Maintenance Director, Communication Director, and Equipment Director.
 - a. Any Member in good standing is eligible to serve as a Director on the Board.
 - b. The procedure for securing a Director position on the Board is as follows:
 - i. The individual must submit their name to the secretary prior to the election (or appointment).
 - ii. The Officers shall review each applicant to determine eligibility.
 - c. Director members provide guidance and have voting rights.
3. **Coordinators include:** Little League Coordinator, Division Coordinators (one per defined division), Concession Coordinator, Sponsorship Coordinator.
 - a. Any Member in good standing is eligible to serve as a Coordinator on the Board.
 - b. The procedure for securing a Coordinator position on the Board is as follows:

- i. Coordinators are an appointed position unless there is interest from multiple candidates at which time an election may take place.
 - ii. The Officers shall review each applicant to determine eligibility.
- c. Coordinators provide guidance but do not have voting rights unless the coordinator person is an Officer or Director.
- 4. **At-Large Members** may include but are not limited to: NHS Baseball Representative, Legal Representation, Community Leader Representative, Accounting Representative, and any other position the board deems necessary.
 - a. At-Large members are allowed to participate after receiving an invitation from an Officer of the board. At-Large members provide guidance but do not have voting rights.

A Board Member may be removed by a 2/3 majority vote for conduct detrimental to the youth and/or the Organization or failure to meet the requirements listed in the "Membership Rules" attachment.

ARTICLE 8

ELECTIONS/APPOINTMENTS

OFFICERS

The Officers consist of: President, Vice-President, Treasurer, Secretary, and Sports Commissioner.

President: Shall preside over all meetings of the members and Directors: they shall have general and active management of the business of N.C.A.A.; they shall see that all Orders and Resolutions of the Board of Directors are carried out. They shall assist the Vice President in the league operations. They do not vote in most elections, acting as a tie breaker, when needed.

Vice President: Shall have the same powers as the President when acting in the absence of the President. Shall aid in all matters pertaining to each League's operation, such as but not limited to, scheduling and registration.

Secretary: Shall attend all sessions of the Board of Directors and all membership meetings and act as the Clerk thereof; recording all votes and minutes of all proceedings in the Minute's Book. Shall provide Board members with a copy of the minutes prior to the next Board meeting. Shall take attendance at every meeting. Shall handle background checks and compliances for coaches.

Treasurer: Shall, under the direction of the Board of Directors, have charge of the funds of N.C.A.A. Shall be responsible for all Federal, State and Local tax filings and the like.

Sports Commissioner: Oversees draft guidelines and playing rules for all sports. Organize Umpires for the Fall and Spring Baseball Season. Aid in Uniform and Hat ordering and distribution.

The Officers shall be elected to two year terms with nominations each November and an annual vote to be held in December.

- a. President and Treasurer will be voted every other "even" ending calendar year.

- b. Vice President, Sports Commissioner and Secretary will be voted every other “odd” ending calendar year.

DIRECTORS

The Directors consist of: Recreational Baseball and Flag Football Director, Travel Baseball Director, Grounds/Field Maintenance Director, Communication Director, and Equipment Director.

Recreational Baseball and Flag Football Director: Oversees selection and communications for all recreational division coordinators. Involved with all Field and draft scheduling. Manage painting and maintain the fields and equipment.

Travel Baseball Director: Oversees the selection process for travel teams. Shall help to coordinate evaluators for the tryout, as well as tryout dates. Oversee fundraising activities. Shall participate in the selection of Head Coaches as outlined in associated Appendixes.

Grounds/Field Maintenance Director: Acts as a liaison between N.C.A.A. and Irwin Borough and North Huntingdon Township in regard to field maintenance and general upkeep. Involved in painting and maintaining the flag football fields.

Communication Director: Oversees communication for all N.C.A.A members including but not limited to general email, email league notifications, social media posts and website updates.

Equipment Director: Works with the N.C.A.A. members to ensure that all teams have the proper equipment needed for the season. Identify equipment that needs repaired or replaced and make available prior to distribution. Establish schedule for distribution and collection of equipment.

Directors shall be elected to a one-year term with nominations each November and an annual vote to be held in December.

COORDINATORS

The Directors consist of: Little League Coordinator, Division Coordinators, Concession Coordinator, Sponsorship Coordinator.

Little League Coordinator: Act as the Liaison between N.C.A.A. and Little League Baseball, attending meetings. Acts within N.C.A.A. to make sure that Norwin fields teams to the National Little League Tournament. Will select coaches and oversee team selections.

Division Coordinators: One person per defined playing division (baseball and flag football). Coordinates the drafts or team selections. Involved in building schedules and communications with Division Coaches.

Concession Coordinator: Responsible for stocking and scheduling coverage for all concession requirements.

Sponsorship Coordinator: Contact current sponsors and obtain commitments for upcoming season. Solicit additional team sponsors as required to achieve a goal of

all sponsored teams within N.C.A.A. organization. Shall direct/oversee the effort to obtain team sponsors for all leagues.

Coordinators will be nominated in November with positions filled in December. For the fall and spring Rec baseball and Flag football seasons will be reviewed and appointed by voting members before the seasons start. In the case where multiple candidates express interest in a coordinator role, the position will be filled by 2/3 majority vote.

ELECTIONS

The current Board is responsible for the running of elections. The Officer(s) of the current Board who are not running for position in the election will chair the election and be responsible for the counting of ballots. In the case where all of the current Officers are running for a position, two of the officers will participate in the counting along with one neutral Board member.

Eligibility to vote in the election is any member who is in good standing and meets meeting attendance standards.

VACANT POSITIONS

No one individual may hold multiple Officer and Director positions at the same time. No restrictions on coordinator roles. In the event of a vacancy, an appointed Board Member may temporarily fill the vacancy until an appointment is made.

The Officers are responsible for the appointment of vacant positions with approval from the Board.

ARTICLE 9

A fiscal year shall begin January 1 of each calendar year.

EXPENDITURES

1. Funds / Personnel
 - a. Only the Board may commit to spend N.C.A.A. funds or obligate N.C.A.A. personnel.
2. Expenditure Limits. The following expenditure limits are imposed on the Board:
 - a. From \$1 to \$999: Can be made by any Board member with the prior approval of any two Officers
 - b. From \$1,000 to \$4,999: Requires a majority vote of the Officers
 - c. Over \$5,000. Requires approval of two-thirds (2/3) majority of the eligible Voting Board members at a Board Meeting and either (i) a minimum of 2 competitive bids; (ii) is accordance with approved State guidelines for pricing, as applicable, with respect to the expenditure; or (iii) is otherwise shown to be an arm's length transaction through an appropriate benchmark
 - d. All expenditures require an itemized receipt or payment will not be made on the approved item.

ARTICLE 10

STANDING COMMITTEES

Standing Committees are formed for the purpose of providing a continental review of specific operations of the organization. Each Director on the board may be assigned to serve on an individual committee in addition to their board position. The committees will then make periodic reviews and recommendations to the board of directors and/or officers. Officers are de facto members of all standing committees.

ARTICLE 11

DISCIPLINE

1. The Board has the authority to discipline, suspend or expel any N.C.A.A. member for improper action. Improper Action may consist of serious, continuous, or intentional violations of the N.C.A.A. By-Laws, Policies or League Rules, or the falsification of any document, form or certification required by the N.C.A.A.. This may also include personal actions not directly affiliated to the N.C.A.A. that would negatively affect the image or opinion of the N.C.A.A.. The Board shall notify the member within 24 hours of taking any such action.
2. Discipline or suspension of a member requires a majority vote of the Board; expulsion of a member requires a two thirds (2/3) vote of the Board.
3. Any Director may issue an immediate, interim suspension to any N.C.A.A. member for a period of up to seven (7) days in the event that such member is engaging in any Improper Action during or incident to a game played under such Director's responsibility. The Director shall notify the President within 24 hours of the suspension and provide the President with details of the incident for review by the Board.
4. A disciplined, suspended, or expelled member shall have the right to present his case before the Board at a time stipulated by the Board and not unreasonable to the member. If the member fails to attend such a meeting, the Board's decision is final.
5. The Executive Board may make disciplinary decisions based on the best interest of the N.C.A.A.. This can include warning, suspensions and removal of an individual from the organization.

ARTICLE 12

DISCIPLINARY COMMITTEE

The Disciplinary Committee shall consist of three Board members (including a Committee Chairperson) and one alternate.

The Committee shall meet as necessary to ensure the rules and goals of N.C.A.A. are adhered to.

The job of the Disciplinary Committee is to investigate the occurrence and recommend action to the President or Vice-President. The President and/or Vice-President may enforce a temporary corrective action until the Board can convene. The Disciplinary Board has a responsibility to contact all individuals involved and to communicate any rulings.

ARTICLE 13

COACHES, TEAMS, RULES

The policies and procedures for coach selection, team selection, and rules can be found in associated Appendixes.

Recreational Teams and Travel Teams will operate under different guidelines as defined by the Board. These can be found in associated Appendixes.

ARTICLE 14

N.C.A.A. UMBRELLA OF SUBDIVISIONS

The governing body of N.C.A.A. is that of Baseball and Flag Football. Subdivisions of N.C.A.A. will be required to obtain approval of formation from the presiding N.C.A.A. Board. If deemed necessary by the Board, each subdivision may be subject to establishing their own board and will be required to obtain approval for functions that may be detrimental to the organization.

ARTICLE 15

DISSOLUTION AND DISTRIBUTION OF ASSETS

Upon dissolution of the organization, N.C.A.A. shall, after paying or making provision for the payment of all liabilities of the organization, dispose of all the assets of the organization, exclusively for the purposes of the organization, in such manner, or to such organization or organizations organized and operated exclusively for charitable 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. Any such assets not disposed of shall be disposed of by a Court of Competent jurisdiction of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

The execution of the dissolution of N.C.A.A. requires a 2/3 vote of officers and director board members.

Revision Date	Description of Change	Originator
9/10/2007	Establish current applicable bylaws	2007 Board
8/28/2010	Add signature spaces to page 5	Ray Coleman
11/8/2010	Retyped in Word 2007 format typos corrected Revised Articles 3 and 11 to support 501 (c) (3) application	Ray Coleman
1/12/2019	Retyped into Microsoft Word. Updated language to include Baseball Director as Officer and change title to Baseball Commissioner	Mike Kugler
2/26/2019	Updated language defining board membership.	Mike Kugler
6/18/2019	Update bylaws for current Structure and voted/approved by board.	Mike Kugler
11/6/2025	Updated Bylaws & current structure. Added Roles, Discriminatory, Expenditures	Noah Fulton

N.C.A.A. President, Greg Gerken

Date

N.C.A.A. Vice President, Noah Fulton

Date