

Articles of Constitution

Quakertown Connie Mack
Youth Baseball Program Inc.

P. O. Box 81
Richlandtown Pa 18955

August , 2006
(Revisions)

(Supersedes)
June 22, 1960

Quakertown Connie Mack
Youth Program Inc.

*Quakertown Connie Mack
Youth Program Inc. Mission Statement*

It is the mission of Connie Mack Baseball to teach the fundamentals of Baseball in a safe, fun-learning atmosphere, stressing the importance of good sportsmanship, respect, teamwork, discipline, and integrity.

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This Corporation shall be known as the “Quakertown Connie Mack Youth Baseball Program Inc” of Quakertown, Pennsylvania and is hereinafter referred to as the “Corporation”.

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Preamble Articles

The Quakertown Connie Mack Youth Baseball Inc. through our actions and directives are dedicated to the youth we serve. Guided by the rules, to which we shall adhere, we will within our power to insure all eligible players have an opportunity to learn and play baseball in a safe and progressive atmosphere.

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Article 1

Name of Corporation

Quakertown Connie Mack Youth Program Inc. and hereafter referred to as the Corporation

Article 2

Objectives:

This Corporation has been formed by volunteer adults to provide assistance and Direction in all aspects of creating and maintaining a youth baseball program for participants playing in Connie Mack baseball program with in the Quakertown Pennsylvania Boundaries defined by Connie Mack and the league. Player ages may be from 12 yrs. to 30 yrs of age. The objectives of the Connie Mack Youth Baseball Corporation, in addition to teaching the basic principles of baseball as well as the rules of the game, shall be to implement the ideas of good sportsmanship, honesty, courage, obedience and reverence in the minds of the participants

Article 3

Member of the Non Profit Corporation:

The corporation is comprised of board executive officers (also referred to as board of directors) and board officers. The distinction between board executive officers and board officer, is that Board executive officers are selected by a majority vote to represent the Corporation in performing specific responsibilities and are assigned a Board Executive officer title, where as Board members have voting privileges but do not hold an executive seat.

Board membership is granted to the Corporation as members to fill in on various other duties to help the cooperation run are called standing committees. Head coaches and to those applicants who receive membership acceptance via vote by existing board members to be a volunteer- offering his or her services to assist in whatever is needed throughout the course of the year.

Article 4

Government:

Section one:

All Board officers and board members are required to regularly attend scheduled Meetings, (usually held monthly). The governing body of this corporation shall consist of a Board of Directors, who shall be elected to officer for a period of (2) years by the active board members of the Corporation. Nominations and elections are subject to the rules and regulations as specified in Article V.

The board of directors shall consist of (7) persons. After the election of these (7), they will elect a chairperson of the board. Alternate board members will be assigned as the need arises, but they will have no voting privileges in Board decisions.

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Article 5

Government Continued:

Section two:

If a board member misses (3) consecutive meetings, for any reason, he/she will be approached by the president to determine if he/she wishes to be a part of the Board as a full time member. He/She can be asked to take on an alternate status until he/she is able to conduct normal board attendance. The alternate would then have voting rights for that person.

If a board member has three consecutive unexcused absences from board meetings, or is not fulfilling the job duties, by vote of the board he/she will be replaced with an alternate board member who will assume voting privileges for that member for the duration of the term. If at any time, there is no alternate the president will automatically assume his or her responsibilities and duties. The absentee board member will be asked to resign from the board.

Section three:

The board of directors shall have management and control of the affairs, funds and property of the corporation subject to the articles and paragraphs of this constitution. The board shall have the authority to:

Remove any of its members, any officer of the association, any coach and abolish any committee by majority vote.

To incur indebtedness in the name of the Corporation and issue promissory notes or other evidence of indebtedness thereof. The board shall exercise its influence and powers at all times to see that all rules and policies of the Connie Mack Youth Baseball Corporation are carried out.

Section four:

Vacancies created on the board due to resignation, sickness and or death, the remaining members of the Board shall fill that position during the year for the term of office by majority vote. First choice may go to the alternate board member, in the event there are no alternate board members, the board of directors will vote an existing board member to fulfill the duties for the remainder of the term or until a new member is voted in.

Section Five:

The Board of Directors shall, following the general meeting in September, elect from nominated board members a: President, Vice President, Treasurer, Secretary and Equipment Manager, who shall be the Corporations Executive Board of Directors and hold office for a two year term and until their successors are elected. The Chairman at that time is already in place in which holds and executive position for a two-year term.

Head Snack Stand Coordinator and Head Fundraising Coordinator are a part of the Board of Directors/officers and have voting privileges, but do not have executive status.

The following would be considered standing committees. The standing committees are not part of the board of directors and do not have voting privileges. Such standing committees are as follows but not limited to i.e. Field Scheduler, Registration, Player Development Manager, Field Manager, Web Master and Awards committee.


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Article 4

Government Continued:

Section six:

The board of directors shall meet a minimum of once a month. The date and place called to order by the President.

 ~~Special~~ board meetings may be called by the President or Chairman or by $\frac{3}{4}$ of the board members, by request to the President/ Chairperson verbally or in writing five days before such meeting. On any programs requiring a Board of Directors vote the

President shall determine the method of voting ballot – “Voice, show of hands, or closed Ballot” Chairperson shall act as tiebreaker, at no other time does the Chairperson have voting rights for board decisions. The executive board meetings, unless combined with the Corporation meeting, will be closed to non-board members.

The Corporation President is empowered to make decisions on behalf of the Corporation in low-profile matters. In situations where issues of greater significant need to be addressed, a general consensus from the Corporation’s Board of Director members is sufficient to establish an approved course of action. In situations where a general

Consensus is not clear or acceptable to the membership, then a formal vote will be held to establish a clear majority decision

Article 5

Election Process:

Notification to the public about the corporations election will be done if possible by way of web page or newsletter. Additionally, if possible an e-mail message concerning the election will be sent to the attention of parents who children participated in the just-completed season

Any member, who wants voting privileges for board elections, for the upcoming season, must attend at least eight of the general board meetings, and are required to stay the entire meeting in order to get credit for that month. A sign in sheet must be signed in order for credits to be applied towards the 8 meetings.

During the Aug. general, board meeting a list of all members eligible to vote the new said board of directors in will be announced.

The election process begins with the President presenting to the membership a list of board officer positions, and asking who besides the incumbent board officers are

Interested in running for these positions. The person receiving the majority votes for a given position is the new electee. The expressions of votes can be made by a “show of hands” for the applicants or, if the voting membership would prefer, voting of each position can be submitted in writing to the secretary, who along with another member will determine and then announce the results. The process to become a head coach within the corporation will follow this same voting format, in which only the board of directors may interview if the situation arises and will vote by majority for the position of Head Coach.

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Article 6

Duties and Powers of the officers:

Section One

The new board of directors will elect the President when the new board is chosen in September

President Shall:

- Preside at all monthly Bux-Mont general board meetings and special meetings of the Corporation.
- Enforce the constitution of its by - laws.
- Preside at all annual budget committee meetings
- Presides at Coaches Alliance meeting held once a year
- Direct the calling of the next corporations general meeting.
- Call special corporation meetings when he/she considers them of vital interest to the corporation.
- Control the business of the corporation during his/her term.
- Make full report of league matters brought to his/her attention
- Spokesperson for the Corporation
- Liaison between the Township and the Corporation
- Directs the secretary to schedule meetings, and formulates an agenda to structure orderly and focused meeting.
- Responsible for securing insurance for the Connie Mack program, the submission of field permits requests to the Township, and any other insurance needs of the Corporation.
- Mediates disputes or issues only when attempts to resolve these disputes or issues via the pre-defined "chain of command process" , Article 15 section five in this constitution, has been exhausted.
- Fills in on any positions that are not filled or in the event someone resigns.
- Appoint any committees deemed necessary in the event of the by—laws do not cover specific situation, which may arise.
- Be ex-officio of all committees.
- To recruit head coaches
- Responsible for all aspects of the Fall Baseball program, including registration, uniforms, selection of coaches, and scheduling
- Has authority to be second signer on corporations bank accounts
- Oversees all aspects of the Corporation, in the event an elected board officer is not fulfilling there responsibilities the President will bring forth to the board of directors for approval to have them removed from there position

This position is part of the executive board of directors

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Article 6

Duties and Powers of the officers continued:

Section two

The new board of directors will elect the Vice President when the new board is chosen in September

Vice President

- Preside at all meetings and conduct all Association business in the absence of the President
- Preside at all monthly board meetings, special board meetings annual budget committee meetings
- Conduct all business as the President may direct.
- Provides direction and makes decisions based on issues requiring immediate attention in the absence of the President if the situation is within the framework of the President's authority
- Responsible for creating an agenda and conducting meetings in the absence of he president.

In the event of the resignation of the President, the Vice President will succeed to the President's position.

This position is part of the executive board of directors

Section Three

The new board of directors will elect the secretary when the new board is chosen in September

Secretary:

- Preside at all monthly board meetings, special board meetings annual budget committee meetings
- Takes minutes at all meetings
- Keeps records of all Board, corporation and special meetings
- Act as correspondent for the corporation
- Keeps the official roll call of the corporations and notify all members of the meeting
- Carry out other such duties incidental to this office.
- Prepares and provides a copy to all board members of a monthly agenda with prior approval from the president.
- Shall present minutes from the prior meeting for review and Board approval.

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Article 6

Duties and Powers of the officers continued:

Section Three

Secretary:

- Keeps records of all persons in attendance at the Monthly General board meetings, for eligibility of voting privileges for the September election.
- Files and keeps good record keeping with all paper work, i.e. coaches, parents, players responsibility form, codes of conduct, legal papers, etc.
Maintains a list of current Board Officers, Board members and Board Committees
- Contacts the newspapers, media and any other miscellaneous duties.
- Maintains a record of the changes to the Corporation's Charter.

This position is part of the executive board of directors.

Section Four

The new board of directors will elect the Treasurer when the new board is chosen in September

Treasurer:

- Preside at all monthly board meetings, special board meetings annual budget committee meetings
- Responsible for making bank deposits and the payment of player refunds and other expenses related to the Corporation business.
- Keep all funds in proper bank accounts, keep records for all said accounts
- Give and take all receipts for all monetary transaction by the board of directors.
- Prepare and report on budgets for the upcoming year at the first corporations meeting of the year.
- Provides a financial accounting of income and expenses to the corporation's membership at the general monthly meetings.
- Projects a budget to assess the corporation's ability to implement projected goals and remain financially secure.
- Creates a registration list of those who sign up to play Connie Mack Baseball, grouping players by ages and including additional information such as name, Address, phone number, e-mail address, method of payment, etc.
- He/She is authorized to sign checks for the Corporation of any committee making or spending funds for the Corporation.
- Works with all standing committee in regards to the handling of all monies related to the said committee.

This position is part of the executive board of directors.

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Article 6

Duties and Powers of the officers continued

Section Five

The new board of directors will elect the Chairperson when the new board is chosen in September

Chairperson:

- Preside at all monthly board meetings, special board meetings annual budget committee meetings
- Enforce the constitution and its articles
- Have the power to review all recommended changes to the article of incorporation
- Direct the calling of special board meetings, as deemed necessary. Constitution when presented in the manor in the amendments below
- Have the power to review all recommended by- law changes and refer then to the executive board prior to vote by the board.
- Be the chair of the executive committee.

This position is part of the executive board of directors

Section Six:

The new board of directors will elect the Equipment Manager when the new board is chosen in September

Equipment Manager:

- Preside at all monthly board meetings, special board meetings annual budget committee meetings
- At the end of each season, inspects the condition of team uniforms and makes an inventory record of what the Corporation has on hand, projects what will need to be replaced, and what it will cost to do so.
- Performs the same duties with respect to team equipment.
- Makes recommendations on what needs to be ordered after viewing registration list for the new season.
- Negotiates with vendors to obtain the lowest pricing.
- Responsible for providing and overseeing the coaches alliance class for coaches who need to attend.
- Schedules Field Day events prior to the start of the season and provides leadership direction to all who assist with field day, outlines specific duties to be performed.
- Oversees any specific playoff games or special events being held at the facility, the field and surrounding area being used for events.

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Article 6

Duties and Powers of the officers continued:

Section Six:

Equipment Manager cont.

- Responsible for the maintenance and up keep of all other corporations equipment.
- Assesses field – related needs and makes recommendations to the board of directors responsible for ordering and maintaining an adequate supply of “quick dry”, lime in fields repair mix, etc.

This position is part of the executive board of directors.

Section seven:

Snack Stand Coordinator

- Responsible for opening and closing
- Keeps inventory of all food, drinks and other supplies needed to operate the facility.
- Makes a list of supplies, drinks, food needed.
- Prepares and Schedules persons to work the snack stand, during games, work parties, play offs
- Over sees the cash box. Counts and records money for the night, signs off with one other board member.
- Prepares deposit for Treasurer.

This position is part of the board of directors and has board-voting privileges.

Section eight:

Fundraising Coordinator:

- Actively pursues local businesses to become Corporation sponsors, either as a sign sponsor, project sponsor or team sponsor
- Schedules yearly follow-ups with existing sign sponsors to maintain support with their annual sponsor contribution
- Submission of Fundraising ideas to the Corporations board of Directors.
- Organizes and provides direction in joint efforts among the Corporation volunteers to assist on fundraising endeavors.
- Supervision and acceptance of volunteers to head any fundraising activities
- Is responsible for the transfer of any funds received from fundraising activities to the treasure.

This position is part of the board of directors and has board-voting privileges.

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Article 7

Standing Committees:

Section One:

The individual volunteering to Chair this committee will take charge immediately upon his/her choice to do so:

Field Scheduler:

- Communicates all decisions related to cancellation of practice or games due to inclement weather to all head coaches.
- Must attend all League scheduling meetings with coaches
- Creates a field calendar detailing when the field is in use and by whom, and continually provides updates to the Corporation and coaches throughout the season.
- Rescheduling of all makeup games must be coordinated between the field scheduler and the coaches.
- Establishes cut-off times for the start of a new inning during evening and night games to maintain compliance with the Townships regulations.

This position is considered a standing committee, and is not part of the board of directors.

The President shall take on all the above responsibilities in the event this position is not filled.

Section two:

The individual volunteering to Chair this committee will take charge immediately upon his/her choice to do so:

Player Development Manager

- To unify the coaching program
- Responsible for informing the board of all clinics/camps for participants and coaches being offered
- Responsible for handling all registration associated with clinics/camps
- Works with Treasurer in regards to the handling of all monies related to the said committee.

This position is considered a standing committee, and is not part of the board of directors.

The President or Vice President shall take on all the above responsibilities in the event this position is not filled.

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Article 7

Standing Committees continued:

Section three:

The individual volunteering to Chair this committee will take charge immediately upon his/her choice to do so:

Project Manager:

- Responsible for soliciting bids on projects, gathers information and bids from contractors or vendor, applications of permits from township when necessary, and over sees the project progress. Presents all information to the board of directors for review and approval
- Responsible to make every attempt to get as much donated in way of volunteers labor, materials donated etc.
- Maintains frequent communications with all project participants to keep the project on schedule and with in the budget.
- Provides updates to the Corporations board of directors regarding all aspects of this committee for board approval by way of vote.

This position is considered a standing committee, and is not part of the board of directors

The Equipment Manager shall take on all the above responsibilities in the event this position is not filled.

Section four:

The individual volunteering to Chair this committee will take charge immediately upon his/her choice to do so:

Web Master

- Maintains current information updates to the corporation's website in areas such as: registration information, team contacts and schedules, game scores and photos, game postponements, fundraiser, snack stand schedule, sponsor listings and links, web store products and sales, etc.
- Posts registration forms, and all other forms the Corporation would like accessible if possible through the corporation's web site.
- Maintains contact to the Board of Directors

This position is considered a standing committee, and is not part of the board of directors

The President shall take on all the above responsibilities in the event this position is not filled.

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Article 7

Standing Committees Continued:

Section Five:

The individual volunteering to Chair this committee will take charge immediately upon his/her choice to do so:

Registration Committee:

- Responsible of setting registration Dates
- Issuing all necessary registration forms and fundraiser material
- To collect all registration paper work
- Works with Treasurer in regards to the handling of all monies related to the said committee
- All other duties that pertain to this Position.

This position is a said committee, and is not part of the board of directors. The President shall take on all the above responsibilities in the event this position is not filled, or elect a board member to help.

Section Six:

The individual volunteering to Chair this committee will take charge immediately upon his/her choice to do so:

Awards Committee:

- Selecting and obtaining all annual awards, trophies, certificates, patches etc.
- Responsible to present to the Board of directors requests for special recognition or merit.
- Selecting a date, time and place for awards
- Responsible for all program related material for wards.
- Organizing work crews for setting up and cleaning up before and after event.

The Board of Directors will review and vote on the purchase of any such awards before the chairperson can do so. In addition, the date, time and place must be presented and approved by the board of directors.

Section seven:

The audit committee, consisting of the President and two volunteering non – board members will conduct an audit of the Corporations records.

Audit Committee:

- This audit is to be completed prior to the close of the August meeting with a report provided at the August board meeting.
- The volunteers for the said committee shall be requested at the Aug. meeting.

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**Article 8
Meetings:**

Section one:

The corporations meetings will be held monthly on the second Tuesday of each month: Unless change agreed upon the board.

The president may call special board meetings with due notice. The meeting time and place will be determined when meetings, monthly and special, are called.

Section two:

The procedure for the general monthly meeting will be as follows:

1. Meeting called to order
2. Secretary's report
3. Treasurers report
4. Report of the president
5. Report of the vice Pres.
6. Report of the Chairman
7. Report of the equipment Manager
8. Report of Snack stand
9. Report of Fundraising
10. Report of Standing committees (standing)
11. Report of special committees (standing)
12. Old Business
13. New Business
14. Adjournment
15. Election of board members (annual meeting only)

Section Three:

The president, at his/her discretion, may recommend a combined board meeting.

- The fiscal year shall end on Sep. 31
- The annual Meeting will be held in Sep.
- The fiscal year will commence the following October

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Article 9 (Need to put in handbook)

Membership:

Section One:

Except as hereinafter noted any person over the age of 18 has helped the Corporation or expresses and earnest desire to do so is eligible for active membership

Section two:

Any youth meeting the requirements as to age and resident as set forth in the rules shall be eligible for player membership. Youths enrolled on the official roster shall be known as the Player members

Section three:

Eligibility to vote at the annual meeting is limited to Active adult members who have attended 75% of the monthly general board meetings of the year preceding the election of officers. It is not guaranteed any position will be open for voting due to two-year terms set

Section four:

Any votes on distribution of assets or policies of Corporation shall be limited to the Board of Directors.

The President, vice president, secretary, or treasurer is not eligible to be elected Chairman of the board.

Article 10

Registration

Notice of registration dates, fees, and age-related team information will be Posted at the appropriate time on the Corporations website.

Every attempt will be made to send letters of registration to each eligible player from the previous season and to potential 12 & 13 year olds players if that information is available. Any player who steps on the field for practice will no longer be eligible to receive a refund in the event they choose not to continue.

Article 11

Player Rosters

The number of players on a team is up to the discretion of that particular team's head coach. Typically, a Connie Mack team roster will consist of 14 players. All players will be evaluated and placed according to skill level during the evaluation. Each child will be evaluated during that time and scored.

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**Article 12
Participation**

Section one:

Participants who qualify in the Quakertown and surrounding areas (with in the boundaries specified by League and Connie Mack) who qualify under those rules are eligible to participate.

Section two:

All participants will have a tryout for the summer season. Each participant will be placed on the level team that is appropriate for his or her level and ability. This will be determined by the score sheet and reviewed by the President and person(s) running the tryouts. At no time will a participant be placed at a higher level then they should be. This poses a safety threat to themselves and others. No participant is guaranteed playing time. The coach will determine who and what positions are being played by the team players during each game.

Section three:

The first scheduled practice for any one team in the Corporation will be determined by the head coach. There is a fall season and a summer season.

**Article 13 (Need to put in handbook)
Coaches**

Section one:

All head coaches and coaching staffs shall be automatically terminated after each season, Fall and Summer.

Section two:

The board of directors shall review the progress of the team under the instruction of the Head Coach. At that time, the board will discuss and vote in a closed board meeting, if the coach automatically will receive head coach status for the Corporation for the upcoming season.

Any infractions of the rules will be punishable by the rules set forth by the Corporation. Article 15 sections one - five

Section three:

The president subject to the approval of the board shall assign head coaches to their respective team as long as only one person is seeking that position. In this event the election, process will take place, Article 13 section eleven and twelve.

Section four:

Head coaches must be at least (21) twenty one years of age. Assistant coaches must be at least (18) eighteen years of age.

Section five:

No person shall be head coach of more then one team per season

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**Article 13
Coaches Continued**

Section six:

Head coaches have responsibility for

- His or her own actions
- The actions of his or her assistant coaches
- The actions of his or her player members on the roster of his / her team.
- The actions of the adults attending practice or games.
- He or she shall be in complete charge on the playing and practice fields

Section seven

Coaches and staff when selected must agree to abide by the ideas and objectives as stated in this constitution and the coaches responsibility and codes of conduct as presented in the Corporations coaches packet/handbook.

Section eight:

All head coaches for all teams will if possible be selected before registration of that season.

Should a head coach not be assigned by the registration dates the President and Vice President will assign a person to assume their responsibilities until the selection process is completed and a head coach is assigned.

If more than one individual expresses the desire to be Head coach of a particular team, the board of directors will vote on the candidate for that position.

All head coaches are required to select their assistant coaches no later than Sep. board meeting for fall baseball and April board meeting for summer baseball, a list must be presented to the president for review.

Section ten:

The head coach and staff will be selected using the following criteria:

- They must possess a working knowledge of Baseball.
- They must possess patience and the ability to teach.
- They must agree to strictly abide by the league playing rules and corporations rules.
- They must agree to conduct themselves properly at all times and set a good example for the player members to follow as shown by attitude speech, and appearance.

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**Article 13
Coaches Continued**

Section ten:

The head coach and staff will be selected using the following criteria:

- They must complete, a minimum, of attending one coaches alliance class.
- They must agree to stress the importance of schoolwork, maintaining good grades and good attendance in school and on the team in which they play.
- They must agree to place the physical well being of the player member above that of the team.
- They must agree to support player development classes and make every attempt to get involved as to help further there education as well as there player members.

Section eleven:

The selection process

Each candidate wishing to become a head coach must submit their name to the President of the Corporation, prior to the start of registration for that season.

The president will compile a list of candidates.

The president will set up; with the board of directors, a time and place to conduct interviews in the event there are more then one individual expressing interest.

If there is not more than one for each division, the President and vice president will have the authority to select and accept those individuals.

If during the interview process, the board of directors should find some reason to question the knowledge or attitude of a candidate they must present the question to that candidate at that interview. If the question (s) are not resolved to the board of directors satisfaction they must either recommend no head coach status or recommend, they do at least one year apprenticeship under a another head coach prior to becoming a head coach for the corporation.

If one of the individuals in the pool of candidates is a board member, they can remove themselves from the interview process until their designated group is completed. Upon completion of the "excused" board member's interview, they may reconvene with the panel

Article 13
Coaches Continued

Section twelve

The interview process

The board of directors, upon having the candidates presented to them, will interview candidates (individually or as a group)

They are reminded that the individuals selected during this process will attain a position that will provide them single most direct influence on our player members for that year.

During the interview process, the board must make certain that:

- The candidates receive verbally or in writing the preamble contained in the constitution.
- The candidates receive in writing the copy of the coaches code of conduct/responsibilities form to be signed at that point and acknowledges receiving this information. In addition, acknowledges that they fully understand what they have read and signed, and agree to adhere to it.
- The candidate acknowledges the commitment they are making through QCM to the player member and the corporation.

Article 14 (Need to put in handbook)

Parent/participants/Coaches Responsibilities:

Section one

Parent /Player Responsibilities Contract

A code of conduct and or responsibilities document, which cover clear guidelines of what, the corporation expects from its player members and parent (s) or guardian (s). The guidelines also address things such as attendance, availability through out the season and post season-playoff games, attitude, behavior, etc. These guidelines clearly define appropriate behavior and methods in the parents' pursuit of addressing concerns with the coaches or the Corporation. This will be required to be signed and handed in. By signing this document, the player, parent (s) and or guardian(s) acknowledge they fully understand what they have read and agree to adhere to its contents. Anyone refusing to sign will automatically forfeit his or her registration and participation in our program; the registration fees will be refunded in full.

Players, Parent(s) and or guardian(s) are required to follow the chain of command. They must make every attempt to address their concern with the players head coach and resolve it at that level. In the event they feel it has not been resolved, a written letter must be submitted to the Corporations President in order to receive further Intervention. The President will try to resolve this matter.

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Article 14 (Need to put in handbook)

Parent/Participants/Coaches Responsibilities cont:

Section two

Head Coaches/ Assistant Coachés Responsibilities

- Head coaches are selected by a voting process that is outlined in section four of this Corporation. At least one month prior to holding the board meeting, when head coaches are to be selected. Applicants interested in applying for Head coach position within the Connie Mack Program are invited to attend this meeting. An e- mail message if possible will be directed to the parents of the past season's registrants, the e-mail message will reference the website's posting of head coach a applicants and day/time of the meeting when head coaches are selected.
- Head coaches have the authority to select their assistant coaches on their team, the head coach must present the coaching staff list to the Corporation Board for approval. Assistant coaches will adhere to all rules, contracts and regulations.
- The Corporation will pay for the head coach and one assistant coach from each team to attend a coaches clinic held each year. The Corporation strongly recommends all of the teams coaching staff attend. Head coaches are responsible for deciding the selection process of team All- Star representation. Ideally, the corporation should consider implementing a standardized procedure for the selection process, then make a resolution to maintain that process for all teams.
- Supports player development classes
- Head coaches and assistant coaches must sign and agree to adhere to all the coaches responsibilities and the codes of conduct the corporation has enacted and rules and regulations of the league. In the event this contract breached the Corporation will evaluate the situation and come to a decision as it pertains to the coaching position within the corporation.
- Medical release notes will be the responsibility of the head coach to take care of.

**Quakertown Connie Mack
Youth Baseball Program Inc.**
Revised Aug 2006

Article 15 (Need to put in handbook)

Rules:

Section one:

The official playing rules and regulations of the Corporation amended and modified by the league shall be considered binding by the Corporation.

Section two:

Any player member, parent, guardian or coach thrown out of a game or asked to leave the field of play by an official will not be allowed to participate at two (1) additional games

Section three:

Any player missing (1) game or more due to an injury occurring with the Connie Mack baseball, at practice or at a game during the time, and that injury requires medical assistance at the hospital or doctors office, he/she shall not be aloud to return to the team without a release statement from the doctor. In addition, any injury, occurring outside of baseball that will be further aggravated by participating in baseball, in the belief of the coach, shall require a doctor's release form. Any deliberations on this shall be directed to the president and Vice president for final disposition.

Section four:

The use of tobacco by members of the corporation is prohibited on the practice fields or game field. Precaution are used to insure we, as adult members of the corporation and role models, do not lead the player members to think of smoking or the use of tobacco as worthwhile. The same is expected form the player members.

Coaches, administration and representatives of QCM are directed to abstain from the drinking of alcoholic beverages and the possession of or any illegal substances at any QCM function is prohibited.

Rules apply for player members and parents and or guardians and are punishable by the following:

Smoking:

- First offence: Verbal warning.
- Second offence: Written warning
- Third offence: One (1) game suspension
- Fourth offence: Will be brought to the board of directors and may result in the offenders permanent removal.

**Quakertown Connie Mack
Youth Baseball Program Inc.
Revised Aug 2006**

Article 15 (Need to put in handbook)

Rules continued:

Section four:

Drinking:

- First offence: (1) week game suspension. If the incident occurs at or near the end of the season, the punishment will continue to the first season games of the next year (any pre-season games are not included in the punishment but participation is prohibited).
- Second offence: (2) week game suspension from date of infraction.
- Third Offence: Will be brought to the board of directors and may result in the offenders permanent removal.
- If the offender is a minor all family members will be removed and vs. for parent /child

The odor of alcohol on an individual's breath shall constitute grounds for the above action.

Possession and or Use of Illegal drugs:

- First offence: Will be brought to the board of directors and may result in the offenders permanent removal. If offender is a minor, the parents will also be included in the permanent removal along with their child, and VS will apply.

Extreme Behavior:

Verbal, prolonged or undo emotional or physical abuse to any board member, coach, parent or player will be grounds for immediate dismissal of themselves and their family member.

- First offence: Will be brought to the board of directors and may result in the offenders permanent removal. If offender is a minor, the parents will also be included in the permanent removal along with their child, and VS. will apply.

Once this penalty has been reviewed, the perpetrator has one (1) opportunity to appear before the board to present his/her case and may be awarded a second chance if deemed appropriate by the board.

Code of conduct/Responsibility:

- First offence: Verbal warning and or Written warning
- Second offence: One (1) game suspension
- Third offence: Will be brought to the board of directors and may result in the offenders permanent removal, depending upon the severity of the offence.

Once this penalty has been reviewed, the perpetrator has one (1) opportunity to appear before the board to present his/her case and may be awarded a second chance if deemed appropriate by the board.

**Quakertown Connie Mack
Youth Baseball Program Inc.
Revised Aug 2006**

Article 15 (Need to put in handbook)

Rules continued:

Section five:

Chain of command:

Any parent, player, member, or coach questioning a coaches decision, actions or knowledge must first discuss the situation with the head coach of the respective team.

If, upon this discussion, the parent, Player member or coach does not feel the situation has been resolved properly they may present the situation to the President or Vice President. Subsequently to this discussion, if the parent, player member, or coach feels the situation has not been properly resolved, they may present it to the resolution committee. If the answer is unsatisfactory, the disposition on this matter can be presented to and handled by the Board of Directors at the next corporation meeting.

Article 16

Coaches/Assistant Evaluation Forms

- Approximately three weeks prior to the end of the regular season, the Corporation will make every attempt to provide a coach evaluation form to all players. This questionnaire is to be completed and returned to the Corporation Review and Resolution committee for their recommendation. The value of these forms is that the Corporation gains insight from the payers and parents guardians' perspective. The Corporation may also Benefit from comments or suggestions about the facility or equipment, etc.

Article 17

Review and Resolution Committee

This committee is to be comprised of the President and two other board members. One of the three members is to be a corporations head coach, with the other two members being non-coaches. The two non-President members of this committee can be changed during the course of the year. These committee positions are filled by members on a volunteer basis with the approval of the Corporation. The purpose of this committee is twofold:

1. Review coaches evaluation forms and make a recommendation to the board membership based on data submitted from players/parents/guardians.
2. Preside over issues concerning complaints from players/parents/guardians that could not be resolved by first addressing this matter with the players head coach After receiving notification from the players head coach that an issue needs further intervention, the Corporation President will schedule a meeting between the review and resolution committee to present their recommendation to the board membership on how to proceed. The Corporation President will contact the players parents/guardians with the Corporations response to their complaint.

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Article 18

Insurance Coverage

An insurance policy is to be secured and put into force that would protect the Corporation board officers, board members and coaches from potential legal actions arising from player injuries or decisions made by board membership. Coverage should be for \$1,000,000.

Additionally all board officers, board members, and all team coaches are required to have back round checks processed on them prior to the start of each season. An up dated back round check must be handed in to the President prior to the start of the season each year.

Article 19

Changes to the Articles of Corporation

The process of revising the Corporations Articles may initiate from members proposals during the board meeting to make an amendment to the Articles. The proposal requires at least a 50% consensus from the board membership to warrant proceeding further. A decision on the merits of the proposal must take place prior to voting on the amendment. All Board of Directors members not in attendance at the meeting must be given the opportunity to voice their vote prior to an amendments acceptance. Votes from these members must be submitted to the secretary prior to the next scheduled meeting if they cannot attend that meeting. A 75% majority vote is required from the Board of Directors in order for an amendment to become officially written into the Corporations Articles.

Article 20

Dissolution Clause.

“Upon the dissolution of the corporation, the Board of Directors or governing staff shall, after paying or making provision for the payment of all of the liabilities of the corporation, dispose of all the assets of the corporation in such manner, or to such organization (s) organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization (s) under section 501 (C) (3) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue Law), as the Board of Directors or governing staff shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the County in which the principal office of the corporation is then located, exclusively for such purposes as said Court shall determine, which are organized and operated exclusively for such purposes.”