

**CONSTITUTION AND BYLAWS  
CHEVIOT HILLS PONY BASEBALL ASSOCIATION**

CONSTITUTION

**ARTICLE I-- NAME**

The organization shall be known as Cheviot Hills Pony Baseball Association (hereinafter referred to as CHPBA), a volunteer organization to promote baseball and girls softball.

**ARTICLE II-- STATEMENT OF POLICY**

**Section 1-**It shall be the policy of the CHPBA to conduct its activities so that the physical and moral welfare of the young people for whose benefit it is organized shall remain paramount and all matters of policy shall be determined on that basis.

**Section 2-**No person who is a member of or who is employed by or who is in any way connected with the CHPBA shall receive any personal financial benefit therefore beyond the reasonable value of his or her contracted services in carrying out the purpose for which the CHPBA has been organized.

**Section 3-**In order to secure suitable and adequate financial backing to carry out the purpose of the CHPBA, it shall be the policy of the CHPBA to permit only such sponsorship as is consistent with the purpose for which the CHPBA is organized and to select sponsors who are interested in the CHPBA solely or principally as a means of contributing to the welfare of young people.

**Section 4-**It shall be the policy of the CHPBA to prohibit any direct advertising of alcoholic beverages or tobacco products in connection with the CHPBA or any of its programs.

**ARTICLE III -- PURPOSE**

The purpose of the CHPBA shall be to organize, supervise, and provide instruction in the playing of competitive baseball under specialized rules and regulations, to secure suitable and adequate financial backing for these purposes, and to own, lease or otherwise provide suitable playing facilities and equipment for these purposes.

**ARTICLE IV-- BOARD OF DIRECTORS**

**Section 1-**Volunteer adult leaders, parents or guardians of players, team sponsors and other contributors, managers, coaches and other interested adults shall be eligible for election to the Board of Directors.

**Section 2-**The Board of Directors shall be no less than nine (9) and no more than seventeen (17) persons elected by the then existing Board of Directors at the July annual meeting of the existing Board in the manner provided for in the Bylaws of the CHPBA.

**Section 3-**In recognition of the general powers of the Board of Directors exercised by virtue of their office, they shall have the power: to purchase or otherwise acquire for the CHPBA any property, right or privilege which the CHPBA is authorized to acquire by pursuant to the purpose of the CHPBA and in a manner governed by its Bylaws, at such price or consideration and upon such terms as the Board of Directors may deem expedient; to appoint or remove or suspend subordinate agents or volunteers and to determine their duties and fix their salaries; to determine who shall be authorized, on behalf of the CHPBA, to sign bills, notices, receipts, acceptances, endorsements, checks, releases, contracts, and any other instruments; to delegate any of the powers of the Board of Directors to any standing committee, special committee or any officer or agent of the CHPBA, with any powers as the Board of Directors may see fit to grant and to generally do all such lawful acts and take actions as may be necessary and proper.

## **ARTICLE V -- OFFICERS/EXECUTIVE BOARD**

**Section 1-**The officers of the CHPBA shall consist of the President, Vice- President, Secretary, and Treasurer.

**Section 2-**The officers of the CHPBA shall otherwise be referred to in the Constitution and the Bylaws as the Executive Board.

## **ARTICLE VI -- GOVERNMENT**

**Section 1-**The government of the CHPBA shall be under the direct supervision of the officers and the Board of Directors.

**Section 2-**All rules governing the playing of baseball and girls softball, the legality of players and related questions shall be in accordance with the Cheviot Hills Pony Baseball Rules that exist for each division of the CHPBA (Pinto League, Mustang League, Bronco League, Pony League, and girls softball).

## **ARTICLE VII -- AMENDMENTS**

The Constitution may be amended only by a majority vote of the Board of Directors at any meeting, or at a special meeting of the Board of Directors called for that purpose. There must be a waiting period of at least twenty (20) days between the time an amendment is proposed and seconded and the time when the vote on the amendment takes place.

## BYLAWS

### **ARTICLE I -- MEETINGS AND VOTING**

**Section 1-**The Board of Directors shall hold a minimum of nine (9) meetings a year, at such time and place as may be determined by the President. The President, in determining the time and place of those meetings, should use the convenience of the majority of Board members as his or her guide. Meetings should occur no later than the 2nd Thursday in January, February, March, April, May, June, July, September, and November. Notice of the time and place of the meeting shall be made known to the entire Board of Directors not less than ten (10) days prior to the date of the meeting. Any action taken at a meeting that violates the notice provision of this section must be ratified by Board of Directors who cannot be present before they are valid and can be implemented.

**Section 2-**Special meetings of the Board of Directors may be called by the President, or by a majority of the Board of Directors, upon written request to the Secretary. Notice of the time and place of these special meetings of the CHPBA shall be made known to the entire Board of Directors not less than five (5) days prior to the date of the meeting. Any action taken at a meeting that violates the notice provision of this section must be ratified by Board of Directors who cannot be present before they are valid and can be implemented.

**Section 3-**At each meeting of the Board of Directors, every member of the Board shall be entitled to vote either in person or by proxy. In the case of proxy voting, the Secretary must be notified at least twenty-four (24) hours in advance of said proxy in writing for the proxy to be valid, and the proxy may be generally assigned to another Board of Director for all votes and may only be assigned for one issue. A simple majority of votes is required for any measure to pass. Any ties require a 2nd ballot after further discussion. If after the 2nd ballot, the votes are still tied, the President shall be required to break the tie; and, in the absence of the President, the Vice- President will be required to break the tie.

**Section 4-**The presence of a majority of Board of Directors members shall be required to constitute a quorum for the transaction of business at any special or regular meeting of the CHPBA. The presence of a proxy or proxies cannot be counted for purposes of establishing a quorum.

**Section 5-**Any Board of Directors member may request a secret ballot for any vote, and such request must be automatically granted. Upon that request, the vote must be conducted by secret ballot, provided those ballots are available

for inspection at the conclusion of the vote.

## **ARTICLE II - - ELECTION OF OFFICERS**

**Section 1-**At the June meeting, the Secretary shall determine which members of the Board of Directors intend to offer their candidacy as an officer for the following year. Only Board of Directors members in good standing are eligible to be officers for the subsequent year. No person shall hold more than two (2) offices during any term. Elections shall be held at the July meeting.

**Section 2-**The term of office for all officers shall be one year beginning the day following the July meeting and election.

**Section 3-**All officers shall be eligible for reelection, with the exception that no person shall serve in the same office for more than three consecutive terms.

**Section 4-**In the event of the death, resignation, inability to perform the duties of office for any reason, or disqualification, the Board of Directors, by majority vote of the entire board, shall be empowered to select a replacement for such officer who shall serve until the following July meeting.

**Section 5-** Any officer who misses more than three meetings in course of one term shall be disqualified. When an officer has been disqualified for this reason, the Board of Directors may decide, by majority vote, to reinstate the disqualified officer.

## **ARTICLE III – ELECTION OF BOARD OF DIRECTORS**

**Section 1-**All members in good standing of the then existing Board of Directors who desire to serve another term are automatically re-elected to the Board of Directors. Current Board members must declare their intentions to remain on the Board to the Secretary no later than the June meeting. Candidates for vacancies in the Board of Directors will be drawn first from the then existing Board, second from any person who served on a standing or special committee, and third from any person eligible pursuant to the Constitution. Elections shall be held at the July meetings.

**Section 2-**Members of the Board of Directors are required to chair a standing or special committee to remain in good standing. Members who are not in good standing shall be automatically disqualified from the Board of Directors.

**Section 3-**The term of membership for all Board of Directors shall be one year beginning the day following the July meeting and election.

**Section 4-**In the event of the death, resignation, inability to perform the duties of the Board of Directors for any reason, or disqualification, the Board of Directors, by majority vote of the entire remaining board, shall be empowered to select a replacement for such Board of Directors member who shall serve until the following July meeting.

**Section 5-** Any member of the Board of Directors who misses more than three meetings in course of one term shall be disqualified. When a member of the Board of Directors has been disqualified for this reason, the Board of Directors may decide, by majority vote, to reinstate the disqualified member.

**Section 6-**The Board of Directors shall have the authority to suspend, discharge or otherwise discipline any member, manager, coach, player, league official, umpire or other person whose conduct is considered detrimental to the best interests of the CHPBA.

**Section 7-**Any adult (persons 18 years of age or older) who is suspended, removed or otherwise disciplined by the Board of Directors shall have the right to appeal such action before the Board of Directors at a regular or special meeting called for that purpose. Written notice of the action of the Board in suspending, removing or otherwise disciplining said person must be sent within forty-eight (48) hours of Board action. The written notice must specify the reasons for said discipline

and indicate to said person that they have five (5) days from the date the discipline notice was sent in which to file a written appeal with the Secretary, and that such appeal will temporarily “stay, the discipline until the appeal hearing in front of the entire Board has taken place. The appeal hearing must be held within ten (10) days of the filing of the appeal, and all Board members as well as said person should be notified by the Secretary of the date, time and place of the hearing. After a full appeal hearing, the Board may choose to reinstate the discipline, impose greater or less sanctions, or do away with the discipline entirely.

**Section 8**-The President shall, upon evidence of misconduct of any player, notify the manager of the team of which the player is a member and the parents of any such player who is less than 18 years of age, within 48 hours of the act. The manager shall appear with the player before the Executive Committee of the Board of Directors, for consideration of appropriate action. The player’s parents or guardian shall be advised of and invited to attend such meeting.

#### **ARTICLE IV--FINANCIAL POLICY**

**Section 1**-The Board of Directors shall decide all matters pertaining to the finances of the CHPBA, bearing the responsibility to conduct the financial affairs of the CHPBA in a sound business-like manner.

**Section 2**-To equalize the benefits of the CHPBA for all participating teams, solicitation of funds shall be for the treasury of the CHPBA and contributions to individuals or teams shall be discouraged.

**Section 3**-The Board of Directors shall institute policy relative to the preparation and acceptance of an annual budget, and periodic and annual presentation of financial reports, and an annual audit or review of the books of the CHPBA.

#### **ARTICLE V---- DUTIES OF OFFICERS**

**Section 1**-The President shall preside at all meetings of the CHPBA Board of Directors or the Executive Committee; shall serve as the Chief Executive Officer of the CHPBA; and shall perform such duties as are normally associated with the office of President, including but not limited to maintaining relationships with the Cheviot Hills Parks and Recreation, ensuring the flow of information from one committee to another, and overseeing the registration of all player applicants to the CHPBA.

**Section 2**-The Vice-President shall assist the President in the performance of his or her duties; shall preside at meetings in the absence of the President; and shall assist the Secretary in conducting elections for Officers and Board of Directors vacancies and in organizing membership in Standing or Special Committees.

**Section 3**-The Secretary shall have custody of the Constitution and Bylaws, and all other records of the CHPBA; shall keep an accurate record of the meetings, including attendance, and other activities of the CHPBA and the Board of Directors; shall determine the candidates for election and conduct the July elections; shall be responsible for all correspondence on behalf of the CHPBA and shall transmit all records and correspondence to any person elected to succeed him or her in that office.

**Section 4**-The Treasurer shall receive and disburse all funds with the approval of the Board of Directors; shall keep an accurate account of all funds received and disbursed for the CHPBA; shall submit a financial report at all regular meetings and at such other times as may be requested by the President; shall compile an annual report of CHPBA finances; shall provide the books of the CHPBA and such other documentation as requested for the annual audit or review and shall transmit all financial records to any person elected to succeed him or her in that office.

#### **ARTICLE VI--- STANDING COMMITTEES**

**Section 1** -All committees in this Article shall be comprised of all interested persons who comprise the Membership as stated in Article IV of the Constitution. . Committees are required to give reports at each meeting of the Board of Directors. The following sections will discuss each of the standing committees.

**Section 2-**The Rules and Eligibility Committee will be in charge of re- writing, amending and maintaining the Cheviot Hills Pony Baseball Rules that exist for each division of the CHPBA (Pinto League, Mustang League, Bronco League, and Pony League,) as well as making recommendations to the Board of Directors concerning player age and eligibility requirements. Said rules and eligibility requirements must be approved by the entire Board of Directors pursuant to a vote no later than the January meeting. In addition, this Committee is responsible for making recommendations to the Board of Directors concerning amendments and changes to the Constitution and Bylaws of the CHPBA.

**Section 3-**The Manager-Coach Selection Committee shall be comprised of four league or division Commissioners, and, if none of those Commissioners are Board members, a chairperson who is a Board member. The Commissioners are primarily responsible for ensuring the smooth functioning of the leagues or divisions to which they are appointed Commissioner by the Board of Directors; one Commissioner shall be appointed for the Pony League, one Commissioner shall be appointed for the Bronco League, one Commissioner shall be appointed for the Mustang League, and one Commissioner shall be appointed for the Pinto League. It is preferred, but not required, that the Commissioners shall not be Commissioners of a league or division in which they have a child who is a player. As members of this Committee, the Commissioners and their Board chairperson shall interview and review the credentials and qualifications of all persons who apply for such positions in CHPBA and shall actively seek out a sufficient number of applicants to meet the needs of the CHPBA. In addition, this Committee will be responsible for organizing any coaching clinics and ensuring maximum attendance by managers of those clinics. Final selection of candidates proposed by the committee shall be subject to the approval of the Board of Directors. All complaints concerning coaches or managers must first go to this Committee for evaluation before submission to the Board for any disciplinary action. Interested persons with standing (e.g. team managers or players) may initiate an appeal of a commissioner decision that adversely affects their team or eligibility to play by filing a letter with the CHPBA within 5 days of knowing or having reason to know of such decision. Said appeal will be entitled to a hearing similar to the procedure followed for discipline in Article III, Section 7.

**Section 4-**The Finance and Publicity Committee shall be chaired by the Treasurer. This Committee shall organize and supervise all fundraising and sponsorships, including the Hit-A-Thon and various other activities approved by the CHPBA. This Committee is also charged with any publicity related to the CHPBA, including but not limited to maintaining and distributing the Grand Slam News.

**Section 5-**The Field and Facilities Committee shall be charged with the general preparation, maintenance, development and improvement of all playing facilities owned, leased or used by the CHPBA. This Committee shall also be charged with obtaining suitable umpires for the CHPBA as directed by the Board of Directors, shall consider all complaints relative to umpires and make suitable recommendations to the Board of Directors.

**Section 6-**The Equipment and Trophy Committee shall be charged with the responsibility of ordering and purchasing uniforms and playing equipment for the CHPBA, the distribution of equipment among the CHPBA teams, the collection, inventory and Storage of equipment during the off-season, and preparation of such reports and suggestions as needed by the Finance Committee for budgetary action. This Committee is also responsible for ordering and distributing end of season trophies or other prizes at the awards ceremony as approved by the Board of Directors.

**Section 7-**Scheduling and Playoff Committee shall be responsible for scheduling games and practices for all CHPBA teams, and determining the format and scheduling the playoffs for each league with the CHPBA. All playoff formats must be approved by the Board of Directors.

**Section 8-**The All-Star and Post-season Tournament Committee shall be comprised of four league or division Commissioners, and, if none of those Commissioners are Board members, a chairperson who is a Board member. This Committee shall be charged with developing the format for selecting post- season internal and traveling All-Star squads, including coaches and managers. All formats must be approved by the Board of Directors no later than the April meeting. This Committee is then responsible for implementing that format. In addition, this Committee is charged with organizing the application and entry of any CHPBA teams in post-season tournaments, subject to the approval of the Board of Directors. This Committee is also responsible for organizing and administrating any post-season tournaments at Cheviot

Hills Park.

**Section 9-**The Long-Term Planning Committee shall be comprised of the members of the Executive Board. This Committee is charged with making long- term plans and recommendations for approval by the Board of Directors.

#### **ARTICLE VII --SPECIAL COMMITTEES**

Special Committees may be appointed by the President for such special purposes as deemed necessary. The President will be guided by the general preference that sub-committees to Standing Committees are preferred over Special Committees. Committee duties and responsibilities are to be outlined at the time of the appointment and such committees shall be dissolved at the July meeting following appointment, but may be reappointed at any time following the July meeting.

#### **ARTICLE VIII -- AMENDMENTS**

These Bylaws may be amended only by a majority vote of the Board of Directors at any meeting, or at a special meeting of the Board of Directors called for that purpose. There must be a waiting period of at least twenty (20) days between the time an amendment is proposed and seconded and the time when the vote on the amendment takes place.