

BEECHVIEW ATHLETIC ASSOCIATION

1998 BY-LAWS

The Beechview Athletic Association is a non-profit organization founded for the youth of the community. Every child is offered the opportunity to participate and learn. The association will strive to encourage each child to reach his or her fullest potential.

GOVERNING STRUCTURE

The Executive Board Officers shall be made of the President, Vice-President, Secretary and Treasurer. These officers will not be part of any sports board. The Executive Officers will oversee the operation of the BAA. The Commissioner of each sport will become voting members of the Executive Board. The Executive Board will hold monthly meetings in order to conduct Association business. Five Executive Board Members of the Association must be present to have a quorum, vote and conduct business. If a Commissioner can not attend the Executive Board meeting he or she must send another representative of the League Board to attend the Board Meeting. The right of the Commissioner to vote will then be transferred to the representative. The Executive Board Officers shall assume Chairmanship of any committee where NO volunteer is found, for the purpose of the Association to keep operating successfully for the upcoming year.

In the event the President becomes incapacitated, the following is the rank of succession: Vice-President, Treasurer, Secretary.

PRESIDENT

Shall conduct all meetings of the Association, oversee all offices, and ensure full success of the association. The President shall appoint all Committee Chairpersons. He or she shall co-sign all checks with the Treasurer. He or she shall enforce all policy resolutions that are voted on and adopted for the upcoming year. He or she shall be notified if any emergency funds are needed for the Association so he or she and the Treasurer can distribute them to the proper place or person. In the event the President and Treasurer are from the same household, the President's name shall be deleted from signing checks. The Vice-President or Secretary would then be authorized to sign checks with the Treasurer. The Executive Board will make the decision as to whose signature will be authorized.

VICE-PRESIDENT

Shall become acting President when the President is unable to fulfill his or her office for any reason. The Vice-President shall oversee all committees within the Association. He or she will be in charge of membership dues and keeping accurate and current records of membership.

SECRETARY

Shall be responsible for maintaining complete and accurate records of all meetings and make them available when called upon to do so. The Secretary shall keep accurate records of all officers and current mailing list. All Association correspondence is to use approved Beechview Athletic Association letterhead. Upon the President's approval, the Secretary may sign the President's name. He or she shall send out an accurate copy of all minutes to

Executive Board members and keep on file an accurate record of any resolutions adopted during the year.

TREASURER

Shall be responsible for keeping an accurate ledger of the Association's finances. An account of each leagues income and expenditures will be recorded and submitted in writing at all BAA

meetings. An accurate report shall be distributed each February. The Treasurer will be responsible for placing all funds in a reputable finance agency and must co-sign with the President all checks released from his or her office. A receipt must be given out as well as received for all checks or monies used by the Association. The records of the Treasurer will be reviewed each January. The Treasurer must help each sport board, committee chairperson or tournament director to work out a financial report form to keep records on their upcoming expenses and also to file for future records. Any emergency funds that need to be taken out of the Association funds have to have approval of the President and/or the Treasurer.

In the event the President and Treasurer are from the same household, the President's name will be deleted from signing checks. The Vice-President or Secretary would then be authorized to sign checks with the Treasurer. The Executive Board will make the decision as to whosesignature will be authorized.

COMMITTEES

The following committees will be standing committees and shall be accountable to the Executive Board; Facility improvement, Fund raising/sponsorships, Mailing, New Activities, Popstand, Officials and any other committee as a need arises. Popstand shall have some type of budget and ordering process in writing. Each committee shall have a chairperson and a list of volunteers and set up. All ad hoc committees shall exist for the length of their need.

ELECTION PROCEDURES

Nominations and elections will be held each November for Executive Officer positions of President and Treasurer, Baseball, Softball and Soccer Boards at a general membership meeting. Term of office will be January 1 to December 31. All Executive Officers will run for a one year term of office. All sport boards will run for a one year term of office. Nominations for President will be held first. After nominations are closed, elections for the President will be held. Nominations for the Treasurer will then be held.

After nominations are closed, elections for the Treasurer will be held. Then the nominations and the elections for the Sports Board Members will be held. All Sports Board positions will be voted on. The person with the most votes will have their choice of position.

Nominations and elections will be held in May for the Executive Officer positions of Vice-President and Secretary and Basketball Board at a general membership meeting. Term of office will be July 1 to June 30. All Executive Officers will run for a one year term of office, all Sports Boards will run for a one year term of office.

Nominations for Vice-President will be held first. After nominations are closed, elections for the Vice-President will be held. Nominations for Secretary will then be held. After

nominations are closed, elections for Secretary will be held. Then the nominations and elections for the Basketball Board will be held. The person with the most votes will have their choice of position.

The Executive Board and its officers shall have the right to appoint any vacancies on the Executive Board. Any member elected or appointed to an office **MUST** be a current member of the BAA and has been a member during the previous two years. No one under the age of 21 can run or be appointed to an office position on the Executive Board. BAA members may run for as many positions as they wish. Once you are elected, you may not run for another office. Sports Board vacancies that occur following the elections will be filled by the newly elected Commissioner upon the approval of the Executive Board. **NO** member may be elected to more than one office at a time. Following elections, all materials that accrued during the past term in office shall be turned over to the President by January 1. A non-partisan shall be appointed at the election meeting to count the votes.

ELECTIONS FOR:

President and Treasurer will be held in November. Term of office will run from January 1 to December 31. Vice-President and Secretary will be held in May. Term of office will run from July 1 to June 30.

MEETINGS

The President shall preside over the meetings and shall govern. Only the President may grant permission to the floor. Members granted the floor shall be as brief as possible and confine their remarks to the subject under discussion. The President may limit discussion on any matter. All members shall have the right to be heard at any meeting concerning the Athletic Association. Members wishing to become Officers should attend all general meetings.

Any resident of the Beechview Community or any person having an active interest in the Beechview Athletic Association may become a member. A \$1 fee for membership shall be charged per person willing to become a member of the BAA over the age of 18 years. Membership will be accepted at time of registration of all sports. Membership will be taken from January through August. Anyone who registers as a member during the month of September, October, November or December, their membership will become active January 1 of the coming year. Admittance to membership shall be subject to majority approval of all officers and members. The Executive Board shall have permission to remove any person, regardless of status, whose conduct is considered detrimental to the organization, from membership. Length of the suspension shall be determined by the Executive Board responsible for the action.

The Beechview Athletic Association has provided four sport programs for the community:

1. Baseball
2. Softball
3. Soccer
4. Basketball

Each program is responsible for acquiring field/gym permits. All officers will share equally

in
field/gym duty. The sports boards will turn over to new boards all financial records and expenses,
inventory of equipment and approximate timetables of procedures to run the sport properly.

ELECTED OFFICERS FOR BASEBALL, BASKETBALL, AND SOFTBALL

1. Commissioner
2. Player Representative
3. Equipment Manager
4. Traveling Teams Representative
5. Field Coordinator

COMMISSIONER

Shall be in charge of their respective programs within the boundaries of these by-laws and league rules. The Commissioners shall be the Executive Board Representative of their sport. The Commissioner shall appoint all managers and may appoint coaches and all others needed to help the sport operate. The commissioner shall upon evidence of misconduct, have the authority to replace any person within their leagues. The Executive Board Members will be notified at least 48 hours prior to each monthly meeting. Prior to any purchases, the Commissioner shall be responsible for filling out an estimated budget along with his sports board. He or she must present it at the Executive Board meeting along with a timetable of his sports upcoming purchases and events for the year, such as; equipment, uniforms and trophy purchases along with a list of possible fund raisers for that upcoming year. He or she shall conduct a monthly meeting of his or her sport season, where minutes of that meeting are recorded and read at the Executive Board Meeting. He or she shall also present a copy for the Executive Board meeting minutes and Financial reports in case there are any questions that have not been discussed. All sport board members at the meeting must sign the minutes for record purposes.

PLAYER REPRESENTATIVE

Shall conduct registrations, tryouts and youth placement. Any player problems with the league will be handled first by the Player Representative. He or she shall conduct the draft. The Player Representative shall make available to all managers a complete record of all players before tryouts. Following tryouts, a complete roster of players shall be given to all League Officers. Player Representative shall keep a completed log of all registrations and monies owed. If monies are not paid in full by the start of the sports season, the child may not be able to play unless other arrangements have been made.

EQUIPMENT MANAGER

Shall be responsible for the distribution and collection of all uniforms and equipment for the in-house league. The Equipment Manager and Commissioner shall be responsible for the inventory of all equipment at the seasons end. He or she shall purchase all uniforms and equipment for both the in-house and traveling teams. Equipment Manager for all sports shall keep an accurate log of all uniforms. If the uniform is not turned in, that particular player shall
not be able to register or play in the future until his/her uniform is turned in.

TRAVELING TEAMS REPRESENTATIVE

Shall take all late registrations for the traveling teams. He/she will be responsible for late fees, deposits and distribution and collection of all uniforms and equipment for the traveling teams. He/she shall attend all meetings for the respective league and arrange field times and entry fees for those teams. He/she shall work with the board to prepare a financial budget form given to him/her by the Executive Board Treasurer and also fill out reports during that year, so as to achieve an accurate account of expenses for the following year.

FIELD COORDINATOR

Shall schedule and appoint all field times for practice. The Field Coordinator shall be in charge of scheduling umpires for the games. He/she shall schedule field duty for all members of their sports board. The Field Coordinator shall schedule all games including rain outs with the approval of the Commissioner.

ELECTED OFFICERS FOR SOCCER

1. Soccer Administrator

Traveling Board	In-house Board
1. Traveling Commissioner	1. In-house Commissioner
2. Traveling Player Representative	2. In-house Player Representative
3. Traveling Equipment Manager	3. In-house Equipment Manager
4. Traveling Field Coordinator	4. In-house Field Coordinator

SOCCER ADMINISTRATOR

Shall be in charge of the overall operation of the Beechview Soccer Program within the boundaries of these by-laws and league rules. The Soccer Administrator shall be the Executive Board Representative of soccer. The Soccer Administrator shall appoint all managers and may appoint coaches and all others needed to help the sport operate. The Soccer Administrator shall upon evidence of misconduct, have the authority to replace any person within their leagues. The Executive Board Members will be notified at least 48 hours prior to each monthly meeting. The Soccer Administrator shall be the liaison between the Beechview Athletic Association and PA-West. He/She shall attend all meetings as required by PA-West and the Beechview Athletic Association.

TRAVELING COMMISSIONER

Shall be in charge of their respective programs within the boundaries of these by-laws and league rules. Prior to any purchases, the Commissioner shall be responsible for filling out an estimated budget along with his sports board. He or she must present it at their Sports Board meeting along with a timetable of his/her sports upcoming purchases and events for the year, such as; equipment, uniforms and trophy purchases along with a list of possible fund raisers for that upcoming year. He or she shall conduct a monthly meeting of his or her sport season, where minutes of that meeting are recorded and read at the Executive Board Meeting. He or she shall also present a copy for the Executive Board meeting minutes and Financial reports

in case there are any questions that have not been discussed. All sport board members at the meeting must sign the minutes for record purposes.

TRAVELING TEAMS REPRESENTATIVE

Shall conduct registrations, tryouts and youth placement. Any player problems with the league will be handled first by the Player Representative. He or she shall conduct the draft. The Player Representative shall make available to all managers a complete record of all players before tryouts. Following tryouts, a complete roster of players shall be given to all League Officers. Player Representative shall keep a completed log of all registrations and monies owed. If monies are not paid in full by the start of the sports season, the child may not be able to play unless other arrangements have been made. He/she shall work with the board to prepare a financial budget form given to him/her by the Executive Board Treasurer and also fill out reports during that year, so as to achieve an accurate account of expenses for the following year. He/she shall be responsible for conducting at least one fund-raiser during the season to help to defray the cost of operating the sports.

TRAVELING EQUIPMENT MANAGER

Shall be responsible for the distribution and collection of all uniforms and equipment for the league. The Equipment Manager and Commissioner shall be responsible for the inventory of all equipment at the seasons end. He or she shall purchase all uniforms and equipment for both the traveling teams. Equipment Managers for all sports shall keep an accurate log of all uniforms. If the uniform is not turned in, that particular player shall not be able to register or play in the future until his/her uniform is turned in.

TRAVELING FIELD COORDINATOR

Shall schedule and appoint all field times for practice. He/she shall attend all meetings for the respective league and arrange field times and entry fees for those teams. Field Coordinator shall be in charge of coordinating with the Referee Assignor for referees for the games. He/she shall schedule field duty for all members of their sports board. The Field Coordinator shall schedule all games including rain outs with the approval of the Commissioner.

IN-HOUSE COMMISSIONER

Shall be in charge of their respective programs within the boundaries of these by-laws and league rules. Prior to any purchases, the Commissioner shall be responsible for filling out an estimated budget along with his sports board. He or she must present it at their Sports Board meeting along with a timetable of his/her sports upcoming purchases and events for the year, such as; equipment, uniforms and trophy purchases along with a list of possible fund raisers for that upcoming year. He or she shall conduct a monthly meeting of his or her sport season, where minutes of that meeting are recorded and read at the Executive Board Meeting. He or she shall also present a copy for the Executive Board meeting minutes and Financial reports in case there are any questions that have not been discussed. All sport board members at the meeting must sign the minutes for record purposes.

IN-HOUSE PLAYER REPRESENTATIVE

Shall conduct registrations, tryouts and youth placement. Any player problems with the league will be handled first by the Player Representative. He or she shall conduct the draft. The Player Representative shall make available to all managers a complete record of all players before tryouts. Following tryouts, a complete roster of players shall be given to all League Officers. Player Representative shall keep a completed log of all registrations and monies owed. If monies are not paid in full by the start of the sports season, the child may not be able to play unless other arrangements have been made. He/she shall be responsible for conducting at least one fund-raiser during the season to help to defray the cost of operating the sports.

IN-HOUSE EQUIPMENT MANAGER

Shall be responsible for the distribution and collection of all uniforms and equipment for the in-house league. The Equipment Manager and Commissioner shall be responsible for the inventory of all equipment at the seasons end. He or she shall purchase all uniforms and equipment for the in-house teams. Equipment Manager for all sports shall keep an accurate log of all uniforms. If the uniform is not turned in, that particular player shall not be able to register or play in the future until his/her uniform is turned in.

IN-HOUSE FIELD COORDINATOR

Shall schedule and appoint all field times for practice. The Field Coordinator shall be in charge of coordinating with the Referee Assignor for referees for the games. He/she shall schedule field duty for all members of their sports board. The Field Coordinator shall schedule all games including rain outs with the approval of the Commissioner.

RULES

All league rules and regulations will be available from the Commissioner of each sport. Whenever possible, rules shall be taken from the league handbooks:

Baseball	Little League Handbook, Williamsport
Softball	American Softball Association
Soccer	FIFA
Basketball	Pennsylvania Interscholastic Athletic Association

Changes by the league will be specified by the Commissioner in writing to all personnel. Traveling teams will be governed by the rules and regulations of the association in which they are participating. In the event a sponsor is acquired for any of the teams in the BAA, the sponsor must abide by all rules and regulations. The Association will maintain full control of the team. All sports boards rules adopted at the beginning of the season shall stand in affect for that whole year, unless the Executive Board considers this rule detrimental to the integrity of the Association. Copies of all rules for the upcoming year should be given to all Executive Board Officers prior to the drafting of teams.

REGISTRATION

The Player Representative shall establish a suitable time and place for all applicants to

register.

Notification shall be made by wherever means possible. An official application form will be made available and must be completed and signed by the parent or guardian. Any person not conforming to this procedure may not participate. Everyone must pay an application fee to participate. Hardship cases must be approved by the Executive Board. Insurance information and original birth certificate or original baptismal certificate must be made available upon request. The Player Representative must check all applications to determine their accuracy and completeness. Schedules for tryouts shall be made available to all registrants. Eligibility and cut off dates are covered by each leagues handbook. Registration money will not be refunded after the draft.

MANAGERS, COACHES, ETC.

The actions of all managers and coaches on and off the field must be above reproach. They must show restraint and patience in dealing with youngsters, opposing managers and coaches, umpires and officer and all others in attendance. Any member of the BAA may submit their name to the Commissioner for a position for the upcoming season. Managers/Head Coaches from the previous year not returning may submit names of coaches for first approval. The Commissioner must then appoint all positions. The Commissioner will present a list of managers and coaches to the Executive Board prior to the beginning of the season. The Executive Board reserves the right to remove a manager or coach. While knowledge of the sport is to be a desired in the selection of personnel, other essential qualifications must be considered. These include: Being a current member of the BAA, the ability to work with and understand youth, work with parents and follow all rules and regulations with the league. Managers and coaches must be at the field or gym 1/2 hour prior to the start time of the games to set up. The managers and coaches of the last game will stay to clean up and take down equipment.

PLAYER RESPONSIBILITY AND ELIGIBILITY

All children from the community must have an opportunity to participate in all activities. They may add children from leagues other area with Board approval. All participants of the BAA

programs must conduct themselves in an exemplary manner on and off the field. Profanity will

not be tolerated. Uniforms and equipment must be kept in good repair and returned to the Equipment Manager at the end of each season. Defacing, destroying or theft of any league equipment shall result in expulsion from the league without a refund. The length of the expulsion shall be determined by the Executive Board. Managers, coaches, opposing players, umpires and officers must be treated with respect.

ORDER OF BUSINESS

1. Call to order by the President.
2. Call of Officers - record in minutes.
3. Read minutes from last meeting. Ask for any additions or corrections. If none, they stand as read.
4. Treasurer's Report - figures up to the end of the last month prior to the meeting. Ask for additions, corrections or questions only on the report given. If none, the report stands as read.

5. Committee reports given by their chairperson. Ask for questions on just the report given.
6. Old Business - past subjects not resolved, correspondence, what actions the Board took from last meeting to present time, etc.
7. League reports - Commissioner's report to members on each sport.
8. New Business - One subject at a time. Board business first, then open to the floor.
9. Adjournment.

AMENDMENT TO THE BY-LAWS

These amendments may be amended by a two-thirds vote of the members present a scheduled meeting. Proposed amendments must be submitted to the Executive Board at least 45 days prior to a General Membership Meeting. All amendments submitted in writing with the signature of at least ten voting members must be brought to the full Association membership for action. All amendments will be mailed to the voting membership at least fifteen days prior to the meeting along with notification of that meeting.