

**CONSTITUTION  
OF THE  
FINDLAY ATHLETIC ASSOCIATION**

**ARTICLE I: NAME AND PURPOSE**

The name of the organization shall be called the FINDLAY ATHLETIC ASSOCIATION. The purpose of the FINDLAY ATHLETIC ASSOCIATION or FAA is to promote interest in youth sports, to sponsor such activities and to raise money to support all programs initiated by the FAA.

**ARTICLE II: MEMBERSHIP**

All families who have registered their child/children and have paid all registration fees shall be considered members of the FAA. Persons who do not have children but wish to become members of the FAA must pay a nominal fee of \$5.00 per person.

**ARTICLE III: AFFILIATION**

The FINDLAY ATHLETIC ASSOCIATION shall adhere to all rules and policies set forth in any and all leagues to which it belongs, unless those rules and policies conflict with the constitution and by-laws of the FAA.

**ARTICLE IV: EXECUTIVE BOARD AND BOARD MEMBERS**

The EXECUTIVE BOARD shall consist of the PRESIDENT, VICE PRESIDENT, SECRETARY, and TREASURER. BOARD MEMBERS (or the "BOARD") shall consist of the EXECUTIVE BOARD and FINANCIAL SECRETARY, EQUIPMENT MANAGER, CONCESSION MANAGER, TOURNAMENT DIRECTOR, SOFTBALL COMMISSIONER, FLAG FOOTBALL COMMISSIONER and LEAGUE REPRESENTATIVE. All BOARD positions shall have voting privileges. The PRESIDENT, VICE PRESIDENT, SECRETARY and TREASURER shall be elected to two-year terms with PRESIDENT and SECRETARY positions being elected in odd years, VICE PRESIDENT and TREASURER positions being elected in even years. All other BOARD positions should be one-year terms. Nominations for the BOARD MEMBERS will take place at the general meeting in JUNE and/or JULY and shall be solicited from and announced to the membership prior to the annual picnic in AUGUST. Elections will be held at the annual picnic in AUGUST. Each member will receive one ballot with one vote for each position. To be eligible to vote, the members must be present at the picnic. Newly elected officers will assume their duties in OCTOBER. Any officer can solicit volunteers to assist with their respective duties; however, the volunteers are not considered BOARD MEMBERS, and are not given voting privileges. Even though an officer has a volunteer assisting him/her, the officer is held responsible and accountable for the volunteer's actions in performing those duties. The volunteer cannot, in any way, present themselves as being delegates of the FAA or sign and/or act as an officer of the BOARD.

**DUTIES OF THE OFFICE:**

**PRESIDENT:** The PRESIDENT shall be the principal officer of the FAA. It is his/her responsibility to preside at all meetings and to coordinate the work of the officers in order that the purposes of the FAA be advanced. The PRESIDENT is responsible for scheduling all field

times for practices, home games and rescheduling of games. The PRESIDENT shall not vote on any issues unless he/she is the majority vote. The PRESIDENT shall sign any checks, contracts, cards, vouchers, etc., that require his/her signature.

**VICE PRESIDENT:** The VICE PRESIDENT is the second principal officer of the FAA. He/she shall assume the duties of the PRESIDENT in his/her absence. The VICE PRESIDENT shall be the chairperson/organizer of all fund raising efforts, including ongoing recruitment and retention of donors and sponsors, and shall coordinate the annual picnic. The VICE PRESIDENT shall order all trophies for the T-ball and instructional players. He/she shall also order the FIVE-YEAR AWARDS for presentation at the picnic. The VICE PRESIDENT can obtain the records of those eligible for jackets from the SECRETARY. He/she shall also initiate and implement manager and/or membership training programs that promote sportsmanship, coaching, game rules and player safety. He/she can sign any contracts, vouchers, etc., if he/she is acting on behalf of the PRESIDENT in his/her absence.

**SECRETARY:** The SECRETARY shall keep a complete and accurate record of all meetings. He/she shall have copies and must read the minutes of the previous meeting at the beginning of each board/general meeting of the FAA. The minutes from the previous meeting must be voted on and amended or approved before the current meeting can continue. The SECRETARY is the guardian of all FAA records. The SECRETARY shall secure accident insurance for all FAA teams. He/she shall handle all correspondence and reports, with copies being held on file for the FAA.

**TREASURER:** The TREASURER shall collect all dues and registration fees. The TREASURER shall collect all funds from donations or from the sales of any fundraisers. He/she shall have charge of and be responsible for all funds and securities of the FAA. The TREASURER must provide and read a written report for each BOARD MEMBER at each meeting of the FAA. The Treasurer's report will include at minimum, the financial reports identified in Section IX of the By Laws. The TREASURER'S report must be voted on and approved before the current monthly meeting can continue. The TREASURER shall obtain a receipt for all deposits and retain them for the records. The TREASURER is responsible for collecting all receipts for items bought by the FAA, and the payment of all bills incurred by the FAA. The TREASURER shall have the records audited by the FINANCIAL SECRETARY once per calendar year. The TREASURER is responsible for allocating two (2) blank checks, signed by the TREASURER, to at least 1 board member, if not 2. These checks are then to be used for miscellaneous expenses accrued by the FAA, They are to provide additional convenience to the association members should the TREASURER not be able or available to respond to a check request. It would be the responsibility of the board member to accurately account for the check with a receipt whenever possible. It will be the responsibility of the check holding board member to notify the TREASURER within 48 hours of writing any check over two hundred dollars (\$200.00). All checks used will be expected to be reported with proper documentation within a reasonable period of time, not to exceed one (1) month. It should be noted that the TREASURER should always be contacted first, and be the primary source of checks.

**FINANCIAL SECRETARY:** The FINANCIAL SECRETARY shall solicit two volunteers to assist with the annual audit. He/she shall audit the financial records of the TREASURER and CONCESSION MANAGER, with the help of the volunteers, no earlier than the end of October, and no later than the first week of JANUARY. The FINANCIAL SECRETARY shall present his/her findings/recommendations at the FEBRUARY BOARD meeting. In cases of discrepancies, the FINANCIAL SECRETARY is responsible for contacting the TREASURER and/or CONCESSION MANAGER in an effort to resolve the matter prior to presenting the

report. If the discrepancy cannot be resolved, it shall be brought before the EXECUTIVE BOARD for discussion and resolution. The FINANCIAL SECRETARY shall maintain a Web site promoting FAA's interests and may secure a vendor and/or volunteer(s) for assistance.

**EQUIPMENT MANAGER:** The EQUIPMENT MANAGER shall be in charge of taking inventory and ordering all new or replacement sports equipment. He/she is responsible for issuing and collecting all equipment and uniforms at the beginning and end of each season. He/she is also responsible for supplying each field with lime during the season. The EQUIPMENT MANAGER shall collect all receipts for purchased equipment and turn them over to the TREASURER. The EQUIPMENT MANAGER shall provide an anticipated expense report for the upcoming season at the annual budget meeting in JANUARY.

**CONCESSION MANAGER:** The CONCESSION MANAGER shall be in charge of ordering, inventory, and distribution of concession supplies to the concession stands. He/she may solicit for CONCESSION FIELD PARENT volunteers to handle the various fields, work with Team Parents, and assist in concession stand operations. The CONCESSION MANAGER is responsible for purchasing and stocking concessions items, the general cleanliness and organization of the stands, and provides complete and accurate receipts to the Treasurer. The Concession Manager works with the Treasurer and President to maintain an efficient and fiscally responsible process for collecting and depositing money from the sale of goods in the concession stands. The Treasurer will maintain a concessions category or line item within the general ledger or accounting software to monitor, track, and report expenses and income for concession stand operations.

**TOURNAMENT DIRECTOR:** The TOURNAMENT DIRECTOR shall be responsible for coordinating all activities associated with FAA tournaments. These duties would include but would not be limited to: (1) Posting all FAA Tournaments on the MCAA.net web site and other announcement methods. (2) Appointing league representatives for each age group tournament. (3) Coordinating concessions and any necessary volunteers to run the tournaments. (4) The ideal candidate would not be a manager or coach for any team participating in the FAA Tournament.

**LEAGUE REPRESENTATIVE:** The LEAGUE REPRESENTATIVE shall represent the FAA at any and all LEAGUE meetings as may be necessary. If the FAA participates in more than one league, including any softball league, the representative must decide which representative will attend which meeting. He/she shall report to the membership at all FAA meetings, on the activities within the LEAGUE. They are also to keep the FAA EXECUTIVE BOARD apprised of any possible violations or conflicts the FAA may have with that LEAGUE.

**SOFTBALL COMMISSIONER:** The SOFTBALL COMMISSIONER shall oversee and direct all activities related to slow and fast pitch softball programs. He/she is also responsible for representing FAA at all softball league meetings and functions. This position is required to establish guidelines that fairly draft teams, publish and amend rules regulating play, ensure proper training of managers and coaches, and promote safety for all players.

**FLAG FOOTBALL COMMISSIONER:** The FLAG FOOTBALL COMMISSIONER shall oversee and direct all activities related to the flag football program. He/she must submit a proposed budget to the EQUIPMENT MANAGER prior to the upcoming season, and the budget must be approved by the BOARD. This position is required to establish guidelines that fairly draft teams, publish and amend rules regulating play, ensure proper training of managers and coaches, and promote safety for all players.

## **ARTICLE V: MEETINGS**

The FAA shall conduct general meetings the second Thursday of each month from September through February and the first Sunday of each month from March through August. Meetings will normally be held at the Findlay Community Center in Clinton at 7:00PM. However, general meeting dates, times, and locations may be changed to better meet the needs of the membership as determined by the PRESIDENT and approved by a majority of the BOARD. Such approval may be obtained by phone or e-mail. The PRESIDENT or SECRETARY will record the vote. In the event a regularly scheduled meeting date, time, or location is approved for change, the SECRETARY will inform the BOARD and managers of the changes as soon after the decision as possible, but no later than 5 days before the meeting. In addition to regularly scheduled meetings, the PRESIDENT or a majority of the BOARD may call a meeting of the BOARD at any time. A quorum of six (6) BOARD MEMBERS must be present to conduct a meeting or vote on any matter.

## **ARTICLE VI: FINANCES**

No officer or representative of the FAA shall authorize or disburse funds for any purpose other than to operate the FAA and its programs. The BOARD shall hold a budget meeting in JANUARY of each year for the purpose of determining the cost to fund the programs of the FAA, discuss fund raising, establish registration fees, and any other issues pertinent to the FAA.

## **ARTICLE VII: SERVICE**

A husband/wife combination may serve as BOARD MEMBERS (with the exception of the PRESIDENT'S position). The BOARD shall consist of no more than eleven (11) members. No BOARD MEMBER shall hold two (2) positions on the BOARD at the same time. No BOARD MEMBER, or any member of his/her family, shall receive any salary, tips, other compensation or direct or indirect material benefit for BOARD MEMBER'S service to or affiliation with the FAA. Furthermore, a BOARD MEMBER must disclose to the PRESIDENT all relationships and business affiliations that reasonably could give rise to a conflict of interest involving FAA. No BOARD MEMBER shall vote on any matter under consideration at a BOARD meeting in which such member has a possible conflict of interest. The minutes of such meeting shall reflect that a disclosure was made, that the BOARD MEMBER having a possible conflict of interest abstained from voting and that such BOARD MEMBER was not present at the time of the vote.

## **ARTICLE VIII: DISCIPLINE**

Any BOARD MEMBER who fails to execute the duties of his/her office, or who fails to attend three consecutive BOARD meetings without just cause, can be removed. The BOARD upon substantiated proof can vote to remove that BOARD MEMBER. The vote to remove shall take place at a special meeting called by the PRESIDENT or a majority of the BOARD. Notice by mail shall be given to all members at their last recorded address. The notice must be mailed at least ten (10) days prior to the scheduled meeting. A motion shall be made from the floor, and seconded for an open roll call vote to remove. A majority is required to remove. Upon removal, the PRESIDENT shall ask for nominations from the floor to fill the position. The MEMBERSHIP will vote by ballot, with the winner by majority being confirmed by the BOARD. The newly elected officer will assume his/her duties immediately. If there are no nominations from the floor, the PRESIDENT shall appoint someone to fill the position until the next regularly scheduled election.

## **ARTICLE IX: RESIGNATIONS**

If the PRESIDENT resigns or vacates the office for any reason, the VICE PRESIDENT shall assume the duties of the office of PRESIDENT until the next regularly scheduled election in AUGUST. If the VICE PRESIDENT or any other BOARD MEMBER resigns, the resignation must be in writing, and the announcement will be made at the next scheduled general meeting. Nominations and elections will take place at the next scheduled general meeting. Notice by mail shall be given to all members at their last recorded address. The notice must be mailed at least ten (10) days prior to the scheduled meeting. The election will be held to fill the position under the process outlined in ARTICLE VIII of this CONSTITUTION. Any newly elected BOARD MEMBER shall only serve until the next election in AUGUST.

## **ARTICLE X: AMENDMENTS**

This CONSTITUTION may be altered in part or whole following the rules set forth. The proposal to alter must be submitted in writing to the SECRETARY at the general meeting in DECEMBER. They will be read by the SECRETARY at the DECEMBER meeting. The EXECUTIVE BOARD will then notify the members of the proposed changes by mail no later than (10) days prior to the FEBRUARY board meeting. The proposed alterations will be discussed and voted on in the FEBRUARY meeting. Upon majority approval, the CONSTITUTION will be changed effective MARCH 1<sup>st</sup> following the vote. If the proposal to alter is rejected, the issue will rest until DECEMBER. The membership will be informed of the approved alterations by mail prior to MARCH 1<sup>st</sup>.

## **ARTICLE XI: DISSOLUTION**

The Findlay Athletic Association may be dissolved by a special resolution passed by an absolute majority of the members at a special general meeting called for such a purpose.

If upon dissolution of the Findlay Athletic Association there remains, after satisfaction of all its debts and liabilities, any property, inventory, equipment, assets, or money whatsoever, the same shall not be paid to, transferred or distributed amongst the members or officers of the Findlay Athletic Association. It shall be given to some other association, charitable organization, or non-profit corporation, preferably within Findlay Township and preferably for the purpose of supporting youth athletics, as determined by the members of the Findlay Athletic Association at or before the time of dissolution upon approval of an absolute majority of the members. In default of any such resolution, the Findlay Township Supervisors shall, by majority vote, determine such payment, transfer, or distribution to an association, charitable organization, or non-profit corporation.

## **ARTICLE XII: PERSONAL LIABILITY OF BOARD MEMBERS**

### **LIMITATION OF PERSONAL LIABILITY OF BOARD MEMBERS AND OFFICERS:**

A BOARD MEMBER, Director or Officer shall not be personally liable to the FAA or to any other person for monetary damages for any action taken, or for any failure to take any action unless (i) the BOARD MEMBER has breached or failed to perform the duties of his/her office under these By-Laws, and (ii) the breach or failure to perform constitutes self-dealing, willful misconduct or recklessness. The limitation on liability appearing in this Section shall not apply, however, to the responsibility or liability of a BOARD MEMBER, Director or Officer pursuant to any criminal statute.

**INDEMNIFICATION OF BOARD MEMBERS AND OFFICERS:**

The FAA shall indemnify and defend any BOARD MEMBER who was or is a party, or who is threatened to be made a party, to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative, brought by any person or entity, including by or in the right of the FAA, by reason of the fact that he/she is or was a Director, BOARD MEMBER, or Officer of the FAA, or is or was serving at the request of the FAA as Director, BOARD MEMBER or Officer against causes of actions, verdicts, awards, judgments, fines, and amounts paid by him/her in settlement which are actually and reasonably incurred in connection with such action, suit or proceeding; provided that the act or failure to act giving rise to the claim for indemnification is not determined by a court to have constituted self-dealing, willful misconduct or recklessness.

Any Director, BOARD MEMBER or Officer of the FAA shall also be indemnified against expenses (including attorneys' fees) actually and reasonably incurred by him in connection therewith. Expenses incurred by a Director, BOARD MEMBER or Officer of the FAA may be paid by the FAA in advance of the final disposition of such action, suit or proceeding upon receipt of an undertaking by or on behalf of such person to repay such amount if it shall ultimately be determined that he is not entitled to be indemnified by the FAA.

The indemnification provided by this Section shall not be deemed exclusive of any other rights to which those seeking indemnification may be entitled and shall continue as to a person who has ceased to be a Director, BOARD MEMBER or Officer of the FAA and shall inure to the benefit of the heirs, executors and administrators of such a person.

**BY-LAWS  
OF THE  
FINDLAY ATHLETIC ASSOCIATION**

Robert's Rules of Order shall govern the Association in all cases to which they are applicable, and in which they are not inconsistent with these by-laws.

**SECTION I: REGISTRATION**

**BASEBALL AND SOFTBALL:**

The BOARD shall establish registration fees. Registration will be open to all boys and girls ages 4-18 (still in high school), with the 4-year-old turning 5 by APRIL 30<sup>th</sup>. Registration will take place during FEBRUARY at the FINDLAY COMMUNITY CENTER in CLINTON, unless another location is deemed useful, or as otherwise determined by the BOARD. The BOARD will set registration dates for each year at the DECEMBER board meeting. All registrations must be made in person at the registration dates. At the conclusion of the FEBRUARY registration dates, the BOARD will hold a meeting to determine which rosters will remain open to accept additional registrations. Registrations will only be accepted by the PRESIDENT for those open rosters. The maximum roster limit (with the exception of senior girls & colt) will be 15. Anyone registering after FEBRUARY 28<sup>th</sup> for a closed roster will be placed on a waiting list. Criteria for roster creation will be determined by the BOARD at the JANUARY meeting. New registrations will be defined as anyone not rostered on an FAA team last year. Requests for a roster change must be presented by the parent to the BOARD at the MARCH meeting. The BOARD will then vote on moving children from one roster to another. The BOARD reserves the right to adjust any/all rosters. No registration refunds will be given after the first scheduled game of the season.

**FLAG FOOTBALL:**

The BOARD shall establish registration fees. Registration will be open to all boys and girls ages 6-14. Age cut-off date is April 30<sup>th</sup>. Registration will take place during AUGUST at the FINDLAY COMMUNITY CENTER in CLINTON, unless another location is deemed useful, or as otherwise determined by the BOARD. The BOARD will set registration dates for each year at the MAY board meeting. All registrations must be made in person at the registration dates and times scheduled. At the conclusion of the AUGUST registration dates, the BOARD will hold a meeting to determine which rosters will remain open to accept additional registrations. Registrations will only be accepted by the FLAG FOOTBALL COMMISSIONER for those open rosters. The maximum roster limit will be 11. Anyone registering after the conclusion of the AUGUST registrations, for a closed roster, will be placed on a waiting list. Criteria for roster creation will be determined by the BOARD at or before the JULY meeting. New registrations will be defined as anyone not rostered on an FAA team last year. The BOARD reserves the right to adjust any/all rosters. No registration refunds will be given after the first scheduled game of the season.

**NON - PAYMENT OF REGISTRATION FEE:**

When a parent does not pay the registration fee the TREASURER will send the parent a letter regarding the outstanding balance and request prompt payment or a phone call or meeting to discuss a payment plan. If payment or the agreed upon payment plan is not received or initiated within 14 calendar days, the TREASURER will send a second, certified letter. The second letter requests payment in full within 7 days. If payment is not received within the said 7 days the TREASURER brings the matter to the attention of the EXECUTIVE BOARD, in private

session, for resolution. The intent of this provision is to work with parents so that their children may continue to play ball when their parent(s) are experiencing financial hardship.

## **SECTION II: MANAGER RESPONSIBILITIES/DISCIPLINE**

All MANAGERS must be approved by the BOARD. All softball and baseball MANAGERS are required to attend FAA General Meetings in FEBRUARY, MARCH, APRIL, MAY, JUNE and JULY. All flag football MANAGERS are required to attend FAA General Meetings in SEPTEMBER, OCTOBER and NOVEMBER. If a MANAGER cannot attend for a justifiable reason, a coach or team representative must be present. All MANAGERS are responsible for distributing/returning all uniforms and equipment at the beginning and end of each season. All MANAGERS are required to conduct themselves in a manner consistent with the rules defined in the LITTLE/PONY LEAGUE RULE BOOK, WABL RULES or FAA FLAG FOOTBALL RULES as applicable. Any MANAGER can be removed by a majority vote of the BOARD if he/she is found to be in violation of said rules. Prior to the start of every season, all MANAGERS must annually complete "Pennsylvania State Police Request for Criminal Record Check" and "Pennsylvania Child Abuse History Clearance" forms. FAA shall underwrite the processing fees for these forms. The return address on these forms shall be the FAA Post Office Box. The results of these background checks shall be reviewed confidentially by the EXECUTIVE BOARD who shall decide if an applicant shall serve as a MANAGER.

## **SECTION III: MANAGER SURVEYS**

Prior to the end of each baseball/softball and flag football season, FAA shall query the membership regarding MANAGERS' performance and ask for general feedback on the quality of FAA's programs. The BOARD shall approve the content of the survey. The SECRETARY shall distribute the survey, tabulate results and report aggregate results at the next general meeting but no longer than two months after the completion of the survey. The PRESIDENT shall hold individual MANAGER results and shall be available to review any adverse results with applicable MANAGERS.

## **SECTION IV: SOFTBALL AFFILIATION/RULES**

All girls' softball teams will compete in their assigned LEAGUE and will be governed by their league rules unless they are in conflict with the FAA RULES/BY-LAWS. No underage player shall start or receive more playing time than a regular rostered player during the regular season or post-season tournament play.

## **SECTION V: ANNUAL PICNIC**

The FAA annual picnic will be held the first SUNDAY in AUGUST of each year. It will be held at the FINDLAY COMMUNITY PARK in CLINTON. The PICNIC will be funded from the CONCESSION account. The election of officers will take place at the picnic. T-BALL and INSTRUCTIONAL trophies, LEAGUE TROPHIES, and FIVE-YEAR JACKETS will be awarded at the picnic. FINDLAY TOWNSHIP PARK RULES will govern all activities.

## **SECTION VI: SENIOR JACKETS**

Personalized jackets will be awarded free of charge to anyone rostered with the FAA for five years. The players will also receive an award every additional fifth year they are rostered with the FAA. All others who wish to purchase a jacket must pay the full price of the jacket.

## **SECTION VII: INSTRUCTIONAL LEAGUE**

The Instructional teams will be rostered the same as the older teams with a roster limit of 15. They will participate in whichever league the BOARD deems appropriate for this age level. In addition to instructional teams, the FAA will provide T-BALL teams for boys and girls ages 4 through 6. The T-BALL games will be scheduled for Saturday mornings; and the T-BALL teams will participate in whichever league the BOARD deems appropriate for this age level. The managers for T-BALL will be provided with the rules. No games will be scheduled before MAY 1<sup>st</sup>. All players in both T-BALL and INSTRUCTIONAL will receive an individual trophy at the annual picnic.

## **SECTION VIII: FUND RAISING**

All FUNDRAISERS must be approved by the majority of the BOARD. The VICE PRESIDENT shall coordinate all fund raising efforts. All funds received shall go into the GENERAL TREASURY ACCOUNT. All proceeds from the 50/50 raffle shall go into the CONCESSION ACCOUNT.

## **SECTION IX: FINANCIAL ACCOUNTING**

The TREASURER will furnish the following financial reports for each regularly scheduled Board Meeting:

- Profit and Loss Statement
- Account Balances Report

In addition, the TREASURER will provide a Year End Report that includes, in addition to the above two statements, an All Year Transactions (Cash Flow) Report for the period January 1 to December 31st.

The TREASURER will provide the Board additional financial information including adequate warning regarding inadequate funds for operations, provide assistance to the Board in planning each year's budget, and be the organization's contact with financial institutions. The TREASURER is authorized to notify members of overdue registration fees, checks returned for insufficient funds, or monies due the Association from fund raisers or other activities. The Treasurer must notify the Executive Committee of the Board when members fail, for any reason, to pay registration fees or other monies due the Association after two letters requesting payment have been sent to the member.

The TREASURER is authorized to use a generally accepted accounting software program (e.g. Quicken, Microsoft Money, etc.) to record transactions and generate financial statements. In this case, the TREASURER will use due diligence in backing up data to a floppy disk or "zip disk" to protect the data from corruption or loss due to computer failure, electrical surges, etc.

## **SECTION X: CONCESSIONS**

Each TEAM MANAGER must inform the CONCESSION MANAGER who the TEAM PARENT is. The Concession Manager will inform the Concession Field Parent who each TEAM PARENT is. The Concession Manager assists each Concession Field Parent in working with Team Parents for scheduling, organizing, stocking, restocking, and cleaning concession stands. The TEAM PARENT will be responsible for soliciting parents to work in the concession stand during home games. A lock box will be permanently fixed within each concession stand to temporarily hold the proceeds from sales. Prior to depositing money into the lock box, the amount deposited and the amount remaining in the cash box will be recorded on the outside of the deposit envelope by Concession Stand Workers. The Concession Manager, Treasurer, or President will have combinations or keys to unlock the lock boxes, retrieve the deposit envelopes, and give the money to the Treasurer. The Treasurer deposits funds in the FAA general account and records the transaction in the electronic ledger and checkbook.

## **SECTION XI: AMENDMENTS**

The BY-LAWS may be amended in part or whole by a majority of the BOARD. The proposed amendments must be submitted in writing to the SECRETARY at the general meeting in DECEMBER. They will be read by the SECRETARY at the DECEMBER meeting. The EXECUTIVE BOARD will then notify the members of the proposed changes by mail no later than (10) days prior to the FEBRUARY board meeting. The proposed amendments will be discussed and voted on in the FEBRUARY meeting. Upon approval, the BY-LAWS will be changed effective MARCH 1<sup>st</sup> following the vote. If the proposed amendment change is rejected, the issue will rest until DECEMBER. The membership will be informed of the approved changes by mail prior to MARCH 1<sup>st</sup>.

## **SECTION XII: ALL STARS**

At the end of the regular baseball/softball season, all-star teams will be picked from the rostered players to participate in post-season tournament play. If there are not enough FAA rostered players at a given age level to compete in all-stars, the manager has the right to bring in non-FAA players for the tournaments. The non-FAA players must pay the all-star registration fee, which will be determined by the BOARD. All teams will be governed by the rules of the tournaments they enter. The FAA will not regulate playing time during all-stars, although the BOARD will stress fair play. The criteria for selecting all-stars shall be established by the BOARD. Should a consensus not be reached regarding the selection process, the EXECUTIVE BOARD will determine the process, which may include tryouts. If in the case of tryouts, judges selected may not judge an age group in which their child is participating, or where the judge may be a possible manager or coach of that age group's all-star team. No selected FAA all-star candidate shall play for two (or more) teams within the same league, i.e., a candidate cannot play for an FAA 11-year old team, and also play for a combined team of 11-year old West Allegheny Baseball League (WABL) team of Findlay and Oakdale players. Candidates residing in Findlay Township who play outside of FAA's in-house league or outside of the WABL are not governed by this Section XII.