

# MASON KNOTHOLE ASSOCIATION BYLAWS

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**Article I ORGANIZATION**

1. The name of the organization shall be "Mason Knothole Association" and referred to in abbreviated form as "MKA" or the "Association".
2. These regulations are adopted pursuant to Section 1702.11 of the Ohio Revised Code as well as Section 501(c)3 of the Internal Revenue Code for Mason Knothole Association, a non-profit corporation organized in accordance with the laws of the State of Ohio.
3. The Association will be governed by these Bylaws as well as the Policies and Procedures approved and adopted by the Association.
4. Mason Knothole Association is an affiliate of the Greater Cincinnati Knothole Association (GCKA) and participates in District 34 (Warren County). Teams can play in other leagues if D34 does not provide the correct level of competition or has too few teams to form an age appropriate division. All rules governing member team shall be in accordance with the rules and regulations of these organizations in addition to those approved and adopted by the Association.

**Article II PURPOSE**

Mason Knothole Association, Inc. (MKA) is organized exclusively for educational purposes, including, for such purposes, to develop, organize, support and promote amateur baseball activities for our youth in the community, by working with the city and school district to provide all participants equal opportunities and access to facilities, as well as stimulate interest in the sport and encourage their attendance by furnishing virtually free admission. The association shall work in cooperation with the City of Mason and Mason City Schools to provide a city sponsored program that coordinates the needs of Mason baseball teams that are not already represented by an existing Mason organization or association particularly as it relates to using Mason fields. Mason Knothole Association, Inc. desires a more competitive brand of baseball. Players should be knowledgeable and skilled in many aspects of the game, and eager to learn better techniques. Coaches should have expertise in the game and the ability to passionately teach their players the fundamentals and skills required to play the game at a higher level. Above all else, Mason Knothole players, coaches, and fans should respect the game, their opposition, fellow teammates, and umpires. Mason Knothole provides a fun, safe, and competitive environment for Mason's youth.

The corporation shall not issue shares of stock. No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes of these articles. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, this corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes of this corporation, nor shall the corporation carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States internal revenue law) or (b) by a corporation, contributions to which are deductible under Section 170(c)(2), 2055, 2106(a)(2)(A) and 2522 of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States internal revenue law). The Corporation hereby expresses the continuing intent to qualify as a tax exempt entity under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States internal revenue law).

**Article III MEMBERSHIP**

1. Membership in this organization shall be open to pre-formed TEAMS only, in sympathy with its purpose, of which have been approved for membership by the Board of Directors. Single players who wish to play in the Association must register their application online, via [www.masonknothole.org](http://www.masonknothole.org), on or before January 15<sup>th</sup> of the upcoming baseball season. While the Association attempts to place all single applicants through registered teams, it is ultimately the sole decision of each registered team whether to accept or not accept a single player onto their roster. MKA will refer non-placed single players to the Mason Youth Organization (MYO) baseball program, whereby all MYO applicants are placed to an age-appropriate team, which concludes open enrollment sign-ups on January 31<sup>st</sup>.
2. "Teams" are defined as players who meet "membership" requirements AND are able to compete in GCKA's District 34 "Central", "West", or "Division 1" categories. "East" teams, unless mandated by District 34 are encouraged to participate at the Mason Youth Organization (MYO) recreational level.
3. To be eligible to participate as a team in MKA, all individual players on the team must live within the boundary of the Mason City School District or attend a school that is located within the boundaries of the Mason School District area. Exceptions would require MKA Board of Directors vote in order for an out-of-district player to be accepted.
4. As per the City of Mason Field Requisition Form signed annually by the Association, 65% of MKA players must live within the City of Mason limits. MKA submits a master roster containing all Association players in March of the upcoming season to the Parks and Recreation Department of the City of Mason.
5. Members of the Association must remain in good standing with the Greater Cincinnati Knothole Association (GCKA), District 34 (subordinate of GCKA), the Mason Knothole Association, the City of Mason, or any other league a team is associated with while active in MKA. Good standing is defined as manager, team, player, and fan adherence to ALL terms and conditions of league rules including but not limited to the following: MKA Manager Agreement, Knothole Code of Ethics, Parent Code of Conduct, Knothole Player Contract, MKA Bylaws, City of Mason Ordinances/ Local Park Rules, and GCKA/ District 34 Rules and Guidelines.
6. Non-players involved in or with the Association (i.e. coaches, parents, fans, and umpires) will adhere to the following:
  - Be a positive role model for my child and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, officials and spectators at every game, practice or other sporting event.
  - Not engage in any kind of unsportsmanlike conduct with any official, coach, player, or parent such as booing and taunting; refusing to shake hands; or using profane language or gestures.
  - Not encourage any behaviors or practices that would endanger the health and well-being of the athletes.
7. MKA team, coach, player, or fan personal action(s) should be viewed as severable when considering the Association on whole. Team, coach, player, or fan actions that violate code of conduct, code of ethics, Bylaws, knothole rules, or city rules may be subject to all or a combination of the following: verbal warning, written warning, fine, suspension, game forfeit, and/or termination from the Association via ruling(s) from the MKA Ethics Board.
8. MKA teams may not publicly advertise in any way for players. This includes the advertising actions of coaches, parents, players, or other "friends of teams" who openly advertise for new players on behalf of, or for the benefit of, the team and its roster. This advertising shall consist of, but is not limited to: newspaper and media advertisements, flyers and other circulars, and other open/ mass marketing methods.

9. MKA teams may not announce, organize, participate in, or conduct a group “tryout”, whereby players are disqualified and eliminated from MKA team participation. MKA teams have the right to select their players, and ultimately turn away single players; however, no player can be officially eliminated from a team via the performance of a formal tryout.
10. Mason Knothole Teams, all divisions and all classes, must carry no less than 12 and no more than 20 players on their roster. All players must meet the age and eligibility requirements for that class in District 34 GCKA (Knothole). Over-age players are not allowed at the Division II level (West, Central, and East Divisions). Over-age players may be allowed at the Division I level, with approval by GCKA and the MKA Board of Directors.
11. Umpires are to be treated with respect and courtesy. The team’s manager, scorekeeper, and players listed on the line-up card should be the only source of communication with umpires. Absolutely, the manager is the only person in a game permitted to question/ contest/ or protest an umpire’s rule(s) interpretation. The head coach is responsible for the actions of his players, coaches, and fans.
12. Umpires should control Association games with integrity, honor, diplomacy, and as near invisible-leaders when active in duty. Umpires are a reflection upon the Association and should act as such, following the guidelines of the code of conduct, code of ethics, District 34, GCKA, and OHSAA rules.
13. Mason Knothole Association is dedicated to public charity and shall carry out its purpose in a manner that conforms to applicable law relating to nondiscrimination on the basis of race, creed, color, national origin, sex, age and handicap.

#### **Article IV      BOARD OF DIRECTORS AND EXECUTIVE BOARD**

1. The business of this organization shall be managed by: (a) an Executive Board, consisting of President, Vice President, Secretary, and Treasurer, (b) the Board of Directors, (c) an Ethics Review Board, and (d) Board approved sub-committees.
2. The President of the organization, by virtue of his office, shall be Chairman of the Executive Board and Board of Directors. The Vice President of the organization shall chair the Ethics Review Board.
3. The Executive Board and Board of Directors shall have the control and management of the affairs and business of this organization and have the right to take any action necessary (deemed to be in the best interest of the organization) in order to preserve the Association’s wellbeing.
4. Term of a Director is (1) year. Tenure for all MKA board members should be updated in the Bylaws annually by the Secretary. Board of Directors tenure will be logged beginning November 1, 2007. Annual terms shall be measured equivalent to the calendar year, November 1 – October 31.
5. Board of Director nominations will be accepted once annually, at the annual Board of Directors meeting, and must receive a (2/3) two-thirds majority of votes from eligible board voters in order to be elected. Executive Board nominations and approvals are determined by the voting outcome of the Board of Directors at the annual meeting. The Executive Board, with a vote of (2/3) two-thirds majority, will determine Board of Directors duties for the upcoming year at their annual meeting.
6. The Board of Directors shall have no less than (5) members, constituted as the Executive Board, and no greater than (10) ten directors, with defined roles and shared roles declared by the President, approved by the Executive Board, and so as not to violate any part of these Bylaws, specifically Article VI, Duties of Directors.
7. The majority of Board members must have at least one family member involved in the Association (umpire, player, or coach) the previous calendar year, the current calendar year, or the next calendar

year, in order to be nominated to serve as a Director on the board. New Board members must be residents of the Mason School District.

8. No more than (2) two Board of Directors members from any (1) one MKA team will be eligible to serve on the Board of Directors at any one time, unless the Director(s) in question have children playing on more than one MKA team or have family contributions elsewhere in the Association (i.e. umpires).
9. An Association Ethics Review Board (ERB) is supported and endorsed by Greater Cincinnati Knothole Association and District 34. ERB is chaired by the Vice President and may contain members of the MKA Board of Directors, outside consultants, or leaders from other District 34 areas, as deemed most equitable and unbiased for all parties involved. The President shall not reside on the Ethics Review Board. In order to uphold equity, integrity, and justice, ERB members vary dependant on situation/ circumstances involved in calling together a panel review and will be formed in compliance with GCKA and District 34 policy. The Vice President, in conjunction with the President, will determine personnel selected for each Ethics Review Board panel. ERB votes for action must receive a (2/3) two-thirds majority from ERB membership in order to be binding. ERB rulings may be appealed to the Executive Board. The ruling(s) of the Executive Board is final.
10. An ERB may be requested by GCKA, District 34 or by the MKA Class Supervisor in conjunction with the Executive Board if when determined necessary to review a situation or event involving a member of the Association or its affiliate organizations.
11. The Board of Directors may entertain charges against any Director. A Director may be removed when sufficient cause exists for such removal. The Board of Directors shall adopt such rules for this hearing, as it may in its sole discretion, consider necessary for the best interests of the organization. Not less than (2/3) two-thirds majority of the Board of Directors and Executive Board shall be required to remove a Director from the current year's Board of Directors.
12. Each Director of the Board shall have one vote, unless forfeited as described in Article V, Voting.

## **Article V      VOTING**

1. At all meetings, except for election of the Board of Directors, all votes shall be by voice, unless otherwise directed by the President for ballot. For election of the Board of Directors, ballots shall be provided and there shall not appear any place on such ballot that might tend to indicate the person who cast such ballot.
2. At any regular or special meeting, a vote may be requested if a "Motion" is announced by a Board member and the motion receives a second to vote by another Board member. Motions that have been seconded must be recognized by the President, then a voting date established.
3. The outgoing Board of Directors is eligible to vote at the election of the incoming Board of Directors, if they have attended (2/3) two-thirds or more of the regular meetings of the Board of Directors during the past year. The Secretary shall be keeper of attendance records.
4. Votes are directed by the President, with the Secretary notating (by Board member) each yeah and nay vote.
5. A simple majority vote is defined as 51% or more of the members present when the vote is taken at a qualified meeting as defined in Article VII – Meetings (i.e. where a quorum is present and proper notification of the meeting is communicated). Unless otherwise stated (e.g. a 2/3 two-thirds majority), a simple majority vote is required to pass a motion which has been seconded and recognized by the President.

6. The President will only vote when it is necessary to break a tie result. The exceptions to this are: (a) any votes requiring a (2/3) two-thirds majority, (b) the election of the Board of Directors, and (c) the appointment of Coordinators. Under these exceptions, the President will have a single vote of equal weight to the vote of each Director of the Board of Directors.
7. The Executive Board, via an appellate hearing scheduled by the President, and with a vote of (2/3) two-thirds majority, may request that the Board of Directors reconsider a vote if any of the following has occurred: (a) a Board of Directors vote was less than (2/3) majority, (b) voter or voting improprieties were present at the vote, or (c) new information has come about that was not disclosed at the vote which may change the voting result.
8. Board members MUST abstain on votes directly involving themselves, their teams (current or past), or their children. Any Board member has the right to abstain on a vote that they deem to be too intimate or involved with. The President has the right to request a board member's abstention from a vote, whereby personal Director involvement may negatively influence the Board, the vote, and the vote result(s). Votes must be cast with integrity, justice, and equity.
9. Voting privileges of MKA board of directors should be deemed as such, a privilege. Board members not respecting the sanctity or equity of their vote(s), such that votes are cast to benefit the personal needs of said board member(s), then voting privileges and/ or board status may be revoked as per the ruling and advisement of the President and the Executive Board. Board members should cast votes that maximize benefit across needs of the Association.
10. Board members who breach MKA Board confidentiality regarding board member voting results, Board discussion, or other board-specific information may be terminated.
11. The President and Vice President, by the nature of their office, will work diligently to get the Board united on all votes. Information should flow freely and honestly between all board membership.
12. Board votes are binding, provided all Bylaws, voting procedures, and protocols have been met.

## **Article VI DUTIES OF DIRECTORS**

The Board of Directors are elected trustees of the Association and can fill one or more one of these rolls:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Legal Advisor
6. Tax Advisor
7. Umpire Coordinator
8. Field Schedule Coordinator
9. Field Maintenance Coordinator
10. IT Coordinator
11. Training Coordinator
12. Fundraising Coordinator
13. Communications Coordinator
14. MKA Class Supervisor

An individual elected to more than one role is entitled to one vote only, not a separate vote per role/ position. Article V, Voting, rules apply,

1. The **President** has the following responsibilities:

- a. Chairman of the Executive Board and Board of Directors.
- b. Authority as may be reasonably construed as belonging to the chief executive (CEO) of any organization.
- c. Preside over all meetings.
- d. Prepare an agenda and keep meetings focused, productive, and on-time.
- e. Assure MKA objectives are met and MKA philosophies are upheld.
- f. Attend external meetings or events representing MKA, specifically meetings of the City, Schools, District 34, or GCKA.
- g. Secure monthly meeting location, with support from Communications Coordinator.
- h. Provide guidance and consultation to the Board of Directors.
- i. Be accessible and a visible presence to coaches and parents by occasionally attending practices and/or games throughout the season.
- j. Plan, prepare, and conduct MKA monthly manager meetings, December – April, to update teams and managers on updated district, city, or association news.
- k. Manage President's email within MKA web site email system on a regular basis, daily during peak periods and weekly during non-peak periods, and handle questions and issues in a timely manner. This function would be supported by the Communications Coordinator.
- l. Manage organization's post office box with Secretary and Treasurer support.
- m. Cooperatively work with the Board of Directors and Coordinators to achieve best results for the Association.
- n. Review and approve MKA press releases and announcements and interface with the local media as required.
- o. Maintain the Board of Director roles and responsibilities, and schedule of activities which define when the various responsibilities need to be completed by whom throughout the year.
- p. Provide backup responsibility for any of the other directors on the Board of Directors.
- q. Form a committee and conduct an annual audit of the financial state of the organization.

2. The **Vice President** has the following responsibilities:

- a. Reports to the President of the organization.
- b. Become acting president of the organization with all the rights, privileges and powers as if he/she had been the duly elected president in the event of the absence or inability of the elected President to exercise his/her office.
- c. Cooperatively work with the President, Board of Directors, and Coordinators to achieve best results for the Association.
- d. Authority as may be reasonably construed as belonging to the Chief Operating Officer (COO) of any organization.
- e. Responsible for day-to-day activities pertaining to the Association and Association events (practices, games, camps, or other) from March 15<sup>th</sup> – July 31<sup>st</sup> of the current baseball season, or as directed by the President.
- f. Responsible for making declaration of "rainout" or cancelled MKA event, in cooperation with Field Maintenance Coordinator and President.
- g. Chairperson of the Ethics Review Board (ERB).
- h. Maintain the current list (including contact information) of approved teams, managers, coaches, and umpires participating in the Association.
- i. Attend external meetings or events representing MKA, as directed by the President.
- j. Manage Vice President's email within MKA web site email system on a regular basis (daily during peak periods and weekly during non-peak periods) and handle questions and issues in a timely manner.
- k. Assure MKA objectives are met and MKA philosophies are upheld.
- l. Provide guidance and consultation to the Board of Directors.
- m. Be accessible and a visible presence to coaches and parents by occasionally attending practices and/or games throughout the season.

3. The **Secretary** has the following responsibilities:

- a. Reports to the President of the organization.
- b. Keep the minutes and records of the organization, including, but not limited to: board meetings, manager meetings, special meetings, attendance records, voting logs, tenure spans, and Association activities requiring written minutes/ notes to be logged. The President shall direct the Secretary on critical documentation areas.
- c. Prepare and email meeting minutes prior to the next regular meeting of the Board of Directors.
- d. Maintain current contact information list for MKA teams, coaches, players, Board of Directors, and Coordinators in cooperation with the Vice President and Communications Coordinator.
- e. Develop MKA press releases and announcements in coordination with the MKA President, local media, and with support from the Communications Coordinator.
- f. Maintain that the rules and regulations of these approved Bylaws be honored and kept.
- g. Interface with the local media on MKA activities as required and directed by the President.
- h. Manage Secretary's email within MKA web site email system on a regular basis (daily during peak periods and weekly during non-peak periods) and handle questions and issues in a timely manner.
- i. Cooperatively work with the Board of Directors and Coordinators to achieve the best interest of the organization.
- j. Attend external meetings or events representing MKA, as directed by the President.
- k. Assure MKA objectives are met and MKA philosophies are upheld.
- l. Be accessible and a visible presence to coaches and parents by occasionally attending practices and/or games throughout the season.

4. The **Treasurer** has the following responsibilities:

- a. Reports to the President of the organization.
- b. Care and custody of all monies belonging to the organization and be solely responsible for such monies or securities of the organization.
- c. Sign checks or drafts of the organization. Manage all deposits and expenses and provide timely payment of invoices.
- d. Manage and reconcile bank accounts. Keep accurate records for all financial transactions and maintain a general journal (chronological listing of transactions by account) for the organization in Microsoft Excel or similar format.
- e. Provide current financial reports at all Board of Directors meetings.
- f. Confirm current year expenses against budget on or before December 31<sup>st</sup> for presentation to the Board of Directors at December meeting.
- g. Build and provide a planning budget for the upcoming season and submit to the President on or before December 31<sup>st</sup>, so that cash management recommendations can be presented by the President to the Board of Directors at the December board meeting.
- h. Manage federal tax filings, including the filing of IRC 990 (990EZ) information return for non-profit organizations.
- i. ALL expenses, outside of approved budget, must be approved by the President.
- j. Maintain "active" and "seasonal" status of MKA rainout phone number, 513-398-2777.
- k. Manage Treasurer's email within MKA web site email system on a regular basis (daily during peak periods and weekly during non-peak periods) and handle questions and issues in a timely manner.
- l. Cooperatively work with the Board of Directors and Coordinators to achieve the best interest of the organization.
- m. Attend external meetings or events representing MKA, as directed by the President.
- n. Assure MKA objectives are met and MKA philosophies are upheld.
- o. Be accessible and a visible presence to coaches and parents by occasionally attending practices and/or games throughout the season.

5. The **Legal Advisor** has the following responsibilities:

- a. Reports to the President of the organization.
- b. Official custodian of the records and seal of the organization including "Articles of Incorporation", "Bylaws", insurance policy(s), MKA Manager Agreements, Code of Conduct or Ethics Agreements, and other "signed" association documents.
- c. Manage Legal Advisor's email within MKA web site email system on a regular basis (daily during peak periods and weekly during non-peak periods) and handle questions and issues in a timely manner.
- d. Cooperatively work with the Secretary on legal or written matters.
- e. Cooperatively work with the Board of Directors and Coordinators to achieve the best interest of the organization.
- f. Attend external meetings or events representing MKA, as directed by the President.
- g. Assure MKA objectives are met and MKA philosophies are upheld.
- h. Be accessible and a visible presence to coaches and parents by occasionally attending practices and/or games throughout the season.

6. The **Tax Advisor** has the following responsibilities:

- a. Reports to the President of the organization.
- b. Make recommendations to the MKA Board regarding all tax application, filing and compliance requirements, and tax-affected Association documents.
- c. Manage the implementation of tax exempt application filing and required amendments to the organizations documents (i.e. Articles of Incorporation and Association Bylaws).
- d. Liaison to IRS and selected tax attorney vendor agent on all MKA tax matters.
- e. Point of contact for any IRS and attorney (agent) tax communications and queries.
- f. Cooperatively work with the Treasurer on all tax and financial matters.
- g. Cooperatively work with the Board of Directors and Coordinators to achieve the best interest of the organization.
- h. Attend external meetings or events representing MKA, as directed by the President.
- i. Assure MKA objectives are met and MKA philosophies are upheld.
- j. Be accessible and a visible presence to coaches and parents by occasionally attending practices and/or games throughout the season.

7. The **Umpire Coordinator** has the following responsibilities:

- a. Reports to the Vice President of the organization.
- b. Provides umpire coordination for all MKA home games, MKA hosted tournaments, and MKA-sponsored special events.
- c. Provide training, guidance, information, and assistance to all MKA umpires and MKA teams regarding umpire fees, scheduling, rules interpretation, umpire polices/ procedures, protests, suspensions, and referrals to the MKA Ethics Review Board.
- d. Cooperatively work with the Vice President to attend GCKA and District 34 umpire meetings on behalf of the organization and submit rule change requests approved by the MKA Board.
- e. Distribute GCKA and District 34 rule books at March Managers meeting.
- f. Establish umpiring crew for the current season, which should include: recruiting, training, and testing of new and returning umpires. Submit current year's umpire list, including ALL contact and profile information on each umpire, to the Vice President and President on or before March 31<sup>st</sup> of the current season.
- g. Conduct training session(s) for umpiring crew and ensure that umpires fully understand the rules of the league for which they will umpire games. Reinforce what qualities are necessary to be a good and effective umpire.
- h. Observe umpires during games throughout the season and provide necessary and timely feedback to enable continuous umpire performance improvement.
- i. Immediately report game irregularities (i.e. ejections) to the Vice President and MKA Class Supervisor.

- j. With the assistance of the MKA Vice President or President, escalate or involve the services of other District 34 area Presidents/ umpire coordinators, District 34 Supervisors, and/ or GCKA in order to effectively resolve reported game irregularities, ejections, or suspensions.
- k. DOCUMENT all ejections and game irregularities to the Vice President, President, and MKA Ethics board within 24-hours of the incident(s).
- l. Provide information to the MKA Treasurer so that umpire crew requirements are met.
- m. Manage payment of umpires for all MKA sponsored tournament games by cooperatively working with the MKA Treasurer.
- n. Manage Umpire Coordinator's email within MKA web site email system on a regular basis (daily during peak periods and weekly during non-peak periods) and handle questions and issues in a timely manner.
- o. Cooperatively work with the Board of Directors and Coordinators to achieve the best interest of the organization.
- p. Attend external meetings or events representing MKA, as directed by the Vice President or President.
- q. Assure MKA objectives are met and MKA philosophies are upheld.
- r. Be accessible and a visible presence to coaches and parents by occasionally attending practices and/or games throughout the season.

8. The **Field Schedule Coordinator** has the following responsibilities:

- a. Reports to the President of the organization.
- b. Creates the master spreadsheet, preferably in Microsoft Excel format, for all MKA teams and their assigned home games by March 15<sup>th</sup> of the current season.
- c. Master spreadsheet should be electronically sent to the President, Vice President, Umpire Coordinator, and Field Maintenance Coordinator by March 15<sup>th</sup>.
- d. Creates and updates the practice and game schedules + field assignments for all MKA teams and posts to [www.masonknothole.org](http://www.masonknothole.org), no later than Sunday midnight, referencing the upcoming games for that week only.
- e. Current week's changes involving the practice and game schedules + field assignments should be electronically distributed to MKA Managers, Umpire Coordinator, Field Maintenance Coordinator, and Vice President via email and website as needed.
- f. Cooperatively work with school and city officials to satisfy MKA schedule needs.
- g. Manage Field Schedule Coordinator's email within MKA web site email system on a regular basis (daily during peak periods and weekly during non-peak periods) and handle questions and issues in a timely manner.
- h. Cooperatively work with the Board of Directors and Coordinators to achieve the best interest of the organization.
- i. Attend external meetings or events representing MKA, as directed by the President.
- j. Assure MKA objectives are met and MKA philosophies are upheld.
- k. Be accessible and a visible presence to coaches and parents by occasionally attending practices and/or games throughout the season.

9. The **Field Maintenance Coordinator** has the following responsibilities:

- a. Reports to the President of the organization.
- b. Coordinate pre-game field maintenance, including notification to MKA Managers (or designated team parents), as required throughout the season.
- c. Coordinate with the MKA President, Treasurer, City official, school official, or 3<sup>rd</sup> party resource to document field maintenance needs (equipment, capital investment, field upkeep, or other). Capital investment needs should be submitted to the President, who would then present to the Board of Directors for approval.
- d. Cooperatively work with the City of Mason Parks and Recreation Department and City of Mason Schools on field allocation and development needs as representative of Association needs/ directives.

- e. Update the MKA rainout phone number, as needed with daily and timely updates, throughout the baseball season.
- f. Manage Field Maintenance Coordinator's email within MKA web site email system on a regular basis (daily during peak periods and weekly during non-peak periods) and handle questions and issues in a timely manner.
- g. Cooperatively work with the Board of Directors and Coordinators to achieve the best interest of the organization.
- h. Attend external meetings or events representing MKA, as directed by the President.
- i. Assure MKA objectives are met and MKA philosophies are upheld.
- j. Be accessible and a visible presence to coaches and parents by occasionally attending practices and/or games throughout the season.

10. The **IT Coordinator** has the following responsibilities:

- a. Reports to the President of the organization.
- b. Manage all information technology needs for the organization.
- c. Handle Internet Services Provider (ISP) vendor selection and report details of vendor proposals to Board of Directors. Work with MKA Treasurer to make payments.
- d. Manage relationship with ISP for website hosting and email administration, specifically relating to the MKA website address, [www.masonknothole.org](http://www.masonknothole.org).
- e. Maintain the organization's website and ensure that information contained within the site is accurate and updated regularly and that the site has an aesthetic appeal with navigation that makes it easy to find information.
- f. Post game schedules, standings, MKA team information, MKA organizational information, and other dynamic content to the website as approved by the Board of Directors.
- g. Coordinate Internet online registration (i.e. new teams, new players, residence information, current year's rosters from approved MKA teams) with appropriate vendor. Manage reporting all website statistics and data to the MKA Board.
- h. Handle Telephone vendor selection as needed and report details of vendor proposals to Board of Directors. Work with MKA Treasurer to turn phone number on and off (during the off-season) and handle payment.
- i. Manage IT Coordinator's email within MKA web site email system on a regular basis (daily during peak periods and weekly during non-peak periods) and handle questions and issues in a timely manner.
- j. Cooperatively work with the Board of Directors and Coordinators to achieve the best interest of the organization.
- k. Attend external meetings or events representing MKA, as directed by the President.
- l. Assure MKA objectives are met and MKA philosophies are upheld.
- m. Be accessible and a visible presence to coaches and parents by occasionally attending practices and/or games throughout the season.

11. The **Training Coordinator** has the following responsibilities:

- a. Reports to the Vice President of the organization.
- b. Manage all training needs for the organization, including NYSCA certification.
- c. Coordinate with appropriate vendor to perform background checks as needed.
- d. Present background check results to the Vice President and President.
- e. Plan and work with Mason Parks and Recreation to conduct NYSCA (National Youth Sports Coaches Association) training for all new coaches.
- f. Ensure that ALL MKA head coaches are: NYSCA certified, active members within NYSCA, have provided their MYSCA coach's number to the Training Coordinator.
- g. Track NYSCA training class attendance results and provide attendance reports by league to Vice President.
- h. Supply NYSCA head coach certification numbers to the Vice President, Secretary, and Board of Directors.

- i. Manage Training Coordinator's email on a regular basis (daily during peak periods and weekly during non-peak periods) and handle questions and issues in a timely manner.
- j. Cooperatively work with the Board of Directors and Coordinators to achieve the best interest of the organization.
- k. Attend external meetings or events representing MKA, as directed by the Vice President.
- l. Assure MKA objectives are met and MKA philosophies are upheld.
- m. Be accessible and a visible presence to coaches and parents by occasionally attending practices and/or games throughout the season.

12. The **Fundraising Coordinator** has the following responsibilities:

- a. Reports to the President of the organization.
- b. Coordinates all MKA fundraising activities, including the annual raffle, Kid Glove Game vouchers, and Kid Glove equipment.
- c. Manage MKA Fundraising Coordinator's email on a regular basis (daily during peak periods and weekly during non-peak periods) and handle questions and issues in a timely manner.
- d. Cooperatively work with the Board of Directors and Coordinators to achieve the best interest of the organization.
- e. Attend external meetings or events representing MKA, as directed by the President.
- f. Assure MKA objectives are met and MKA philosophies are upheld.
- g. Be accessible and a visible presence to coaches and parents by occasionally attending practices and/or games throughout the season.

13. The **Communications Coordinator** has the following responsibilities:

- a. Reports to the President of the organization.
- b. Solely responsible for organizational communications, as approved by the President, to managers, players, parents, and MKA membership response
- c. Focus towards new player and new team communications. Frequent follow-up between board directive and interested new members should be priority.
- d. Facilitate placement of new teams into appropriate division, once approved by the Board of Directors.
- e. Maintain email distribution list of new Managers and communicate all necessary information applicable to these teams.
- f. Maintain Excel Master Team Spreadsheet.
- g. Manage MKA New Players and Teams Coordinator's email on a regular basis (daily during peak periods and weekly during non-peak periods) and handle questions and issues in a timely manner.
- h. Cooperatively work with the Board of Directors and Coordinators to achieve the best interest of the organization.
- i. Attend external meetings or events representing MKA, as directed by the President.
- j. Assure MKA objectives are met and MKA philosophies are upheld.
- k. Be accessible and a visible presence to coaches and parents by occasionally attending practices and/or games throughout the season.

14. The **Class Supervisors** have the following responsibilities:

- a. Report to the Vice President of the organization.
- b. Assigned by Class and Division: MKA Class D Supervisor, MKA Class C Supervisor, MKA Class B Supervisor, MKA Class D Supervisor, and Division I Supervisor.
- c. Primary administrator and liaison between MKA teams (head coaches) and the Association Board.
- d. Make recommendations to the MKA board and facilitate placement of teams requesting to play in the respective GCKA class.
- e. Maintain email distribution list of division/class Managers and communicate necessary information applicable to these teams.

- f. Interpret, provide guidance, and enforce rules with coaches throughout the year, acting as buffer between MKA board, District 34, GCKA, and the member team(s).
- g. Consult with Umpire Coordinator, Vice President, and President on rules interpretation and general advise on how to handle situations as necessary.
- h. Be accessible and a visible presence to coaches and parents by occasionally attending practices and/or games throughout the season.
- i. Resolve issues and complaints between teams, players, coaches, and fans in a timely manner.
- j. Work with District 34 Scorekeepers to maintain league standings by class, and communicate across IT Coordinator and Vice President outstanding issues.
- k. Manage MKA email on a regular basis and handle questions and issues in a timely manner.
- l. Cooperatively work with the Board of Directors and Coordinators to achieve the best interest of the organization.
- m. Attend external meetings or events representing MKA, as directed by the President.
- n. Assure MKA objectives are met and MKA philosophies are upheld.

## **Article VII MEETINGS**

1. The Board of Directors will meet a minimum of once annually for their “annual meeting”, no later than the 30<sup>th</sup> day of November and no earlier than the 5<sup>th</sup> day of July, at a place and time as determined by the President. Supplemental to the annual board meeting will be monthly board meetings, which should take place on or before the last day of each month, the period November through March (prior to the initiation of the upcoming baseball season), at a place and time as determined by the President.
2. The Executive Board will meet a minimum of once annually for their “annual meeting”, no later than the 30<sup>th</sup> day of November and no earlier than the 5<sup>th</sup> day of July, at a place and time as determined by the President. Purpose of the annual meeting will be to determine and confirm organizational purpose, Bylaws issues/ concerns/ violations, Board member roles, and open issues that all affect the health and wellbeing of MKA.
3. Notice of time and place of meetings shall be made known not less than (5) five days prior to the meeting, through one or more of the following methods: the MKA web site, email correspondence, phone call, and / or individual mailings, as appropriate.
4. Special meetings may be called: (a) by the President, or (b) by majority vote of the Board of Directors, which should be tendered via written request to the Secretary and by a majority of the members. Notice of time and place of such special meetings of the Association shall be made known to the Board not less than (5) five days prior to the meeting.
5. The presence of not less than (1/2) one-half of the Board of Directors shall constitute a quorum and shall be necessary to conduct the business at the annual meeting, monthly meetings, or any special meeting(s) of this organization.
6. Board meetings are mandatory for all Board of Directors. Excused absences are permitted if sent to the President via written (3) days prior to the meeting date with reason(s) cited. Board members are expected to arrive prompt to association meetings, and should be prepared to discuss in detail their coordinator updates and progress made.
7. Meetings of this Association shall be governed by Roberts Rule of Order (RONR).

**Article VIII ACCOUNTING METHOD**

1. Mason Knothole Association shall operate on a fiscal year ending the 31<sup>st</sup> day of December. The Association shall also operate on the cash basis of accounting (not an accrual basis).
2. The Board of Directors shall decide all matters pertaining to the finances of the Association, bearing the responsibility to conduct the financial affairs of the Association in a sound, business-like manner.
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 audit of the books as deemed necessary.

**Article IX CONSULTANTS**

1. Consultants report to the Board of Directors but are not elected positions and do not have Board of Director equivalent voting rights.
2. Board approved Directors acting as “Advisors” or “Coordinators” may be assigned to a consultancy role if the Board of Directors and Executive Board agree in (2/3) two-thirds majority that the Director-level position should be removed from the Board of Directors. Director privileges (i.e. voting rights) would cease, and duties of the new consultant would be reviewed and affirmed moving forward.
3. In the event that a Consultant role is not able to be filled by a member of the MKA Board of Directors, it may be filled by a volunteer not currently serving as Director.
4. All Consultants of this organization shall be appointed by a vote of the majority of the Board of Directors and shall serve for a period of 1 year or less if terminated by the action of the Board of Directors.
5. Vacancies in a Consultants role shall be filled by a vote of the majority of the Board of Directors for the balance of the year.

**Article X COMMITTEES**

1. Special committees are those working groups, formed by the President, with a specific scope, objective and duration of existence. The nature of a special committee is temporary, typically formed with some urgency. The scope, objective and membership of a special committee need not be documented within, or attached to, these Bylaws.
2. In order to more efficiently and effectively execute the work of the Association, the Board of Directors may create, approve (and subsequently dissolve) any special committee.
3. Committee members shall be appointed by and serve at the pleasure of the President and Board of Directors. All appointments to each committee shall terminate at the conclusion of the first annual meeting of the Board of Directors. The Chairperson of each committee shall be appointed by and serve at the pleasure of the President and Board of Directors.
4. Special committees shall have and may exercise such authority and powers as are specifically delegated by to it by the President and Board of Directors. No committee of the Board shall be empowered to elect or remove officers or to fill vacancies among the Board or on any committee.
5. All activities of a committee shall be reported to the President at the next Board of Directors meeting following such action and shall be subject to revision or alteration by the President and/ or the Board.

6. The Executive Board, Board of Directors, and Ethics Review Board shall not be considered a “committee” or be held accountable to the terms of this Article X.

**Article XI WAIVER OF LIABILITY**

In consideration for the volunteer actions and service of MKA Board Membership, ALL Association affiliated and non-affiliated parties hereby release, wave, discharge and covenant not to sue Association Board Members, their officers, agents, servants, or consultants (hereinafter referred to as Releasees) from any and all liability, claims, demands, actions and causes of action whatsoever arising out of or related to any personal or property loss, damage, or injury, including death, that may be sustained by any and all players, fans, coaches, umpires, or other Association-related parties, whether caused by the negligence of the Releasees, or otherwise, while participating in such baseball-related activities, or while involved in the Greater Cincinnati Knothole Association, District 34, Mason Knothole Association (MKA), related leagues or events involving MKA and their business of promoting baseball education for Mason youth.

**Article XII AMENDMENTS**

These Bylaws may be altered, amended, repealed or added to by an affirmative vote of not less than two-thirds majority of the Board of Directors at the annual meeting or a special meeting called for the purpose of amending these Bylaws, as long as notification for the special meeting is provided to the membership at least 5 days in advance of the date of such meeting.

Amendment History

<b>Date Amended</b>	<b>Board of Directors</b>	<b>Changes</b>
2/16/04	Ernest, Philip Raffel, Tim Lamm, Dennis	Initial MKA Bylaws adopted for the purpose of filing “Articles of Incorporation” with the state of Ohio for the organization.
2/15/06	President – Chris Probst Vice President – Dave Gramke Secretary – Bob Weickert Treasurer – Bernie Kingsolver Field Maintenance – Allyn Matticks Field Scheduler – Toby Vaughn Asst Umpire Coordinator – Walt Harbison Communications Coordinator – Dave Duco IT Coordinator & Tax Advisor – Chris Wodzisz Fundraising Coordinator – Terry Rice	Re-wrote and adopted new Bylaws by a 10/10 unanimous vote during a special MKA meeting held Sunday, 2/15/07.
08/02/07	Current MKA Board President – Chris Probst Vice President & Umpire Coordinator – Dave Gramke Secretary – Bob Weickert Treasurer – Bernie Kingsolver Field Maintenance – Allyn Matticks Field Scheduler & IT Coordinator – Chris Wodzisz Asst Umpire Coordinator – Walt Harbison Communications Coordinator – Dave Duco	Voluntary resignation of Toby Vaughn and Terry Rice effective May 23, 2007.
07/27/09	Current MKA Board President – Bob Weickert	Re-wording of some Bylaws by a unanimous vote of all in attendance

Date Amended	Board of Directors	Changes
	Vice President – Dave Duco VP Operations & Umpire Coordinator - Dave Gramke Treasurer – Bernie Kingsolver Field Maintenance – Greg Stein Field Scheduler & IT Coordinator – Chris Wodzisz Asst Umpire Coordinator – Walt Harbison	during Annual Meeting held 7/31/09.
08/26/09	Current MKA Board President – Greg Stein Vice President – Dave Duco VP Operations & Umpire Coordinator - Dave Gramke Treasurer – Chris Wodzisz Field Maintenance – Doug Ziegenhardt Field Scheduler & IT Coordinator – Bill Robinson Secretary- Bernie Kingsolver	Amended Bylaws by a vote of all in attendance during Board Meeting held 8/26/09.
10/07/09	Current MKA Board President – Greg Stein Vice President – Dave Duco VP Operations & Umpire Coordinator - Dave Gramke Treasurer – Chris Wodzisz Field Maintenance – Doug Ziegenhardt Field Scheduler & IT Coordinator – Bill Robinson Secretary- Bernie Kingsolver	Amended some Bylaws by a unanimous e-vote 10/07/09.

**Article XIII DISSOLUTION**

Upon dissolution of this organization, the Board of Directors is directed to pay all outstanding debts and subsequently donate all remaining assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.