

Parkville Recreation Baseball Association

Constitution and By-Laws

Updated 01/2009

TABLE OF CONTENTS

Constitution

Article I

Section 1 - NAME.....4
Section 2 - PURPOSE.....4

Article II 4

Section 1 - Objective.....4
Section 2 - Achievement.....4
Section 3 - Affiliation.....4

Article III - Membership and Voting 4

Section 1- Membership.....4
Section 2 – Voting.....4

Article IV – Executive Board and Elections 5

Section 1 – Executive Board.....5
Section 2 - Officers.....5
Section 3 – Commissioners.....5
Section 4 – Position Guidelines.....5
Section 5 - Nomination Committee.....5
Section 6 - Elections.....5
Section 7 - Length of Office.....5
Section 8 – Vacancy.....6
Section 9 – Removal from office.....6

ARTICLE IV – Quorum 6

ARTICLE V – Meetings 6

ARTICLE VI - Compensation to Officers and Members 6

ARTICLE VII - Parliamentary Authority 6

ARTICLE VIII – Amendments 6

BY-LAWS

ARTICLE I – OFFICERS, DUTIES and COMMISSIONERS 7

(a) President.....7
(b) Vice President.....7
(c) Treasurer.....2
(d) Recording Secretary.....7
(e) League Rules Commissioner.....7
(f) Travel League Commissioner.....8
(g) 15/19 League Commissioner.....8
(h) Tball Commissioner..... Error! Bookmark not defined.
(i) Clinic Commissioner.....8
(j) 8 year old Commissioner.....8
(k) 9-10 Commissioner.....2
(l) 11-12 Commissioner.....2
(m) 13-15 Commissioner.....2

ARTICLE II - Order of Business	9
ARTICLE III – Committees	10
<i>Section 1 - Standing Committees</i>	10
a) <i>Equipment/Uniform Committee</i>	10
b) <i>Field Committee</i>	10
c) <i>Concession Stand Committee</i>	10
d) <i>Special Events Committee</i>	10
e) <i>Oriole Game Committee</i>	10
f) <i>Fundraising Committee</i>	10
ARTICLE IV - Meetings	10
ARTICLE V - Fiscal Year	11
ARTICLE VI – Terms of Offices	11
<i>Section 1 – Office Positions</i>	11
<i>Section 2 - Vacancies</i>	11
<i>Section 3 - Removal from Office</i>	11
<i>Section 4 - Attendance</i>	11
Article VII Appointed Officials	11
<i>Section 1 - Commissioners</i>	11
<i>Section 2 - Umpire-in-Chief</i>	11
Article VIII– Sponsors	12
<i>Section 1 - Rates</i>	12
<i>Section 2 - Approval</i>	12
Article IX – Purchasing	12
<i>Section 1 – Budget</i>	12
<i>Section 2 – Bids</i>	12
<i>Section 3 - Supplementary Purchases</i>	12
Article X – Discipline	12
<i>Section 1 – Player</i>	12
<i>Section 2 - Managers, Coaches and Parent Helpers</i>	12
<i>Section 3 – Game ejections</i>	12
<i>Section 4 - Removal and Other Disciplinary Action</i>	12
Article XI – Implementation of League Playing Rules	13
Article XII – Amendments	13

PARKVILLE BASEBALL ASSOCIATION CONSTITUTION

Article I

Section 1 - NAME

This organization shall be known as the Parkville Recreation Baseball Association (Association), a non-profit Association, directly affiliated with the Parkville Recreation Council (Council) located in Parkville, Maryland.

Section 2 - PURPOSE

This Association has been formed for charitable purpose to be achieved through the following objectives:

To promote and maintain a public recreation baseball program in this community in cooperation with the Baltimore County Board of Education, in accordance with the laws and agreements governing public recreation in Baltimore County and the State of Maryland; but will not, as a substantial part of its activities, attempt to influence legislation or participate to any extent in a political campaign for or against any candidate for political office.

To conduct a public recreation baseball program making use of the physical properties available in the Parkville area.

To provide a recreational baseball program for the resident within the Parkville area regardless of race, sex, color, creed, or national origin.

Article II

Section 1 - Objective

The objective of the Association is to promote the game of baseball to the youth of the Parkville community as an organized activity for their age and skill. The association will teach the game of baseball with an emphasis on skills, rules, and technique. Through the Association's leadership and coaches it will demonstrate and encourage the ideals of good sportsmanship, honesty, loyalty and courage to the players.

Section 2 - Achievement

The objective will be achieved by providing supervised and competitive age and skill appropriate baseball activities. The coaches, leaders and members (parents) will provide the instruction and examples needed to successfully achieve all of the aspects of the objective.

Section 3 - Affiliation

The Association is directly affiliated with the Parkville Recreation and Parks Council (Council), of which it is a member. The Council has full authority to control the baseball activities in this area. The Council will be the governing factor in the Association. The Association will adopt and adhere to the Council's Constitution and By-laws unless specifically stated in the Association's By-laws. The Association will be an activity member of the Council.

Article III - Membership and Voting

Section 1- Membership

The general membership of this organization shall consist of all interested persons over 17 years of age. The official attendance will be kept by the Recording Secretary. Members will pay no dues.

Section 2 – Voting

Voting privileges may be exercised at a General Meeting only and will be granted to all members who have attended the previous four (4) General Meetings.

For voting privileges, members of the Board of Directors are exempted from the requirement to attend four previous meetings.

Article IV – Executive Board and Elections

Section 1 – Executive Board

The Executive Board shall consist of four (4) Officers, and nine (9) Commissioners.

Section 2 - Officers

The officers shall be: President, Vice President, Treasurer, and Recording Secretary.

Section 3 – Commissioners

The directors shall be: TBall Commissioner , Clinic Commissioner, 8 Year old Commissioner, 9/10 Commissioner, 11/12 Commissioner, 13/15 Commissioner, and 15/19 League Commissioner, League Rules Commissioner, and Travel League Commissioner.

Section 4 – Position Guidelines

A person can only be elected to one position of the Executive Board at any given time.

In order for an officer or commissioner to seek another position on the Executive Board, he or she must submit their resignation in writing, to be duly recorded into the minutes, at a General Meeting of the Association prior to seeking election to the new position.

Section 5 - Nomination Committee

There shall be a Nominating Committee, consisting of at least three members, including the Chairman. This Committee is to be appointed by the President, subject to the approval of the Board of Directors. This Committee shall be appointed at least two months prior to the Annual Meeting. Nominations may be made from the floor, providing the consent of the nominee has been received.

The duties of the nominating committee shall be:

- (a) Select a list of candidates who have expressed a willingness to serve, if elected
- (b) Present a slate of qualified candidates at the annual meeting.

No restrictions shall be placed on the selection of nominees except: Nominees must be voting members in good standing of the Parkville Baseball Association as described in Article III, Section 1 of the Constitution.

Section 6 - Elections

- Elections shall take place at the annual meeting of the organization which shall be held in September.
- Voting shall be by secret ballot.
- All members of the Association in good standing and attending the meeting shall be eligible to vote in accordance with Article III, Section 1 of the Constitution.
- Any challenge to a voting privilege must be made prior to ballots being cast.
- Votes for each office shall be counted immediately following the voting, at the place of voting, by tellers appointed at the meeting and the results shall be immediately announced.
- Members of the Executive Board shall be elected by a majority of all votes cast for the office.
- In the event that only one candidate is nominated for any office, the Recording Secretary shall be instructed to cast a unanimous ballot for the nominee.

Section 7 - Length of Office

- League Rules Commissioner, Travel League Commissioner & 15/19 League Commissioner will run for election on odd numbered years for two year terms.
- TBall Commissioner, Clinic Commissioner, 8 Year old Commissioner, 9/10 Commissioner, 11/12 Commissioner and 13/15 Commissioner will run for election on even numbered years for two year terms.
- The President, Vice President, Treasurer and Recording Secretary will be elected for one year terms.

Section 8 – Vacancy

In case of a vacancy in the Presidency, the Vice President automatically becomes President for the remainder of the un-expired term. In case of any other vacancies, any qualified member can be nominated at the next General Meeting providing nominees are in compliance with Article III, Section 1 of this Constitution. Additional nominations from the floor are in order.

Section 9 – Removal from office

Members of the Executive Board may be removed from office at a duly convened special meeting of the Executive Board provided two-thirds (2/3) of the members of said Board agree that there is due cause for removal.

ARTICLE IV – Quorum

Section 1

A Quorum for regular or special Executive Board Meetings of the Association shall consist of a majority.

Section 2

A quorum for regular or special General Meetings of the Association shall consist of a majority of the Executive Board and a minimum of five (5) qualified voting members not members of the Executive Board.

ARTICLE V – Meetings

Section 1

General Meetings shall be held in September, October, November, January, February, March, April, May and June in accordance with Article IV of the By-Laws. Immediately after the Annual Meeting, the Board shall give the Recording Secretary firm dates of all other General Meetings for the upcoming year.

Section 2

The annual meeting shall be held in September of each year on a date specified by the Executive Board. The election of Officers and Commissioners is to be held at the Annual Meeting.

Section 3

Special meetings may be called by the President at any time deemed desirable or necessary provided all qualified voting members are given forty-eight (48) hours notice.

ARTICLE VI - Compensation to Officers and Members

Section 1

No part of the assets of this Association shall inure to the benefit of, or be distributed to, its members, trustees, officers, or other private persons, except in reasonable compensation for services rendered in furtherance of its stated objectives.

ARTICLE VII - Parliamentary Authority

Section 1

Robert’s Rules of Order shall be the parliamentary authority of this organization, subject to any special rules contained in this Constitution and By-laws.

ARTICLE VIII – Amendments

Section 1

All proposed amendments shall be submitted in writing to the Recording Secretary and presented to the Executive Board before General Meeting presentation.

Section 2

This Constitution may be amended at any regular Association General Meeting by two-thirds (2/3) vote provided the proposed amendment(s) has been presented to the members at the previous regular Association meeting.

PARKVILLE BASEBALL ASSOCIATION BY-LAWS

ARTICLE I - DUTIES OFFICERS and COMMISSIONERS

Section 1

The duties of the officers and commissioners shall be as follows:

(a) President

- Call the meeting to order at the appointed time.
- Preside and maintain order at all meetings.
- Announce the business in its proper order.
- State all questions and put them to vote.
- Announce the result of every vote and next business in order.
- Be impartial in assigning the floor.
- Protect the rights of each member.
- Appoint and dissolve committees as needed within accordance of the Constitution & By-laws.

(b) Vice President

- Assist the President in any way necessary.
- Be general program chairperson in charge of all Association programs.
- In case of a vacancy in the Presidency, the President.
- Preside at the meetings in the absence of the President.

(c) Treasurer

- Receive and disburse all funds of the organization in accordance with direction resulting from a regular or special meeting or as required by the Constitution and By-laws of the Parkville Baseball Association and Parkville Recreation Council.
- Submit a written report of receipts and disbursements at each regular meeting.
- Keep separate Accounting Records for In-house, Travel & 15-19 Leagues.

(d) Recording Secretary

- Record and maintain the minutes of all meetings.
- Maintain any pertinent records of the organization.
- Furnish committees with all papers referred to them.
- Act as President Pro-Tempore in the absence of both the President and Vice President.
- Initiate and Answer correspondence in accordance with direction resulting from a regular or special meeting or as required by the Constitution and By-laws.
- Maintain the official register or roll of members and their attendance.
- Notify the membership of meetings as necessary.
- Notify officers, committees, and delegates of their appointments if they were absent.
- In the absence of the Recording Secretary, a commissioner shall assume his or her duties.

(e) League Rules Commissioner

- Revise and implement rules for all age groups after approval by the Board.
- Form a committee using age group commissioners to review, revise and implement rules.
- Be the Liaison with all age group commissioners, managers for rule interpretation.
- Make sure that all age groups have an accurate and clear set of rules and guidelines
- To rule on any questions regarding rules, or possible changes. Any approved rule changes must be made in writing before the 1st game of the season.
- Any rule changes made during the season, with the exception of safety, will not be implemented until the following season.

(e) Travel League Commissioner

- Responsible for preparing Beginning and Ending Budget for travel program expenses, fundraising, etc.
- Responsible for providing game and practice schedules, rules, and related materials to the Travel Team managers.
- Act as a liaison for the Parkville Travel Program with the BCML League and all tournament directors and events.
- Select, with the Board's approval, all Travel Tournaments prior to registration deadlines.
- Coordinate the integration of the Travel program player's participation with the in-house program.
- Appoint Travel Team Managers with the approval of the Board.
- Represent the Travel program at the Executive Board meetings.
- Resolve any issues that are directly related to the Travel Program.
- Seek assistance and advice of the Executive Board as needed to effectively run the Travel program.

(f) 15/19 League Commissioner

- Responsible for preparing Beginning and Ending Budget for travel program expenses, fundraising, etc.
- Responsible for providing game and practice schedules, rules and related materials to the team managers.
- Appoint Team Managers with the approval of the Board.
- Act as a liaison with BCML League for the Parkville 15-19 Program.
- Represent the program at the Executive Board meetings.
- Resolve any issues that are directly related to the 15-19 Program.
- Seek assistance and advice of the Executive Board as needed to effectively run the 15-19 program.

(g) TBall Commissioner

- Provide guidance and assistance to the Tball (4-5) players.
- Represent age group program at Executive Board meetings.

(h) Clinic Commissioner

- Provide guidance and assistance to the Clinic (6-7) players.
- Represent age group program at Executive Board meetings.

(i) 8 Year Old Commissioner

- Provide guidance and assistance to the 8 year old players.
- Represent age group program at Executive Board meetings.

(j) 9/10 Commissioner

- Provide guidance and assistance to the 9/10 year old players.
- Represent age group program at Executive Board meetings.

(k) 11/12 Commissioner

- Provide guidance and assistance to the 11/12 year old players
- Represent this age group program at Executive Board meetings.

(l) 13/15 Commissioner

- Provide guidance and assistance to the 13/15 year old players
- Represent this age group program at Executive Board meetings.

ARTICLE II - Order of Business

Section 1

The order of business shall be:

1. Call to order
2. Introductions of guests
3. Reading of the minutes
4. Report of the Treasurer
5. Communications and announcements
6. Report of Officers & Commissioners
7. Reports of Standing Committees and Special Committees.
8. Old Business
9. New Business
10. **Adjournment**

ARTICLE III - Committees

Section 1 - Standing Committees

a) **Equipment/Uniform Committee**

- Maintain accurate inventory records of equipment at all times.
- Submit budget for approval of new equipment needed for upcoming season. Approximate cost of uniforms must be included.
- Form a committee to help with the issuance of equipment to the coaches.
- Order Uniforms in January based on previous year's registration totals.
- Order Travel uniforms at least 3 weeks prior to their 1st game.
- Responsible for securing bids for new vendors.

b) **Field Committee**

- Responsible for scheduling and assigning fields for practice, games, etc.
- Coordinate with Parks & Recreation staff for approval of all scheduling and obtain permits for fields.
- Coordinate with Parks & Recreation staff to make sure supplies are available in field boxes for lining of fields.

c) **Concession Stand Committee**

- Maintain concession stand inventory
- Maintain accurate records of all expenses and income to report at monthly meetings.
- Provide volunteers from games scheduled at Double Rock to work stand during operation.

d) **Special Events Committee**

- Form a committee of volunteers to organize the parade, All-star game and end of year picnic events.
- Maintain accurate records of all expenses for each event and report at monthly meetings.

e) **Oriole Game Committee**

- Act as a liaison with the Baltimore Orioles Personnel to secure game date and tickets.
- Maintain accurate records of all tickets sold.
- Provide teams with tickets purchased, game information, etc.

f) **Fundraising Committee**

- Maintain accurate records of all fundraising activities
- All fundraisers must be pre-approved by the Executive Board.
- Propose fundraisers to executive board; prepare a budget for each fundraiser.

Section 2

The President shall appoint all standing committees and necessary special committees as the need arises with Executive Board approval. Members of standing committees shall serve for a period of one year.

There shall be no restriction on the number of committees on which a member can serve.

ARTICLE IV - Meetings

Section 1

Regular meetings shall be held monthly except during the months of July and August and December when meetings shall be omitted, unless determined to be necessary by the Executive Board.

Section 2

The time and place of General Association meetings and Board meetings shall be determined by the Executive Board; however the normal schedule shall be as follows:

- Association meetings shall be held the 3rd Wednesday of each month.
- Meeting times shall be 8:00 p.m., except in May and June when meetings will begin at 8:30 p.m.
- Meetings of the Boards of Directors shall be scheduled once each month, except August and December, on a day and at a time to be determined, and may be attended by any member of the Association.
- The meetings of the Board of Directors in September, November, and March shall be the General Meetings.

ARTICLE V - Fiscal Year

Section 1

The fiscal year of this organization shall run from September 1 of a calendar year through August 31 of the succeeding calendar year.

ARTICLE VI – Terms of Offices

Section 1 – Office Positions

An Officer may not hold more than one office at a time.

An Officer shall not serve as Commissioner, but may serve in any other capacity such as Manager, Coach etc.

Section 2 - Vacancies

The President and Vice President, with the consent of the Board of Directors, shall make appointments to fill any vacancies that occur among the Officers or Directors.

Section 3 - Removal from Office

The Board of Directors shall have the power to recommend removal from office of any Officer or Commissioner at any Board Meeting.

To remove any Officer or Commissioner with proper cause shall require a 2/3 vote in favor by the membership in attendance, provided that the membership has been given 10 days notice of the meeting.

Section 4 - Attendance

Any elected Officer, Commissioner or Committee Chairman of the Association who does not attend at least 50 percent of the meetings of the Board of Directors during the period beginning with the Annual Meeting and concluding with the scheduled June meeting of the Board of Directors, shall not be eligible for election or selection to be an elected Officer or League Commissioner of the Association during the following year. Exceptions may be made by a majority vote of the Board of Directors.

Article VII Appointed Officials

Section 1 - Commissioners

1. Tball Commissioner
2. 6/7 Commissioner
3. 8 Year Old Commissioner
4. 9/10 Commissioner
5. 11/12 Commissioner
6. 13/15 Commissioner

- The appointment of the Commissioners is subject to the approval of the Board of Directors.
- It is the duty of the Commissioner, and he shall have the power, to make all decisions relating to the administration of his league or age group.

Section 2 - Umpire-in-Chief

- The Vice President shall appoint an Umpire-in-Chief for the entire baseball program as soon as possible after the Annual Meeting but prior to the start of Season play.
- The Umpire-in-Chief shall coordinate umpire scheduling with the Umpire Association.
- The Umpire-in-Chief will help with the administration of an in-house Umpire Association to be used amongst the In-house teams where needed.
- The appointment of the Umpire-in-Chief is subject to the approval of the Board of Directors.

Article VIII– Sponsors

Section 1 - Rates

The rates for sponsorship are to be determined annually by the Board of Directors.

Section 2 - Approval

All sponsors must be approved by the Board of Directors. The Board of Directors shall have the right to move sponsorships from one age group to another according to the needs of each group.

Article IX – Purchasing

Section 1 – Budget

The Equipment Committee shall prepare and present to the Board of Directors an estimated, itemized budget, listing the equipment and supplies needed for the ensuing year. After approval and/or change to this budget, it will be submitted to the Council for final approval.

Section 2 – Bids

It will be the responsibility of the Equipment Committee to secure a bid, or bids, on the estimated needs and submit a contract recommendation to the Board of Directors. Upon approval by the Board, the President and/or the Vice President-Administration shall sign the necessary contracts.

Section 3 - Supplementary Purchases

Supplementary purchases may be made by the Equipment Manager providing that the amount originally budgeted and approved is not overspent or such supplementary purchases are approved by the Board of Directors.

Article X – Discipline

Section 1 – Player

Players may be suspended by the League Commissioner with approval of one (1) other board member for a period of up to one week from the time of the infraction for unsportsmanlike conduct.

If further suspension is deemed advisable, it may be made with the consent of the executive Board Members.

Section 2 - Managers, Coaches and Parent Helpers

Managers, coaches and parent helpers will be subject to suspension for unsportsmanlike conduct and violation of rules by League Director and one other Board Member. The suspension will be for one week from the time of the infraction. It will start immediately.

Further action, if determined necessary, may be taken by the Board of Directors.

Section 3 – Game ejections

All game ejections must be reported to League Commissioner and President within 24 hours of the incident.

Section 4 - Removal and Other Disciplinary Action

By request of any member in good standing, a hearing shall be held to investigate the alleged misconduct of any adult participant for the purpose of removal from the league or other disciplinary action.

The alleged offender and the member, along with interested parties (witnesses - managers, coaches, parents, umpires, and sports leaders) shall be invited by the President to attend the hearing at a time and place designated by the President of the Association. Also attending the hearing shall be the Board of Directors. The parties shall be given prior notice of the hearing and the reason for the hearing. After hearing both sides, the Board of Directors, in a private meeting, will vote by ballot on removal, suspension, or other disciplinary action, if any.

Should either party be a member of the Board of Directors, he shall not be allowed to vote or be present during the voting.

Article XI – Implementation of League Playing Rules

Section 1 – Rule Changes

- Anyone may suggest rule changes at any time by submitting such changes in detail and in writing to the League Rules Commissioner during the season.
- Suggested rule changes will be presented at the November meeting of the General Membership.
- The decision to adopt, reject, or amend and adopt will be determined only at the January meeting of the Board of Directors. Said decision is to be determined, after discussion, by a majority of the Board Members present. Persons submitting rule changes are invited to attend the January Board Meeting and may participate in the discussion of changes, but not in the voting unless they are a member of the Board.
- The Board of Directors may at any Board meeting enact or change by majority vote of those present, any rule, providing that each Board Member is given at least 10 days notice in writing of the planned discussion and voting on the proposed enactment or change at said Board meeting. Any such rule so enacted or changed would be considered a temporary rule and only relevant to the current baseball season. In order for this temporary rule to become a permanent rule, it must be presented in writing at the next November General Membership meeting, and eventually be considered for permanent adoption at the next January Board meeting. Such temporary rules cannot be enacted in two consecutive seasons without a formal vote and approval at the January Board meeting

Article XII – Amendments

Section 1

All proposed amendments shall be submitted in writing to the Recording Secretary and presented to the Executive Board before general meeting presentation.

Section 2

These By-Laws may be amended at any regular Association meeting by two-thirds ($2/3$) vote provided the proposed amendment(s) has been presented to the members at the previous regular Association meeting.