

La Mirada Baseball Association

BY-LAWS

Article I – Name and Address

Section 1: The name of this organization shall be the La Mirada Baseball Association, Inc.

Section 2: The principal address of the Association shall be:

P.O. Box 206, La Mirada, Ca. 90637

Article II – Purpose

Section 1: To secure and coordinate the use of a recreational facility for Baseball for the youth of La Mirada and surrounding area.

Section 2: To teach the fundamentals of baseball, team play and sportsmanship to all involved.

Article III – Participants / Membership

Section 1: Player/Participants in the league shall be 75% La Mirada residents in accordance with the Usage Agreement between the league and the City of La Mirada (See Exhibit "B" section A. Requirements #4 page 21 & 22).

Section 2: A player's membership in the Association shall be limited to boys and girls ages 3½ to 18 years old.

Section 3: Playing season sign-up fees shall be established by the Board of Directors.

Section 4: Sign-up fees must be paid and mandatory fundraising monies collected prior to a player/participant taking the field for any league game (as described in the Baseball Rules) or arrangements must be made for payment. No player/participant shall receive a participation trophy, team photos, or be eligible for All-Star teams until all fees and fundraising funds have been collected.

Section 5: Failure to remit payment of sign-up fees before uniforms are ordered will automatically place the player/participant on suspension and he/she may not be on the playing field until payment is made. If the fees are unpaid for an additional 15 days, the player/participant will be subject to expulsion.

Section 6: La Mirada resident player/participants may apply for a seasonal scholarship to participate in the league. League scholarships must be completed in writing and are subject to approval of the Board of Directors. Non-residents are not eligible for scholarships.

Section 7: Any person who fails to pass a background check will not be allowed to hold any position in La Mirada Baseball Association. This includes board positions, auxiliary positions and team positions, both rostered and non-rostered.

Section 8: Participants that are requesting to manager a team in any division must have a child or relative on the team that they are requesting. **Exception:** When there is no parent or relative volunteer who wants to manage the team and the Board can not find one, then and only then the Board can make an exception.

Section 9: Participants that do not have a child or relative in the league are able to volunteer in coaching, team parent coord; special committees, auxiliary committees and umpiring.

Section 10: No Participant in La Mirada baseball Association shall encourage a player to refuse or limit their participation in our league functions (Opening and Closing day ceremonies, fund

raising, All-Star teams and /or recruiting of players in what may be construed as competition with La Mirada Baseball Association

Article IV - Meetings and Voting

Section 1: The membership of the League shall hold an annual meeting at such place and time as shall be determined by the Board of Directors. The membership of the League shall hold two (2) general membership meetings, one pre-season (October) and one at the end of the regular season (June). To enhance the performance of the league.

Section 2: Notice of time and place of such annual meeting shall be made known to the membership of the League through monthly board meetings, Commissioners, Managers, the Team Parent, signage, newsletters (electronic or print), and or website not less than 10 days prior to the date of the meeting.

Section 3: Special meetings of the League membership may be called by the President, or by majority vote of the Board of Directors, or upon written request to the Secretary by not less than 15 members of the League. Notice of time and place of special meetings of the League membership shall be made known to the membership of the League not less than ten days prior to the date of the meeting.

Section 4: At each annual or special meeting of the League every eligible member present shall be entitled to vote. There shall be no proxy voting. A majority of those present and eligible to vote shall be required for election and questions brought to a vote.

Section 5: The presence of not less than 10 Board of Director members or 2/3 eligible to vote shall be required to constitute a quorum for the transaction of business at any special or annual meeting of the League.

Section 6: The membership of the league at the annual meeting in June will determine the team formation of the league in all divisions for the next up-coming spring season. Two members of the general membership, to obtain by ballot (signature of parents and player/players) in the league as well as members present at the annual meeting. Total of votes must be 2/3 of the league membership, then and only then a majority of votes win.

Article V -Election of Executive Officers

Section 1: At the **March meeting**, prior to the annual meeting, a Nominating Committee shall be appointed by the President, consisting of two members of the Board of Directors and two members of the general membership, to obtain and nominate officers for the following year. Nominations shall remain open and shall not be closed until the actual vote is taken at the Los Coyotes Athletic Facilities during the last weekend of **April or until balloting is closed**.

Section 2: The ballots shall be tabulated by the President and Secretary and announced at the meeting following the election.

Section 3: The term of office for all Executive officers shall be two years beginning August 1st of the year elected and ending July 31st of the second year. The positions of President and Treasurer shall be elected during even numbered years and the positions of Vice President, Secretary, and Player Agent shall be elected during odd numbered years. These positions require a 1 year service on the board before eligible for election.

Section 4: All eligible adult league members (18 years of age or older) may cast a single vote for any Executive Officer position open in the current year.

Section 5: All officers shall be eligible for re-election unless otherwise prohibited for disciplinary reasons.

Section 6: Officers holding a current position may run for an alternative open position when available (example; Player Agent with a year left in term desires to run for President). That

officer must announce their intention to vacate the current position if elected to a new position and must allow their current position to be placed on the ballot for successors.

Section 7: In the event of the death, resignation, or inability to perform the duties of office for any reason, of any officer, the Board of Directors, by majority vote of the entire board, shall be empowered to select a replacement for such officer who shall serve as interim until the following annual election.

Section 8: The League Executive board positions shall be La Mirada Residents without exception in accordance with the Usage Agreement between the league and the City of La Mirada (See Exhibit "B" section A. Requirements #4 page 21 & 22).

Article VI -Board of Directors

Section 1: The Board of Directors shall include the President, Vice President, Secretary, Treasurer, Player Agent, and Division Commissioners, Umpire in Chief (s), Snack Shack Coordinator, Ways and Means Chairperson, Team Parent Coordinator and Safety Director. The Board of Directors shall be 75% La Mirada residency in accordance with the Usage Agreement between the league and the City of La Mirada (See Exhibit "B" section A. Requirements #4 page 21 & 22).

Section 2: The Board of Directors shall meet on a monthly basis at such time and place determined by the President. Special meetings of the Board may be called by the President, or by the Secretary, upon receipt of the written request of at least three members of the Board of Directors. All board members shall be required to notify the President of any absence during their time in office and shall not miss 3 unexcusable monthly meetings which will be determined by the President. The board will assume the duties of the absent officer. An Officer that has not been to the previous monthly meeting is ineligible to vote at present meeting.

Section 3: The Board of Directors shall approve all policy regarding operation of the League. A majority vote of all members is required to approve policy. The President shall not vote except in the event of a tie.

Section 4: The Board of Directors shall have the authority to suspend, discharge or otherwise discipline any member, manager, coach, player, league official, umpire or other person whose conduct is considered not in the best interests of the League. The Board of Directors reserves the right to consult any person or entity necessary prior to rendering decisions. Any person subject to discipline shall be given 72 hours notice of said disciplinary hearing.

Section 5: Any adult (persons 18 years of age or older) who is suspended, removed or otherwise disciplined by the Board of Directors shall have the right to appeal such action before a majority of the members of the Board of Directors at a regular or special meeting called for that purpose. All requests for appeal shall be made in writing and delivered to the League Secretary within 72 hours of the original disciplinary judgment. The League Secretary will deliver the written appeal to the Board of Directors.

Section 6: The President shall, upon evidence of misconduct of any player, notify the Commissioner and manager of the team of which the player is a member and the parents of any such player who is less than 18 years of age, within 48 hours of the act. The manager shall appear with the player before the Division Commissioner, and at least three other members of the Board of Directors, for consideration of appropriate action. The player's parents or guardian shall be advised of and invited to attend such meeting.

Article VII -Duties of Executive Officers

Section 1: "President" The President shall preside at all meetings of the League membership and at all meetings of the Board of Directors; shall serve as the Chief Executive Officer of the League; shall be an ex-officio member of all standing and special committees and shall perform

such other duties as are normally associated with the office of President. The President shall not vote on any matter before the Board except in the event of a tie. The League President shall be La Mirada Residents without exception. According to Article V Section 8

Section 2: "Vice President" The Vice President shall perform such duties as may be assigned by the President; shall otherwise assist the President in the performance of the President's duties and shall preside at meetings in the absence of the President. The Vice President is the chairperson or and shall preside over the Baseball Rules Committee.

Section 3: "Secretary" The Secretary shall have custody of the Constitution and Bylaws, and all other records of the League; shall keep an accurate record of the meetings and other activities of the League and of the Board of Directors; shall be responsible for all correspondence on behalf of the League and shall transmit all records and correspondence to any person elected to succeed him or her in that office. The League Secretary shall also maintain the League keys and issue keys as directed by the President.

Section 4: "Treasurer" The Treasurer shall receive and disburse all funds with the approval of the Board of Directors; shall keep an accurate account of all funds received and disbursed for the League; shall submit a financial report at all regular meetings and at such other times as may be requested by the President; shall compile an annual report of League finances and supervise the submission of annual taxes; shall provide the books of the League and such other documentation as requested for the annual audit and shall transmit all financial records to any person elected to succeed him or her in that office. The Treasurer shall maintain contact with the President, Vice President, and Player Agent regarding player eligibility based on payment of fees. The League Treasurer shall be La Mirada Residents without exception. According to Article V Section 8

Section 5: "Player Agent" The Player Agent shall organize and supervise the annual registration of player candidates, tryout sessions and distribution of players among League teams and shall maintain a written and numbered listing of eligible players not assigned to teams who may be available as replacement players. The player agent shall also maintain a list of players that are not eligible because they have not paid their registration fees. Player agent shall maintain registration of manager candidates and present manager applications to the Board of Directors for ratification.

Article VIII - Officers

Section 1: The Division Commissioners, in conjunction with the Player Agent, shall supervise the distribution of players among league teams, chair any divisional draft, recommend divisional rules for adoption by the Board of Directors and act as a liaison between team managers, coaches, parents, players, and the League.

Section 2: Each Division Commissioner, along with the manager of each team in the division, shall recommend local rules and policy governing the division for approval by the Board of Directors. Such local rules shall be presented to and approved by the Board of Directors no later than 30 days prior to the first game of the season.

Section 3: No Division Commissioner shall manage or coach a team in his/her division nor has a child or other family member in said division.

Section 4: The duties listed for the Division Commissioners are considered basic duties. A more detailed list of duties is available with, and shall be maintained by, the League Secretary.

Section 5: "Fall Ball Commissioner" This Commissioner will develop a Fall Ball program for the needs of our league. He/she will present to the Board by every April 1st, for approval of a Fall Ball program for the following season. This will include eligibility rules, applications, registration and draft procedure. The Commissioner will coordinate with the Snack Shack Chairperson for home games. The Fall Ball Commissioner may be asked to attend the LMAC meetings during the fall season.

Section 6: "Snack Shack Chairperson" The Snack Shack Chairperson will be responsible for the operation of the snack shack. He/she will provide a schedule to the Team Parent coordinator that will organize adequate staffing. He/she will be responsible for the purchase of supplies, opening and closing of the snack shack and restrooms. He/she shall maintain a master

operations log indicating date of operation, daily sales, cash expenditures and monies submitted for deposit.

Section 7: "Ways and Means Chairperson" The Ways and Means chairperson will be responsible for planning such events and programs necessary to meet association expense. The chairperson will work with the board in conjunction with any fund-raising activities. He/she will work in conjunction with the league Treasurer for transfer of all monies and sales records will be provided to the Treasurer for monthly financial reports and filings.

Section 8: "Team Parent Coordinator" The Team Parent Coordinator will be responsible for coordinating team parent information, holding an orientation meeting for the team parents. He/she will be responsible for the selection of a photographer for league pictures and will schedule team pictures date and will create the team schedule for the day. He/she will be the liaison between team parents and the board.

Section 9: "Safety Director" The Safety Director will be responsible for establishing and implementing standards of safety for all LMBA activities. He/she shall maintain records of player injuries, accidents, any reports of unsafe conditions or equipment, and report all such occurrences to the Board and prepare reports for the LMAC as required. The Safety Director may be asked to attend the LMAC meetings if needed.

Section 10: The duties listed for the League Officers (Executive Board) are considered basic duties. A more detailed list of duties is available with, and shall be maintained by, the League Secretary. League Officers shall update their written duties (job description) annually or as necessary and submit it to the League Secretary.

Section 11: Participants in the league shall be 75% La Mirada residents in accordance with the Usage Agreement between the league and the City of La Mirada (See Exhibit "B" section A. Requirements #4 page 21 & 22).

Article IX - Auxiliary

Section 1: An Auxiliary Committee may be formed for the purpose of assisting the Board of Directors in fundraising activities, concession stand operations, player sign-ups and other activities as suggested by the Board of Directors.

Section 2: All activities of the Auxiliary are subject to the approval of the President.

Article X - Standing Committees

Section 1: "Rules Committee" The Chairman of the Rules Committee shall be the Vice President. The Committee shall be comprised of the Player Agent, All Division Commissioners, and "Umpire-In-Chief" from all divisions. The Rules Committee shall; maintain and enforce the league's baseball rules and Code of Conduct. Rules Committee will meet in September and October of each year to review the league's **baseball rules** for modifications or additions, present all baseball rule modifications to the Board of Directors for approval (Note: All rule modifications or additions must be approved by 2/3 vote of the Board of Directors), meet to rule on all protests involving the league's baseball rules.

Section 2: "Finance Committee" The Finance Committee shall, in cooperation with the Treasurer, prepare an annual budget for the League; shall be charged with preparing an annual audit of League financial activities; shall monitor fundraising activity and securing of sponsors on behalf of the league and, at the request of the Treasurer, shall assist with the collection and handling of League monies. The Finance Committee shall monitor the league's tax status and may participate in the preparation of tax forms at the requests of the Treasurer. The Finance Committee, in cooperation with the Treasurer, shall oversee expenditures and may investigate any suspicious financial activities on behalf of the League.

Section 3: "Fields and Facilities Committee" The Field and Facilities Committee shall be charged with the general preparation, maintenance, development and improvement of all playing facilities owned, and maintain field maintenance equipment leased or used by the League and shall make recommendations to the Board of Directors for suggested or needed expenditures in this area of operation.

Section 4: "Equipment Committee" The Equipment Committee shall be charged with the responsibility of ordering and purchasing uniforms and playing equipment for the League, the distribution of equipment among the League teams, the collection, inventory and storage of equipment during the off-season and preparation of such reports and suggestions as needed by the Finance Committee for budgetary action.

Section 5: "Umpire Committee" The Umpire Committee shall be charged with obtaining suitable umpires for the league as directed by the Board of Directors, shall consider all complaints relative to umpires and make suitable recommendations to the Board of Directors. The Umpire Committee shall make every effort to register all umpires with PONY.

Section 6: "Publicity Committee" The Publicity Committee shall be responsible for news media relations and the general publicizing of league activities and special events.

Section 7: "Concessions Committee" The Concessions Committee shall be charged with responsibility of operating, maintaining, and purchasing product for the league's "Snack Shack", inventory and storage of product, the scheduling of auxiliary assistance, scheduling of team volunteers, and preparation of financial records for the league Treasurer.

Section 8: "Awards Committee" The Awards Committee shall be charged with the selection of a suitable licensed trophy/awards company for the league's trophies and awards, collecting typed rosters for submission to the trophy company, selecting reasonably priced trophies and awards, distributing awards or trophies, and payment to the awards company via the Treasurer. Selection of an awards company shall be approved by the executive board members.

Section 9: "Memorial Day Committee" The Memorial Day Committee shall develop a plan for the League's Memorial Day Tournament. The plan should include but is not limited to; compiling teams for each division, creating a schedule, developing any special rules, constructing a suitable rules committee, coordinating concessions with the concessions committee, developing, ordering, and selling Memorial Day t-shirts. The Committee shall also complete and submit a "La Mirada Athletic Council Tournament Request form" with the President no later than 60 days prior to the event. The President shall review the request and submit it to the Athletic Council for final approval. The final tournament plan shall be submitted to the Executive Board for approval no later than 45 days prior to event.

Section 10: "Fundraising Committee" The fundraising committee shall be charged with developing, planning, and organizing fundraising activities and events that benefit the financial welfare of the league, coordinate publicity via the Publicity Committee, and the collection of funds for distribution to the league treasurer.

Section 11: "Opening / Closing Day Ceremony Committee"

Section 12: "All Stars Committee" ...

Section 13: The duties listed for the Standing Committees are considered basic duties. Additional duties may be required based on the activities.

Article XI -Special Committees

Section 1: Special Committees may be appointed by the President for such special purposes as deemed necessary. Committee duties and responsibilities are to be outlined at the time of the appointment and such committees shall be dissolved on December 31st of each year, but may be re-appointed at any time after January 1st of the New Year. Furthermore special committees and/or its members can be expanded, dissolved or removed at any time by the President depending on needs or whether the committee or member are serving in the best interest of the league and its mission.

Article XII -Financial Policy

Section 1: The fiscal year shall begin March 15th and end March 14th.

Section 2: The President, Treasurer, and Finance Committee shall prepare a budget for the upcoming season on or before January 15th. A copy of the budget shall be given to each member of the Board of Directors and made available to any league member that requests a copy. The budget should be based on the league's financial history and anticipated growth. The budget report should also contain a breakdown of costs per player. A copy of the league's budget shall be maintained by the President, Treasurer, and Secretary.

Section 3: The Board of Directors shall decide all matters pertaining to the finances of the league, bearing the responsibility to conduct the financial affairs of the league in a sound business-like manner.

Section 4: Team Sponsorship: Team Sponsorship(s) received that are less than \$150.00; 100% goes to the team. Team Sponsorship(s) received of \$150.00 or greater the league will retain \$20.00 of any amount over \$150.00. The league shall provide sponsors that contribute \$150.00 or more with a sponsorship plaque and the league's non-profit tax ID# for tax purposes. Other benefits may include team paraphernalia and mention in the league's newsletter. All funds should be processed through the league treasure regardless of amount. Checks will be distributed by the treasurer to the team manager as soon as the sponsors check clears.

Section 5: The Board of Directors shall institute policy relative to the preparation and acceptance of an annual budget, and periodic and annual presentation of financial reports, and an annual audit of the books of the League.

Section 6: The Board of Directors shall ensure that all Federal and State tax records are properly filed and up to date. They shall also ensure that the league's non-profit tax status and Incorporation is properly maintained with the State Franchise Tax Board and the Internal Revenue Service. The Board of Directors shall maintain a record of the league's non-profit tax ID number.

Article XIII -Roberts Rules

Section 1: The rules contained in the most current edition of "Roberts Rules of Order" shall govern League meetings and meetings of the Board of Directors and League Committees in all cases in which they are applicable and not inconsistent with these Bylaws and any special rules of order the League shall adopt.

Article XIV -Amendments

Section 1: The By-Laws of the Association shall not be suspended.

Section 2: The By-Laws of the Association may be waived or revised by:

- a) A $\frac{3}{4}$ majority of the Board Members present at any meeting, provided a quorum is present or a $\frac{2}{3}$ majority, provided a copy of the proposed waiver or revision is mailed to each Board Member 10 days prior to the meeting.

Article XV – Residency/ Usage Agreement with City of La Mirada

Section 1: The League must indicate that the La Mirada address has been verified and the method of verification. The following is a list of documents accepted as proof of residency. User is to select three from the list to verify address. The City will conduct random checks to verify authenticity of the documents.

Driver's License

Voter's registration

School's Records

Welfare / Child Care Records

Federal records

State Records

Utility Bill one from list (telephone, gas, electrical, trash etc.)

By-laws created December 15, 2010