

Cedar Cliff Youth Softball Association
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The annual meeting for the 2016-2017 season will occur September 2016. Elections will take place at this meeting and terms will be amended to meet the new guidelines that were established. Members will serve October 1st, 2016 through June 30, 2017. An annual meeting will then be held in June 2017 to be in accordance with the adopted bylaws.

Article 1 - NAME

This organization shall be known as the ***Cedar Cliff Youth Softball Association***, herein referred to as "Association."

Article 2 - OBJECTIVE

Section 1: The objective of the Association shall be to implant firmly the ideals of good sportsmanship, teamwork, honesty, loyalty, courage and respect for authority.

A. To achieve this objective, the Association will provide a supervised program of competitive softball. All directors, officers, and members shall recognize that the attainment of exceptional athletic skill or the winning of games is secondary to the prime objective of making good future citizens.

Article 3 - ORGANIZATION

Section 1: The Association is organized as a 501(c)(3) not-for-profit corporation comprising an Executive Committee and a Board of Directors as outlined in Article 5.

Section 2: The Association is organized as a contributing member of the local governing softball bodies (i.e....West Shore Minors). The Association's teams will follow all Amateur Softball Association (ASA) rules and rule variations prescribed by those governing bodies, unless the Association Board of Directors defines specific exceptions to those rules and variations.

Article 4 - BOARD OF DIRECTORS STRUCTURE

Section 1: The management of the property and affairs of the Association shall be vested in the Board of Directors. The Board of Directors shall consist of not less than four (4), or more than nine (9) individuals. The directors shall enter upon the performance of their duties on the first (1st) of the month following election (July) , and shall continue in office until their successors shall have been duly qualified.

Section 2: The Board of Directors shall include the entirety of the Executive Committee, and up to five (5) at-large Board Members.

Section 3: The Executive Committee shall include the following – President, Vice President, Treasurer, and Secretary.

B. Duties of the Executive Committee

1. President

- Supervise all members of the Executive Committee/At Large positions
- Preside at Association and Executive Committee meetings
- Appoint one or more persons to committees as required to carry out the functions of the Association
- Disburse association funds in the absence of the Association Treasurer

2. Vice President

- Expected to assist the President as required
- The Vice President shall assume the Presidency in the event of a vacancy in the office during the President's term
- The Vice President , in the absence of the President, shall preside at all meetings and be empowered to perform all acts pertaining to the office of President
- Supervise the Head Coaches and Assistant Coaches within the Association
- Review the regular season playing rules for the division

- Schedule Division meetings with coaches as required for each Division
- Manage skill level requirements for each division

3. Secretary

- Record the proceedings of each Association or Executive Committee meeting, and disseminate a copy of that record to all Executive Committee members and other meeting attendees within a reasonable period of time.
- Handle all clearances and background checks, birth certificates, and ASA insurance
- Handle membership and player registration including eligibility

4. Treasurer

- Receive all monies or other property paid or donated to the Association
- Disburse funds of the Association as directed by the membership
- Maintain a full and accurate account of all receipts and disbursements
- Submit a financial report at all Association or Executive Committee meetings.
- Shall ensure timely filing of state and federal required returns
- Keep the cash funds of the Association at a depository selected by the Board of Directors. The depository shall be authorized to pay out from the Association account on the signature of the Treasurer and one other Executive Board member
- At the request of the President, submit the books for audit by an auditing committee appointed by Executive Board

- If Presidency is vacated and the Vice President can not fulfill duties the Treasurer would take over Presidential Duties

Section 4: At-Large Board Members

A. Up to five (5) At-Large Members.

B. Voting members with Committee responsibilities

Section 5: A member of the Board will be appointed as CCYSA rep at all League meetings.

Article 5 - Nominations/Election/Terms

Section 1: A nomination committee shall be selected by the President from the board members in April. The committee shall consist of two (2) directors, who shall consider eligible candidates and submit a list of candidates for the offices of Executive Committee/At Large Positions at the May meeting.

Section 2: Election of the Executive Committee/At Large Position members shall be held at the annual meeting in June by majority vote of the members present. The Board of Directors shall determine the place, time and date of the annual meeting and notice of it shall be given the membership at least ten (10) days in advance thereof.

Section 3: All positions of the Executive Committee/At Large Positions will serve one (1) year terms; No member shall serve more than 3 consecutive elected terms in the same office.

Section 4: To be eligible to run the candidate must meet the membership requirements of the Association.

Section 5: Those voting must be at least eighteen (18) years of age and on the current membership roster.

Section 6: The Secretary will prepare ballots for the Annual Meeting in June.

Section 7: The Secretary and Treasurer will be responsible for counting ballots after a vote was held.

Section 8: If any vacancy occurs in the Board of Directors, by death, resignation or otherwise, it may be filled by the President with a concurrence by a majority of the voting members.

Section 9: All board members shall be entitled to vote at any meeting of the Association. Proxy votes shall not be permitted. Votes can be made by phone or email when necessary.

Article 6 – MEMBERSHIP

Section 1: Membership is open to all current coaches, players, and parents/guardians of players in the Association. Active participation in meetings and association discussions is highly encouraged.

Section 2: The members of the Association may attend Association meetings and serve on committees. Members are bound by these bylaws and by the playing rules of the Association, and are expected to conduct their actions accordingly in all matters pertaining to the Association. Violation of the bylaws or rules of the Association may result in disciplinary action as decided by a majority vote of the members present at any regular or special Association meeting. Disciplinary action may include, but is not limited to, suspension or dismissal from the Association.

Section 3: No committee shall act on behalf of the association without consent of the Executive Board.

Article 7 – MEETINGS

Section 1: The Association shall hold an annual meeting during the month of June each year, at which time the directors shall be elected for the ensuing year.

- Reports of all officers and committees shall be presented for approval of the membership

Section 2: If a Board vote results in a tie and there are an odd number of board positions filled a re-vote must take place involving all board members. If a vote results in a tie and there are an even number of board positions filled a re-vote must take place. If results are still tied then a decision will be made by the Executive Members.

Section 3: Monthly meetings of the Board of Directors shall be held unless it is deemed unnecessary by a majority or the Executive Committee. A quorum shall consist of the

presence of the President, or Vice President, one other Executive member and at least two other Board members, and of voting members totaling forty percent (40%).

Section 4: Special meetings of the members may be called by the President, at his/her discretion, or upon the request of fifty percent (50%) of the voting members of the Association. Reasonable advance notice of said meeting shall be given to the Secretary or President, either in writing or otherwise. Said notice shall also include the purpose for the meeting. A quorum shall consist of the presence of the President, or the Vice President, one other Executive member and at least two other Board members, and of voting members totaling forty percent (40%).

Article 8 – FINANCE AND ACCOUNTING

Section 1: No director, officer, or member of the Association shall receive, directly or indirectly, any salary, compensation, or emolument from the association for services rendered as director, officer or member.

Section 2: All monies received shall be deposited promptly to the credit of the Association in a local bank determined by the board of directors. All disbursements shall be made by check. The Association's Treasurer and/or Executive Board Member shall sign all checks.

Section 3: All committee chairpersons will agree to work within the established annual budget. Any additional expenditures must be pre-approved by the Treasurer and at least one other officer.

Article 9 – AMENDMENTS

Section 1: This constitution may be amended, repealed or altered in whole or in part by a 2/3 vote at any duly organized meeting of the board, provided notice is given to the membership that a change is proposed and is included in the notice of such meetings.

Article 10 – RATIFICATION

Section 1: This constitution shall become binding upon all members of the Association, after due notice of the presentation of same has been given in advance to the membership, and after this constitution has been ratified and approved by a two-thirds (2/3) majority of vote of all members of the Board of Directors. The acting Secretary of the meeting shall certify on the original thereof that compliance has been held with this

section and such original shall become part of the permanent records of the Association.

V 7/16/16