



## **MURRIETA VALLEY PONY BASEBALL**

*a sanctioned league of PONY Baseball, Inc.*

# **BY LAWS**

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### **Article I – 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. Notice of time and place of the annual meeting shall be made known to the membership of the League through publication and individual mailings not less than ten (10) days prior to the date of the meeting.
- Section 2      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 twenty (20) members of the League. Notice of time and place of the annual meeting shall be made known to the membership of the League through publication and individual mailings not less than five (5) days prior to the date of the meeting.
- Section 3      At each annual or special meeting of the League, every eligible member (as defined by the Constitution) 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/or questions brought to a vote.
- Section 4      The presence of not less than ten (10) members eligible to vote shall be required to constitute a quorum for the transaction of business at any special or annual meeting of the League.

### **Article II – Election of Officers**

- Section 1      Prior to the annual meeting a Nominating Committee shall be appointed by the President, consisting of two (2) members of the Board of Directors and two (2) 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 annual meeting.
- Section 2      The term of office for all officers shall begin the day following the annual meeting and shall conclude on the last day of post-season play on the following Spring season. Should the terms of office overlap, the outgoing Board shall govern during the interim.
- Section 3      No person shall serve as an Executive Officer on the Board of Directors for more than two (2) consecutive terms. Exception: The Vice President shall be eligible for the office of President.
- Section 4      Candidates for the position of any Executive Officer on the Board of Directors must have at least one (1) year of prior service on the Board.



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Section 5 In the event of the death, resignation or inability of any officer to perform the duties of office for any reason, the Board of Directors shall be empowered, by a majority vote of the entire Board, to select a replacement for such officer who shall serve until the following annual meeting.

Section 6 All candidates for any position on the Board of Directors must be in good standing with the League.

### **Article III – Board of Directors**

Section 1 The Board of Directors shall include the President, Vice President, Secretary, Treasurer and Registrar (as Executive Officers), all Division Directors, Directors of all Standing Offices, the Team Parent Director and any duly appointed Members-at-Large.

Section 2 The Board of Directors shall meet, at minimum, 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 a written request of at least three (3) members of the Board of Directors.

Section 3 The presence of not less than seven (7) Board Members shall be required to constitute a quorum for the transaction of business at the meetings of the Board of Directors. At least one of the board Members present must be an Executive Officer.

Section 4 The Board of Directors shall approve all policy regarding the operation of the League.

Section 5 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 detrimental of the best interests of the League. That person must be given a minimum of 72 hours' notice of said disciplinary hearing.

Section 6 Any adult 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.

Section 7 The President shall, upon evidence of misconduct by any player, notify the 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 League Division Director and at least three (3) other members of the Board of Directors for the consideration of appropriate action. The player's parents or guardians shall be advised of and invited to attend such meeting.



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### **Article IV – Financial Policy**

- Section 1      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 2      To equalize the benefits of the League for all participating teams, solicitation of funds shall be for the treasury of the League and contributions to individuals or teams shall be discouraged.
- Section 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 annual audit of the books of the League.

### **Article V – Team Parents**

- Section 1      Team parents may be recruited for the purpose of assisting the Board of Directors in fundraising activities, concession stand operation and other activities as suggested by the Board of Directors
- Section 2      All team parent activities are subject to the approval of the Board of Directors.
- Section 3      The Team Parent Director shall become a member of the Board of Directors of the League upon election and for the term of office.

### **Article VI – Duties of Officers**

- Section 1      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 other such 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.
- Section 2      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.
- Section 3      The Secretary shall have custody of the Constitution and By-Laws and all other records of the League; shall compile the policies of each division and all standing committees into a League Operations Manual; shall keep an accurate record of meetings and other activities of the League and board of Directors; shall be responsible for or keep record of 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.



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- Section 4      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 other such times as may be requested by the President; shall arrange for an annual audit of League financial activities; shall compile an annual report of League finances; shall provide the books of the League and other such 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.
- Section 5      The Registrar shall supervise the annual registration of player candidates, tryout sessions and distribution of players among League divisions and shall maintain a listing of eligible players not assigned to teams who may be available as replacement players. In addition, the Registrar shall maintain a listing of all League members.

### **Article VII – Division Directors**

- Section 1      The Division Directors 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 liaison between team managers, coaches, parents, players and the League.
- Section 2      Each Division Director, 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 ten (10) days prior to the first clinic (player, coach or umpire).
- Section 3      The Division Directors, along with the League Registrar, shall recommend that policy governing all divisions (for example, policy and procedures for drafting players) for approval by the Board of Directors.
- Section 4      No Division Director shall manage or coach a team in his or her division, nor have a child in said division.

### **Article VIII – Standing Offices**

- Section 1      REMOVED
- Section 2      The Fields and Facilities Director shall be charged with the general preparation, maintenance, development and improvement of all playing fields owned, 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. The Director shall be responsible for establishing and maintaining, in writing, League policies as relates to the office.



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- Section 3      The Equipment Director shall be charged with the responsibility of ordering and purchasing uniforms and playing equipment of the League; the distribution of equipment among League teams; the collection, inventory and storage of equipment during the off season; and preparation of such reports and suggestions as needed to the Board of Directors for budgetary action. The Director shall be responsible for establishing and maintaining, in writing, League policies as relates to the office.
- Section 4      The Umpire-in-Chief shall be charged with obtaining suitable umpires for the League as directed by the Board of Directors and shall consider all complaints relative to umpires and make suitable recommendations to the Board of Directors. The Umpire-in-Chief shall make every effort to register all umpires with PONY. The Umpire-in-Chief shall be responsible for establishing and maintaining, in writing, League policies as relates to the office.
- Section 5      The Publicity Director shall be responsible for news media relations and the general publicizing of League activities and special events. The Director shall be responsible for establishing and maintaining, in writing, League policies as relates to the office.
- Section 6      The Sponsorship Director shall be responsible for the recruitment of sponsors for all teams in the League; collection of sponsor fees; tracking of sponsor-related advertising/banners; and coordination of sponsor recognition. The Director may also recruit corporate sponsors whose contributions can be applied to the League for the purposes of major capital improvements or the underwriting of segments of the Leagues' annual budget. The Director shall be responsible for establishing and maintaining, in writing, League policies as relates to the office.
- Section 7      The Fundraising Director, in cooperation with the Treasurer, shall recommend activities for the degeneration of funds for the League and implement those activities approved by the Board of Directors. The Director shall be responsible for establishing and maintaining, in writing, League policies as relates to the office.
- Section 8      The Clinics Director shall organize and schedule activities related to the education of the League membership in the game of baseball. This should include the training of managers and coaches as well as players of the League. The Director shall be responsible for establishing and maintaining, in writing, League policies as relates to the office.
- Section 9      Concessions shall be chaired by two (2) Directors with equal duties and responsibilities hereunder. The Concessions Directors shall direct the purchase and resale of goods to be offered at the League snack bars; shall appropriately staff the concessions area; and shall give a periodic accounting of inventory and



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finances. The Directors shall be responsible for establishing and maintaining, in writing, League policies as relates to the office.

Section 10 REMOVED

Section 11 REMOVED

Section 12 The Director of Safety and Compliance shall administer the process of obtaining the background checks for all applicable League Officers and functionaries; establish and enforce a Code of Conduct that promotes sportsmanship; maintain a record of grievances and complaints, and make other recommendations to the Board of Directors regarding the safety and well-being of its membership. The Director shall be responsible for establishing and maintaining, in writing, League policies as relates to the office.

Section 13 The Webmaster shall oversee the operation and maintenance of the League website and related social media accounts. The Webmaster shall also administer League e-mail and post sponsor acknowledgements as required. In addition, the Webmaster shall make recommendations regarding upgrades to the League's information technology systems. The Webmaster shall be responsible for establishing and maintaining, in writing, League policies as relates to the office.

Section 14 The Auditor shall audit the financial records of the League semi-annually, upon the change to any person with signature authority for the League, or at any time deemed necessary. The Auditor shall review bank statements to assure that transactions are present and accurate. The Auditor shall be responsible for preparing or directing the preparation of all necessary reports and forms for State and Federal agencies, including tax statements. The Auditor should not be involved in any financial transaction of the League, and may not be related to, by blood or marriage, nor reside in the same household as, any Board member with signature authority for the League.

Section 15 The Past President shall hold an advisory, non-Executive position on the Board and, at the pleasure of the President, may be assigned to special projects, fill vacant positions or head committees in the performance of their duties. The Past President, together with or as a representative of the President, may act as a liaison with the City, schools and/or PONY Corporate to assist the Board in achieving its mission and goals. The position shall have a maximum two-term limit and shall be affirmed each year by a "Yes/No" vote of the General Membership at the annual meeting. Only the immediate past president shall be eligible for the position. Should the position become vacant for any reason, it will remain vacant until an eligible individual is available and affirmed by the General Membership.





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### **Article IX – Special Committees**

Section 1 Special committees may be appointed by the President for such special purposes as deemed necessary. Committee duties and responsibilities shall be outlined at the time of appointment and such committees shall be dissolved at the annual meeting following the appointment, but may be re-appointed at any time following the annual meeting.

### **Article X – Members at Large**

Section 1 Members at Large may be appointed to the Board of Directors by the President for such special purposes as deemed necessary. These members may fill in for any Board Member that temporarily may be unable to fulfill their duties.

### **Article XI – Team Managers and Coaches**

Section 1 Managers, by their signature, shall be held responsible for the conduct of themselves, their teams and their players' parents in accordance with League By-Laws and the rules of PONY Baseball Inc.

Section 2 The term for any Manager or Coach shall expire at the end of each season. He or she must reapply for any subsequent season.

Section 3 REMOVED

Section 4 All team Managers shall become Members-at-Large of the Board of Directors.

### **Article XII – Robert's Rules**

Section 1 The rules contained in the current edition of Roberts's Rules of Order Newly Revised shall govern any and all meetings of the League, its Board of Director and any committees in all cases to which they are applicable and in which they are not inconsistent with these By-Laws and any special rules of order the League shall adopt.

### **Article XIII – Amendments**

Section 1 These By-Laws may be amended by majority vote of the League membership in attendance at the annual meeting or a special meeting called for that purpose provided notification for special meetings for this purpose is provided to the membership at least ten (10) days in advance of the date of such meeting.