

**Perrysburg Amateur Baseball/Softball Commission, Inc.  
By-Laws**

ARTICLE I

The Perrysburg Amateur Baseball / Softball Commission, Inc. (PABSC), is hereby established as a non-profit organization for the primary purpose of providing baseball and softball programs for the youth residing in the City of Perrysburg and or attending the Perrysburg School District.

ARTICLE II

The Objective of the PABSC shall be to promote sportsmanship, team play, good conduct, and good citizenship, as well as enhance athletic skills of players and foster healthy competitiveness.

ARTICLE III

This organization shall be governed by an elected Executive Board consisting of a President, Vice President – Baseball, Vice President – Softball, Secretary, Treasurer, Director of Player Personnel, and Director of Scheduling. General elected Board Members include: League Commissioners – Baseball (Colt, Pony, Majors, Minors, Rookie, PeeWee 6, 3-4 year old t-ball and Travel Divisions [8, 9, 10, 11, 12, 13 and 14]), League Commissioners – Softball (House Division 8U-14U and Travel Division [8U, 10U, 12U,14U]), Director of Equipment, Director of Uniforms, Director of Umpires for baseball, Director of softball, Director of Website, and Director of Sponsors.

ARTICLE IV

The Executive and General Board members shall be elected by the voting membership every July. The offices of President, Vice President – baseball, Secretary and Director of Scheduling will be elected on odd years. The offices of Treasurer, Vice President – softball and Director of Player Personnel will be elected on even years. The term of office for executive board members shall be for two years commencing on August 1st. The term of office for all other elected positions will be one year.

ARTICLE V

All Executive Board members are voting members at Executive Board Meetings. All elected or appointed members are voting members at general board meetings.

ARTICLE VI

The Executive Board members shall be responsible for:

- (a) Formulating major policy and/or objectives of the organization.
- (b) Settling, by majority vote, any issues or problems that need to be resolved before a general meeting.
- (c) The President will vote only to break ties.

- (d) Reviewing any situation that cannot be resolved within the individual league.
- (e) Setting the league registration fees each season.

The General Board members shall be responsible for:

- (a) Approving all Head Coaches and all Asst. Coaches on the recommendations of the League Commissioners.

#### ARTICLE VII

The President, subject to the approval of the Board of Governors, shall appoint non-elected Directors as may be required from time to time, and fill vacancies of Head Coaches and Assistant Coaches (as recommended by the League Commissioners in Article XV herein below).

#### ARTICLE VIII

The voting eligibility and voting membership are as follows:

- (a) Any adult 18 years of age or older, shall be eligible to serve as a Head Coach, Assistant Coach or member of the Board of Governors after a successful background check has been performed.
- (b) Voting members shall be eligible members who have been elected or appointed to the Executive Board, Additional Board Members, Head Coach, Assistant Coach and the various non-elected directors, as appointed by the President pursuant to Article X of these By-Laws.

#### ARTICLE IX

The guidelines for conducting elections are as follows:

- (a) An election committee consisting of the President, Secretary and one board member to be chosen by the Executive Board will oversee elections.
- (b) Elections will be held in July of each year, in a manner to be determined by the Executive Board during the February monthly Board meeting.
- (c) The Secretary will accept the intent to run for office any time after Opening Day and no less than seventy-two (72) hours before the election. Submission to run may be made by e-mail.
- (d) The Secretary will prepare an election ballot containing all positions that make up the General Board and are not subject to the exclusion mentioned in Article IV.
- (e) The Secretary will e-mail Notice of Elections to all eligible voters within ten (10) days prior to elections. Notice shall also be placed on the website.

(f) The notice shall include all relevant information of the election. Eligible voters are those outlined in Article VIII, Section b.

(g) Any person who meets the eligibility criteria of Article VII, Section A, must submit in writing their intent to run for office to the current Secretary. No person may run for more than one (1) elected position.

(h) Notification of results to all persons on ballot will be made in writing within (10) business days.

## ARTICLE X

The President shall be responsible for:

(a) The agenda and proceedings of all membership meetings.

(b) Appointing Directors, committees and filling vacancies subject to the approval of the Executive Board as provided in Article VII above.

(c) Work with the Vice Presidents on the Commissioner and Head Coaches instructions.

(d) Notify the Secretary of any special meeting(s).

(e) Coordination of the Opening Day Ceremonies.

(f) Signing all issued checks in the amount of \$1,000.00 (one thousand dollars) or greater.

(g) Monitoring general email – perrysburg.pabsc@gmail.com

## ARTICLE XI

The Vice President – Baseball shall be responsible for:

(a) Assuming all duties of the President in their absence in even numbered years.

(b) Assisting the President as needed in their duties and the ordering and distribution of all PABSC trophies and awards for the baseball program.

(c) Hold regular meetings with baseball commissioners as necessary.

(d) Chairman of Baseball Rules Committee.

(e) Organize the player evaluation event with assistance from the league commissioners if applicable.

ARTICLE XII

The Vice President – Softball shall be responsible for:

- (a) Assuming all duties of the President in their absence in odd numbered years.
- (b) Assisting the President as needed in their duties and the ordering and distribution of all PABSC trophies and awards for the softball program.
- (c) Hold regular meetings with softball commissioners as necessary.
- (d) Chairman of Softball Rules Committee.

ARTICLE XIII

The Secretary shall be responsible for:

- (a) Recording, maintaining minutes and attendance at all meetings.
- (b) Preparing or assisting in the preparation of all correspondence sent to other organizations, business establishments, civic groups, etc.
- (c) Check USPS mailbox at least twice monthly and distribute contents to appropriate members.
- (d) Advising all officers and directors of both general meetings and special meetings.
- (e) Maintaining the By-Laws and providing current copies to all officers and members.
- (f) Member of the Elections Committee.
- (g) Preparation and distribution of election notices to all voting members.
- (h) Preparing election ballots and a sign in roster for all voting members as provided by the President pursuant to Article VIII, Section B, for annual elections held in July.
- (i) Notifying by e-mail, all persons seeking election to the Board of Governors, the tabulated results of annual election ballots within ten (10) business days.
- (j) Maintain calendar and Board of Governors contact information list.

(k) Work with City and School officials with regard to facility or other needs of PABSC for special events.

#### ARTICLE XIV

The Treasurer shall be responsible for:

- (a) Receipt and accounting of all PABSC funds, including payments of PABSC liabilities.
- (b) Preparation of monthly financial statements for submission to the membership for approval.
- (c) Ensuring that the provisions of Article XXIX (Special Interest Account) are adhered to.
- (d) File taxes yearly in accordance with fiscal year.

#### ARTICLE XV

The individual League Commissioners shall be responsible for:

- (a) Oversee smooth operation of league play throughout the season.
- (b) Advising all Head Coaches of general meetings.
- (c) Acting as a league representative to other area suburban baseball / softball leagues with whom PABSC teams participate if applicable.
- (d) Acting as tournament chairman of his/her league if applicable.
- (e) Acting as chairman of All – Star selection if applicable.
- (f) Coordinating all equipment needs with the Equipment Director.
- (g) Acting as designated chairman for their respective leagues selection of the “Bucky Marshall Spirit Award”.
- (h) Coordinating the creation of each league’s supplemental playing rules with the approval of the respective Vice President of Baseball or Softball and submit the total package of rules to the Board of Governors prior to the start of each season.
- (i) Reviewing all situations in his/her league where there is extreme difficulty with a coach and player / parent and resolving it.
- (j) Recommending all Head and Assistant Coaches to the Board of Governors for approval.
- (k) Assisting the Vice President with the player evaluation event if applicable.

ARTICLE XVI

The Director of Player Personnel is responsible for:

- (a) Equally distribute players for house teams, based on selection method chosen with league commissioners.
- (b) Maintaining an updated team roster, including all Head Coaches and Assistant Coaches for all teams.
- (c) Provide coach information to the Election Committee for the purpose of determining all eligible voters at elections.
- (d) Finding a location and photographer for team pictures. Schedule team photos, collect and distribute photos to teams.
- (e) Manage travel tryout registration process including pre-tryout registration, acceptance and denial process and confirmation process
- (f) Secure location, date and time for walk-in registration(s)

ARTICLE XVII

The Director of Equipment is responsible for:

- (a) The purchasing, receiving and disbursing of all equipment (balls, helmets and catcher gear), upon approval of the Executive Board.
- (b) Make reports on purchasing, substantiated with purchase orders and original invoices, as well as an equipment needs list.
- (c) Coordinating equipment needs with League Commissioners.
- (d) Collecting, taking inventory and storing all equipment at the end of the season and reporting the status to the Board of Governors.

ARTICLE XVIII

The Director of Umpires Baseball is responsible for:

- (a) Securing all house baseball game umpires
- (b) Training all of the umpires in collaboration with the Vice President and the League Commissioners.
- (c) Advising the Director of Equipment of all equipment needs.
- (d) Scheduling umpires for all regular season, tournament and rained out games.
- (e) Make reports during season on umpire payrolls, substantiated with an accounting of all funds transferred from the league treasurer for the purpose of paying umpires.
- (f) Making a year-end report showing the number of all games officiated by league, (including no shows) and a summary of umpire related incidents for the season.
- (g) Coordination of umpires for house leagues utilizing certified umpires if applicable.

#### ARTICLE XIX

The Director of Umpires Softball is responsible for:

- (a) Securing all necessary umpires.
- (b) Training all of the umpires in collaboration with the Vice President and the League Commissioners.
- (c) Advising the Director of Equipment of all equipment needs.
- (d) Scheduling umpires for all regular season home, tournament and rained out games, if applicable.
- (e) Make reports during season on umpire payrolls, substantiated with an accounting of all funds transferred from the league treasurer for the purpose of paying umpires.
- (f) Making a year-end report showing the number of all games officiated by league, (including no shows) and a summary of umpire related incidents for the season.

#### ARTICLE XX

The Director of Sponsors is responsible for:

- (a) Developing a program to contact local individuals, small businesses and corporations regarding sponsorship of fields, scoreboards and/or banners
- (b) Coordinating with Treasurer to provide ongoing reports of contributions so that reports can be provided to the City of Perrysburg on a monthly basis

- (c) Procuring banners and obtaining approval from City of Perrysburg on format, placement etc.
- (d) Providing monthly reports to the executive board on progress.

### ARTICLE XXI

The Director of Scheduling is responsible for:

- (a) Developing and maintaining the master schedule for all PABSC activities and events (exclusive of the meeting schedule) and create the overall diamond and batting cage use plan.
- (b) Prepare practice and league game schedules for all leagues.
- (c) Coordinate and publish plans for all “year” activities and special events, such as All-Star games, City Tournaments, League Championship games and tournaments involving other towns.
- (d) Handle scheduling needs for all outside organizations.
- (e) Make monthly report of field usage and reconciliation of fees for rentals with the Director of Treasurer.
- (f) Reschedules games for weather cancelled games as necessary, reschedules will be done through the PABSC system.

### ARTICLE XXII

The Director of Uniforms is responsible for:

- (a) The purchasing, receiving and disbursing of all uniforms (shirts, hats, etc...) and spirit wear.
- (b) Secure merchandise quotes for presentation at February meeting.
- (c) Make reports on purchasing, substantiated with purchase orders and original invoices as well as a uniform needs list.
- (d) Supervise and maintain records of uniform pass-outs (i.e. shirts, hats, pants, etc....).
- (e) Set pass-out schedules and secure volunteers to help with distribution.



ARTICLE XXIII

The Director of Website is responsible for:

- (a) The purchasing and maintaining the PABSC website
- (b) Making additions and/or changes to the website as necessary
- (c) Administrator of social media accounts and responsible for incoming and outgoing correspondence.
- (d) Account management including, but not limited, monitoring of account duplication's, merging of accounts, account password reset and archiving accounts with no active players.

ARTICLE XXIV

The Head Coaches are responsible for:

- (a) All equipment assigned to them.
- (b) Teaching the ball players on their rosters sportsmanship, team play, good conduct and good citizenship.
- (c) Teaching the ball players on their rosters the fundamentals of the game.
- (d) Personally support and communicate events and activities to parents by using the PABSC system.
- (e) Making every effort for the team, fans and parents in supporting our concession stands and other fund-raising activities.
- (f) Taking the necessary measures to secure any certification, by the designated deadline, that is required by the General Board.
- (g) Attend the Player Evaluation event for your age group and assist as needed, if applicable. (Rookie, Minor, Major and Pony divisions.)

ARTICLE XXV

The Assistant Coach is responsible for:

- (a) Assuming the duties of the Head Coach in his or her absence.
- (b) Assisting the Head Coach in all of his or her responsibilities.
- (c) Taking the necessary measures to secure any certification that may be required by the General Board.

ARTICLE XXVI

The Ball Players are responsible for:

- (a) Sportsmanship, team play, good conduct and good citizenship.
- (b) Good attendance at practice and games.
- (c) Being willing to learn, play and succeed.

ARTICLE XXVII

These by-laws will be reviewed yearly with suggested changes presented for consideration by the February General Board and adopted at the March coaches meeting. The by-laws will be available to the public at least 30 days before opening day.

Two-thirds (2/3) of the voting membership present shall be required to pass the amendments.

ARTICLE XXVIII

Whenever an elected member of the General Board cannot fulfill his or her term, a member shall be appointed by the President and approved by the General Board, at the next general meeting to fulfill the remainder of the term. Any member that resigns from the Board must sit out one year from the time of resignation before they could serve again. Any member who resigns twice will not be allowed to run for office again. Any member that leaves for education, employment or health reasons is exempt from this policy. In the event of any board member that has more than two unreported absences, per term from board meetings or abuses their office in any way, said board member is subject to removal from their position. The Executive Board will vote on removal, a majority vote is required for any board member's removal.

ARTICLE XXIX

**SPECIAL INTEREST ACCOUNT**

The sum of ten thousand dollars (\$10,000) shall be kept intact, invested as per Article XIV, paragraph C. The intent of this money is to use the interest and only the interest from the account to eliminate Tag Day. The account shall be maintained as a separate special Tag Day Elimination Account and shall be recorded separately and not be included in our monthly Treasurer's report as operating funds.

The principal of the account is not to be depleted without the following steps being taken:

- (a) The Executive Board must approve the measure by a two-thirds (2/3) vote before it can be brought to the general membership for approval.
- (b) The voting membership must approve the measure by a two-thirds (2/3) vote. Seventy five (75) % of the Executive Board must be present.



**Perrysburg Amateur Baseball/Softball Commission, Inc.  
Organizational Chart**

General Board Members – elected by the general membership

**Executive Board**

|                           |                             |
|---------------------------|-----------------------------|
| President                 | Director – Player Personnel |
| Vice President – Baseball | Secretary                   |
| Vice President – Softball | Director - Scheduling       |
| Treasurer                 |                             |

**Additional Board Members**

|  |                                      |
|--|--------------------------------------|
| Director - Operations                        |                                      |
| Director – Equipment                         |                                      |
| Director – Umpires Baseball                  |                                      |
| Director – Umpires Softball                  |                                      |
| Director – Uniforms                          |                                      |
| Director – Website                           |                                      |
| Director – Concessions                       |                                      |
| League Commissioners – Baseball              | League Commissioners – Softball      |
| Colt   | House Division-(8U-14U)              |
| Pony   | Travel Division –(8U, 10U, 12U, 14U) |
| Majors                                       |                                      |
| Minors                                       |                                      |
| Rookie                                       |                                      |
| PeeWee 6 (co-ed)                             |                                      |
| 3-4 T-ball (co-ed)                           |                                      |
| Travel Division - (8, 9, 10, 11, 12, 13, 14) |                                      |

**Appointments – upon approval of the General Board**

Head Coaches  
Assistant Coaches  
Misc. Assignments as needed