

Manchester Athletic Association By-laws

Approved 7/3/2008

Article I – Name and Address

- 1.1) The name of the organization shall be known as the Manchester Athletic Association (**MAA**).
- 1.2) The mailing address shall be the home address of the Treasurer.
- 1.3) The internet web address shall be <http://maaball.com>.
- 1.4) The first day of the Fiscal Year for MAA shall be recognized as October 1st.

Article II - Purpose

2.1) To provide for the boys and girls in Dearborn and Ripley Counties an organized, safe, quality summer youth instructional baseball and softball program for kids between the ages of 4 and 15 years old. Our goal is to develop and encourage sportsmanship among its members and players for the betterment of their physical and social well-being.

Article III – Affiliation

3.1) This organization is currently not affiliated with any local, state, regional or national program and therefore shall be self-governed and shall comply with the principles, rules, and regulations provided by MAA.

Article IV – Powers

- 4.1) This organization shall have the following powers in addition to the powers expressly or implicitly conferred on it by law
 - 4.1.1) To make and enforce rules and regulations to govern itself on a local basis, to which this organization is subject.
 - 4.1.2) To enter into contracts, hold, and own property.

Article V – Membership

- 5.1) Membership is any parent or legal guardian who has a child registered in MAA baseball and softball, and any coach, assistant coach, umpire or volunteer regardless of whether he or she has a child in the program.
- 5.2) The membership shall comply with the MAA Parents and Coaches Code of Conduct adopted by the MAA Executive Committee (**EC**), June 2007.
- 5.3) The Code of Conduct shall be provided to the members via the official website described in Article I.

Article VI – Governing Body

- 6.1) The governing body of the organization shall be the Executive Committee (EC).
- 6.2) The Executive Committee shall be comprised of the President, Vice-President, Secretary, Treasurer, and Communications Director.
- 6.3) Elected officers (President, Vice-President, Secretary, Treasurer, and Communications Director) shall serve a two year term.
- 6.4) The President, Secretary, and Communications Director will be elected in even numbered years; the Vice-President and Treasurer will be elected in odd numbered years.
- 6.5) No EC member shall hold more than one elected position at any time.
- 6.6) Issues will be approved by a majority vote of the Executive Committee at all meetings. Each EC member shall be entitled to one (1) vote in the affairs of MAA, excluding the President, who will only vote in the case of a tie.
- 6.7) Proxy votes for EC members who are unable to attend will be allowed. Proxy votes must be confirmed in writing or via telephone by more than one EC member.

- 6.8) In the event of a tie after the casting of the EC's votes, the MAA President will cast a deciding vote on the issue.
- 6.9) Each EC member must be in good standing to maintain its' MAA voting privilege.
- 6.10) Early termination of an EC member must be justifiable and approved by 2/3 majority of existing EC members, with the President voting in the case of a tie. Prior to termination, the EC member must be given written notice and an opportunity to discuss with the Executive Committee.
- 6.11) Resignation of an EC member must be submitted in writing.
- 6.12) The EC shall decide all matters pertaining to the finances of the organization, bearing the responsibility to conduct the financial affairs of the organization in a sound, business-like manner.

Article VII – Good Standing

Good standing is defined as no outstanding financial debts to MAA , no outstanding disciplinary actions are active and all expected reports/documentation to MAA is current.

Article VIII - Election

- 8.1) The Executive Committee shall be elected at the annual organizational meeting in September.
- 8.2) Elected officials shall hold office for the term described in Article 6.
- 8.3) EC members are eligible for re-election.
- 8.4) All members, 18 years or older, will be eligible to vote at the annual organizational meeting, as long as they are in Good Standing as described in Article 7.
- 8.5) Nominations will be made at an August meeting open to all members.
- 8.6) Notification of the exact date for the nomination and organizational meetings will be posted in the local newspaper and on the website at least 30 days prior to each meeting.
- 8.7) Vacancies in the EC, occurring during the year shall be filled for the unexpired term by member selected by majority vote of the remaining EC members at a meeting called for that purpose.
- 8.8) To be eligible to hold a position on the EC, a member must attend the Nomination meeting in August and be in good standing with MAA. Written nominations with signature will be accepted by the EC as long as they are received prior to the start of the Nomination meeting. Written nominations will be read aloud at the Nomination meeting.
- 8.9) Election shall be held by written ballot, cast in a ballot box, counted by existing EC membership with at least TWO non-EC members present.
- 8.10) In the event of a tie, existing EC members shall determine the winner, as they had already been elected and will have to work with prospective candidates for the remainder of their term.
- 8.11) All election results must be posted on the official website for at least 60 days after election.
- 8.12) All election results are final. No appeals.
- 8.13) All election results must be finalized by midnight of the date of the annual September organizational meeting.
- 8.14) Transition meeting between outgoing to incoming EC members shall occur on or before October 1st of the election year.

Article IX – Meeting and Quorum

- 9.1) All meetings shall be conducted in accordance with “Roberts Rules of Order”.
- 9.2) A regular meeting of the Executive Committee shall be held at least four times per year.
- 9.3) At least 3 EC members must be present to hold a meeting.
- 9.4) Executive Committee members shall be present at a minimum of half of the yearly general organization meetings. After the second (2nd) absence, the EC will review the effectiveness of the member and determine if termination is warranted. If so, guidelines outlined in 6.10 shall be followed.
- 9.5) Attendance shall be recorded by members signing an attendance sheet before each meeting. This sheet shall be dated and filed with the Secretary.
- 9.6) All meetings shall be open to the general membership except for disciplinary meetings or executive sessions.
- 9.7) Meetings will be held at a designated place, but may be held, upon sufficient notification by the EC, at an alternate location.

9.8) The President, upon one day's notice (verbally or written) may call special meetings of the EC.
9.9) The annual meeting of the Executive Committee shall be held in September for the electing of officers and presenting of reports to incoming newly-elected EC members and various committee reports.

Article X – Vacancies, Suspensions, Removals, and Other Disciplinary Actions.

10.1) In the event of a vacancy in the position of President, the Vice-President shall serve until the next scheduled election. Any other officer vacancy on the Executive Committee may be appointed by the President, with the majority approval of the EC, according to Article VIII of these By-laws, until the next scheduled election.

10.2) Any EC member, parent, coach, coordinator or league appointed referee whose conduct or activities are deemed not in the best interest or detrimental to the organization may be **suspended** or otherwise disciplined at any time, by a majority vote of the Executive Committee. A **suspension** must be accompanied by a written notice that results in the immediate and temporary removal from involvement with the organization. All suspension decisions are final. There will be no appeals on suspension decisions.

10.3) . Any EC member, parent, coach, coordinator or referee whose conduct or activities are deemed not in the best interest or detrimental to the organization may be **removed** from their official status by a majority vote of the Executive Committee (one vote per member) at a scheduled Board meeting. The person whose removal is being considered will be notified at least ten (10) days before the meeting regarding the reasons for the proposed removal, and will be permitted to provide any defense he or she considers appropriate at the meeting. All removal decisions are final. There will be no appeals on removal decisions.

Article XI – ESTABLISHING TEAMS

11.1) Teams will be established by the Executive Committee with the overall goal of creating competitive teams of equal size and abilities. The process is as follows:

- 11.1.1) Determine quantity of teams in each division based on number of players that registered to play.
 - 11.1.2) No more than three (one head coach, two assistant coaches) assigned to each Team in each division.
 - 11.1.3) Assign exempt players to their respective teams.
 - 11.1.3.1) Coaches children are considered exempt.
 - 11.1.3.2) No exempt players can be assigned after teams are established.
 - 11.1.4) Sort players by age and experience.
 - 11.1.4.1) Older players with more experience are labeled "A" players.
 - 11.1.4.2) Older players with average experience are labeled "B" players
 - 11.1.4.3) Younger players with low experience or ability and all other players with unknown abilities are labeled "C" players.
 - 11.1.5) Special hardship requests are granted on an "Case by Case" basis with the Approval of the Executive Committee. No special requests are guaranteed. All hardship requests must be submitted in writing during registration.
 - 11.1.6) Assign Approved special hardship players to their teams.
 - 11.1.7) Assign "A" players evenly in number to each team, including any Non-"A" siblings.
 - 11.1.8) Assign "B" players evenly in number to each team, including any Non-"B" siblings.
 - 11.1.9) Assign "C" players evenly in number to each team.
 - 11.1.10) Note the last player assigned. Late registration players will be assigned to teams in a Round-Robin manner by team number, starting with the next team that would have received a player.
 - 11.1.11) Executive Committee and all coaches in each division must approve any changes after teams are assigned. Team strength and balance must be maintained.
 - 11.1.12) Coin flip for decisions as necessary.
- 11.2) Vice-President responsible for maintaining master list of teams, players and coaches.

Article XII- Rules Committee

- 12.1) The Executive Committee serves as the Rules Committee.
- 12.2) The Rules Committee will decide on any local issues in MAA Rules
- 12.3) Since MAA is not affiliated, no protests are allowed.
- 12.4) Local Rules and Guidelines for each division shall be maintained in a document.
- 12.5) Tournament Rules and Guidelines for each division shall be maintained in a document

Article XIII - Amendments

- 13.1) Proposed amendments to these by-laws shall be submitted to the Executive Committee no less than ten (10) days prior to the annual September meeting and will be considered at that meeting.
- 13.2) Amendments received by the Executive Committee shall be reviewed for compliance with the organizational philosophy.
- 13.3) Amendments will be adopted by at least a two-thirds vote of the general membership by a show of hands at the annual September meeting.

Article XIV - Duties of the Executive Committee

- 14.1) The EC are granted discretion to modify the specific duties mentioned below, to appoint individuals to assist in the performance of any of these duties, or create new positions to perform duties that might arise during the course of the year.
- 14.2) The General Duties of the EC are:
 - 14.2.1) Responsible for the organization and overall operation of each team.
 - 14.2.2) Approval of all Team managers and coaches.
 - 14.2.3) Responsible for overall use and maintenance of buildings and grounds.
 - 14.2.4) Responsible for daily operations, safety and interpretation of rules during games.
 - 14.2.5) Shall make sure insurance for the organization is in place with Manchester Township each year.
 - 14.2.6) Shall rule on all disciplinary matters
 - 14.2.7) Shall appoint directors and special committees as necessary.
 - 14.2.8) Shall authorize and pay for background checks for MAA members as deemed necessary.
 - 14.2.9) Shall request EC majority approval before making any purchases or fund distribution..
- 14.3) All EC members are subject to background checks and financial background check for President and Treasurer as deemed necessary.

14.4) President

- 14.4.1) Uphold and enforce the By-Laws of MAA.
- 14.4.2) Preside over meetings of the organization.
- 14.4.3) Coordinate and represent the program and be responsible for all EC and appointed coordinators to ensure that duties are completed in a timely manner.
- 14.4.4) Call special meetings of the Executive Committee as deemed necessary.
- 14.4.5) Assist in selecting individuals for non-elected positions.
- 14.4.6) Joint signature with Treasurer on all financial transactions.
- 14.4.7) Represent MAA at all public, grant and government functions
- 14.4.8) Submit a notice to the local newspaper and website at least 30 days prior to the August of the dates, times and locations of the nomination meeting and the annual September organizational meeting.

14.5) Vice-President

- 14.5.1) Preside in absence of the President
- 14.5.2) Perform duties as delegated by the President.
- 14.5.3) Call special meetings of the Executive Committee as deemed necessary.
- 14.5.4) Assist in development of coaches.
- 14.5.5) Oversee Establishment of Teams

- 14.5.6) Maintain master list of teams, players and coaches.
- 14.5.7) Responsible for resolving player/coach/family discrepancies, utilizing all EC members as necessary

14.6) Secretary

- 14.6.1) Record and maintain minutes of all meetings.
- 14.6.2) Be responsible for all correspondence as directed by the President and Executive Committee.
- 14.6.3) Maintain official record of all activities of the organization, in a binder.
- 14.6.4) Maintain a copy of all team rosters for the organization for at least two years.
- 14.6.5) Maintain sign-in sheets for all meetings.
- 14.6.6) Maintain a list of all individuals not in Good Standing and under disciplinary actions.

14.7) Treasurer

- 14.7.1) Be responsible for the election records and ballots.
- 14.7.2) Ensure that the President submits a notice to the local newspaper and website at least 30 days prior to the August of the dates, times and locations of the nomination meeting and the annual September organizational meeting.
- 14.7.3) Collect all funds due to the organization and make disbursements for payment as approved by a two-thirds vote of the EC.
- 14.7.4) Deposit funds within five (5) days of receipt.
- 14.7.5) Maintain a complete and open accounting ledger..
- 14.7.6) Prepare financial statement for each monthly meeting.
- 14.7.7) Submit the accounting ledger to the EC at each regular meeting.
- 14.7.8) Maintain MAA official bank accounts with two(2) signatures required on all fund distribution. Signatures will be Treasurer and President.
- 14.7.10) Receive all mail. The Treasurer's address will be the primary MAA mailing address.

14.8) Communications Director

- Oversee Publicity.
- Write and distribute public communications and news articles
- manage website content, work with Website Coordinator to ensure its kept up-to-date.
- Manage the survey distribution and collection
- Maintain relationship with government leaders
- Communicate adopted local rules to opposing leagues as necessary
- Oversee the Scheduling with Scheduling Coordinator.

14.9) APPOINTED COORDINATOR POSITIONS

14.9.1) The following positions are appointed positions. Appointments are made by majority vote of the Executive Committee. These positions serve an annual term, and are appointed at the annual organizational meeting in September. At least one meeting prior to season, and one wrap-up meeting after season will be required to report to executive committee.

14.9.1.1) SCHEDULING COORDINATOR

- attend all scheduling activities
- maintain and build new relationships with leagues
- create master schedule
- coordinate with umpires for games requiring umpers.

14.9.1.2) RAINOUT CONTACT

- receive call from MAA coach or committee for home rainouts
- call opposing coach or rainout contact
- call umpires
- for away game rainouts, notify MAA coach the game is cancelled.
- notify rainout rescheduler for home game rainouts that will need to be rescheduled
- Must have working home phone and cell phone published.

14.9.1.3) RAINOUT RESCHEDULER

- maintain master schedule once season begins
- coordinate with MAA coaches and opposing coaches all reschedules
- update website calendar using easy online tool
- at least weekly, send most current calendar to committee members
- Post a copy in concession stand

14.9.1.4) OPENING DAY / END OF YEAR COORDINATOR

- work with executive committee to set dates
- using a budget set by executive committee, plan all activities related to opening/closing days
- recruit parents to be responsible for each activity
- order prizes and trophies
- work with fundraiser coordinator if opportunities exist

14.9.1.5) FUNDRAISER COORDINATOR

- work with executive committee to identify proven fundraiser ideas that generate at least \$1500 per year.
- acquire donations of prizes
- order tickets if necessary
- set start/end dates for each fundraiser
- report profit/loss to treasurer

14.9.1.6) GROUNDS COORDINATOR

- maintain fields, field equipment, fencing, lighting, bases, dugouts, field shed and storage buildings
- work with executive committee to set annual budget for known maintenance items for current/future years.
- order chalk and field dry as necessary
- coordinate improvements in grounds
- fertilize, weed and grub control
- mowing is not currently part of duties. Mowing is responsibility of township
- coordinate work days when manpower is required for maintenance

14.9.1.7) CONCESSION COORDINATOR

- maintain and clean concession building, sound system, concession appliances
- restock concession as necessary
- coordinate opening/closing of concession for each day with home games
- maintain first aid supplies
- coordinate with Coke to purchase and receive required supply to keep our cooler
- work with coaches to staff concession for each game. No parents working, close concession

14.9.1.8) SANITATION COORDINATOR

- Coordinate Team Weekend cleaning sessions
- Maintain restrooms, clean as necessary
- check holding tank level and coordinate septic tank cleanout as necessary
- maintain garbage cans on field, order garbage bags as necessary
- take out trash to curb on Sunday evenings, if necessary
- coordinate porto-lets and trash pickup/containers if necessary

14.9.1.9) WEBSITE COORDINATOR

- maintain content other than calendar, taking direction from communications director on executive committee
- renew domain name as necessary
- keep website up-to-date

14.9.1.10) GRANT WRITER

- write grants for items needed , based on direction from executive committee
- follow up on grant status with final results and news articles
- present grant awards to executive committee
- work with communications director and website coordinator on press release for awards

Article XV – Coaches/Managers

- 15.1) All Manager/Head Coaches must be 18 years or older and a member of MAA in Good Standing
- 15.2) All Manager/Head Coaches are subject to background checks.
- 15.3) Approval of all Manager/Head Coaches requires majority approval from the Executive Committee.
- 15.4) Manager/Head Coach positions are filled for a one year period.
- 15.5) Manager/Head Coach effectiveness is reviewed based on feedback and evaluations.
- 15.6) If a Manager/Head Coach is deemed ineffective, the Executive Committee must notify the coach prior to the end of the calendar year. The manager may reapply after sitting out at least one season.
- 15.7) All Manager/Head Coach decisions are final, no appeal process.
- 15.8) Assistant Manager/Coach is subject to same rules as Manager/Head Coach.
- 15.9) Rules for early dismissal of any coach is outlined in Article X.
- 15.10) Manager/Head Coach is responsible for maintaining and returning all gear issued by MAA for use during regular season and tournament, including keys to facilities.
- 15.11) All coaches are expected to follow the Coaches Code of Conduct, available on the website.

Article XVI – Rosters

- 16.1) Coaches must have an official copy of their team roster at each game. In the event a coach requests to view an opposing teams roster prior to the start of the game, the coach must give the coach a copy to view.

Article XVII– Playing Field Safety

- 17.1) In order to utilize fields, MAA coaches and EC members must ensure all fencing, backstops, dugouts, equipment, poles, lighting, electrical boxes, bases, mounds and any other physical objects that may impact safety of players, coaches, umpires or patrons must be in good working order and show no signs of defects prior to starting any game. If possible, remove or render the object safe while game is being played..

Article XVIII – Dissolution of Organization

- 18.1) The organization is considered “dissolved” if there are less than two active EC members.
- 18.2) If the organization is considered “dissolved”, all monies and assets belonging to MAA will be held in their current state for 6 months from the date the organization dissolved.
- 18.3) At the end of the 6 month holding period, the assets and monies will be turned over to the Manchester Township trustee.
- 18.4) The principle behind the transfer of funds to the Manchester Township trustee is to provide a stable executor for the assets and monies with the goal of restarting MAA at a later date.

Article XIX– Annual Meeting Agenda

- CALL TO ORDER
- REVIEW AGENDA
- MINUTES
- FINANCIAL REPORT

- NEW BUSINESS
- CURRENT PROJECT STATUS
- ELECTION OF BOARD MEMBERS
 - Explain Procedure
 - Review Nominations
 - Speeches and Questions
 - Verify Eligible Voters
 - Call for Vote
 - Election of Officers
 - Tally Votes
 - Announce Elected Positions
- ANNOUNCEMENTS
- ADJOURNMENT