

NORTH PLAINS JUNIOR BASEBALL ASSOCIATION

Constitution and By-laws

Constitution

ARTICLE I --- NAME

The name of this organization shall be the North Plains Junior Baseball Association, hereafter referred to as the "Association."

ARTICLE II --- OBJECTIVES

1. To foster, develop, and promote junior baseball in the North Plains area on the youth level, ages K - 17 years.
2. To establish the sport on a high plane, thus resulting in the maximum benefit for the member teams, players, sponsors, and the interested public.
3. To provide an athletic program that will enhance the physical fitness of its participants and provide an increased awareness of the importance of developing positive life long health habits.
4. To promote the welfare of the children and their families in the North Plains Community by providing quality time in a team spirited health focused environment.
5. To bring into closer relation the home, the community, and the schools involved so that our youth can pursue being the best they can be.

ARTICLE III --- MEMBERSHIP

Any person who demonstrates good sportsmanship and a willingness to learn, who is of good moral character, who resides in the Hillsboro area, and who is willing to abide by the objectives and purposes of this organization shall be eligible for membership in the North Plains Junior Baseball Association. Registration for membership is on a first come, first placed policy dated from Registration night on.

ARTICLE IV --- DISSOLUTION

The "Association" is not organized and shall not be operated for the financial benefit of any individual or group of individuals. In the event of dissolution, all funds administered by this organization shall be distributed to another worthy local recreational or athletic program.

ARTICLE V --- AMENDMENTS

Amendments to this Constitution may be made at any meeting of the members of the Board of Directors provided notice in writing of the proposed amendments has been given at the previous meeting and provided the amendments have been read and discussed. A majority vote of all members of the Board of Directors shall be necessary to approve all amendments.

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JOB DESCRIPTIONS

PRESIDENT

Job Description

Assume responsibilities at the General Board Meeting.

Schedules and presides over Board meetings. Plan meeting agenda and have sufficient copies on hand for all in attendance.

Presides over meetings and keeps discussions focused and directed towards completion of agenda, but does not control or dominate discussion.

Arranges elections of new officers at the General meeting.

Refers complaints related to "Association" problems to appropriate coordinators, coaches, etc. The President, however, is the last in the problem solving hierarchy when all other appropriate courses of action have been followed.

Insures Board meetings at least once a month from January to June, and as needed from July to September.

Liaison to the Western Washington County Baseball Association.

Provides for review and analysis of By-laws.

Is the Coordinator of Coaches.

ACTIVITIES TO PLAN

Registration
Coaches Meeting
Competitive Coaches selection
Competitive team tryouts/evaluations and selection
Clinics – if any – batting, pitching, game strategies, etc.
Uniform issue
Tournaments
Equipment return and inventory
Team insurance
Field preparation

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VICE PRESIDENT

Job Description

Assumes the duties of the President in his absence.

Performs public relation functions.

Solicits sponsors for teams.

Responsible for advertising with Newspaper ads, articles, photos etc.

Creates and distributes (as needed) Coaches newsletters.

Creates and distributes (as needed) Appreciation letters to coaches, and volunteers.

Creates and distributes an end of season questionnaire to all parents, coaches, and others involved in the baseball season if deemed necessary by the Board.

Liaison between the community, school(s), other organizations and the Association.

ACTIVITIES TO PLAN

Fund raisers

Field improvements

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SECRETARY

Job Description

Takes notes of all activities and discussions at meetings.

Supplies President with a file copy of the meeting notes within two weeks of meetings.

Maintains file with current needed information, and records.

Finds substitute to perform secretarial duties if unable to attend meetings.

Posts flyers in local businesses and schools regarding the Association calendar.

Incorporates all amendments to bylaws and constitution.

Schedules baseball field use for practice and games. Takes into consideration other community groups use of baseball fields (Softball teams, special events) during scheduling of fields.

Responsible for scheduling pictures for team photos.

ACTIVITIES TO PLAN

Field availability
Team pictures

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TREASURER

Job Description

Keeps Association account balanced and up to date.

Maintains records and statements.

Keep receipts of expenditures.

Disperses funds as approved by the Board of Directors.

Is accountable to the Board of Directors for annual audit.

To prepare for annual audit, summarize expenditures and income at end of the year. Assesses profit making activities.

Presents Budget Plan at the General meeting.

ACTIVITIES TO PLAN

None

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REGISTRAR

Job Description

Prepares the registration forms and reserves a facility for registration night. (The North Plains School has been used in the past)

Assigns people to help with the registration and have enough registration forms available.

Responsible for sorting players into age. Age of a player is verified by requesting a copy of the birth certificate on registration night.

Responsible for getting all of the registration money to the Treasurer for deposit into the "Association" bank account.

ACTIVITIES TO PLAN

Registration
Team Rosters

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AT-LARGE

Job Description

This position, up to a total of three, is optional and none, one, two or three may be filled depending on the current Board of Directors as well as the number of interested volunteers.

The responsibility of these "At-Large" members will vary. Some of their responsibilities may be such things as T-ball representative, Softball representative or special projects.

ACTIVITIES TO PLAN

As determined by the President

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ARTICLE I --- GENERAL PURPOSES

The object of the North Plains Junior Baseball Association program is to inspire youth to practice the ideals of health, citizenship, and character, to bring them closer together through means of common interest in sportsmanship, fair play, and fellowship, to impart to the game elements of safety, progressive developmental curriculum, and intelligent supervision, and to keep alive the welfare of participants first, foremost, and entirely free of adult desire for glory.

ARTICLE II --- SPECIFIC PURPOSE

To acquaint participating youths with the fundamentals of baseball: Rules, batting, fielding, base running, and sportsmanship.

ARTICLE III --- ADMINISTRATION

The administration of this organization shall be committed to its duly elected Board of Directors, consisting of not less than 5 members. The board positions shall consist of at least the following 5 positions; President, Vice President, Secretary, Treasurer, and Registrar. Up to three additional "At Large" Board of Directors positions may be held. Board positions will not be co-shared. Each position carries one vote.

ARTICLE IV --- ELECTION OF BOARD OF DIRECTORS

Members of this organization shall nominate candidates for the positions and elect members of the Board of Directors at the annual meeting usually held in the early fall. There will be an attempt to elect officers that will be representative of the different age levels of baseball. (T-ball, Midget, Junior, Senior, and Cub).

ARTICLE V --- SUSPENSION OR TERMINATION

Membership in the "Association" may be terminated by resignation or by action of the Board of Directors. The Board of Directors, by a two-thirds vote of a quorum of the Board of Directors, shall have the authority to discipline, suspend, or terminate the membership of any Board Member and/or Coach when the conduct of such person is considered detrimental to the best interests of the Association or violates any published Junior Baseball Of Oregon or North Plains Junior Baseball Association rules. The member involved shall be notified of such meeting, informed of the general nature of the charges and given an opportunity to appear at the meeting and answer such charges. A Board member who is absent from three consecutive meetings of the Board of Directors may be removed.

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ARTICLE VI --- TERM OF OFFICE

The term of membership on the Board of Directors shall be two years; one half of the positions should be elected each year, which will ensure the continuity of the Association. Board members may be re-elected for additional term(s) at the end of each term.

ARTICLE VII --- VACANCIES

If any vacancy occurs in the Board of Directors, by death, resignation, or otherwise, it may be filled by a majority vote of the remaining Directors at any Board Meeting.

ARTICLE VIII --- DUTIES OF OFFICE

The Board of Directors shall have general charge of the management of this organization, all committees and shall approve all committees appointed by the President. All committees shall be under the jurisdiction of the Board of Directors.

ARTICLE IX --- MEETINGS

A General meeting for all Board Members and the baseball community shall be held in the late summer or early fall for the purpose of outlining the program for the upcoming year and electing new members to the Board of Directors.

A Board of Directors meeting will be held as often as the Board deems necessary. Normally this will be a monthly meeting. The necessary quorum for a meeting of the Board of Directors shall require not less than a simple majority.

ARTICLE X --- FINANCES

Sponsorship fees shall be determined annually by the Board of Directors for all teams, desiring membership in this organization.

Player fees shall be set at the discretion of the Board of Directors.

The Treasurer's accounts shall be examined annually by a committee of at least three Board Members, of which the Treasurer is not one. The Treasurer will be available to answer questions to the committee. Approval of expenditures for the current year should be done prior to the newly elected officers receiving the books.

A proposed budget shall be prepared by the current Board Members for the following season. It should be presented to the general membership by the treasurer at the General Meeting for discussion.

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ARTICLE XI --- PARENTAL CONSENT

No youth shall be registered as a qualified player without the written consent of parent or legal guardian.

ARTICLE XII --- RULES

The Board of Directors shall have final approval on all playing rules. All Association members shall adhere to conduct appropriate for the betterment of the players and its members, i.e. there shall be no fighting, alcohol, swearing etc. at any practices, games or other Association functions. The Junior Baseball Of Oregon Official Rules and Regulations and the High School Federation Rules shall Govern.

ARTICLE XIII --- TEAM SELECTION

Team rosters from the previous year(s) should be maintained and tryouts/evaluations should only be held for new players, unless an upper skill level team is to be formed, then all of the players may be required to tryout.

Formal tryouts/evaluations:

When two teams play in the same group (age and skill level, excluding T-ball) a formal tryout session(s) should be held. A coin flip or other such method, as agreed upon by all coaches, should be used to determine which team selects first, second and so on. If fielding two or more skill level teams then the coach(s) of the upper skill level team shall select his team(s) first. All coaches may be involved in selection of the upper skill level team if so agreed upon.

Alternative method to formal tryouts/evaluations:

When two teams play in the same group, excluding T-ball, team selection will be based on the player's date of birth (DOB). However, if a player has not played organized baseball the previous year, one year will be deducted from his/hers DOB. A 50/50 split should be obtained, if not possible, the extra player will go to the younger group. Additional Trading* decisions may be reached with the concurrence of coaches and parents. The older team will play one skill level higher than the younger team, unless the younger group elects to play at a level other than the lowest skill level. Players should not be informed of team selection until all decisions are considered final.

*Trading – Defined as exceptions to the DOB guidelines.

ARTICLE XIV --- ENFORCEMENT, PENALTIES

The Board of Directors are responsible for the enforcement of this constitution and the bylaws. Any violation shall be reported to the Boards of Directors. Prior to any enforcement action, per Article V or XIV by the Board of Directors a formal written, signed and dated complaint must be received.

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ARTICLE XV --- EXCEPTIONS

The Board of Directors shall have the right to make exceptions to any of the articles of these By-laws only through the formal amendment process.

ARTICLE XVI --- SPECIAL MEETINGS

The President shall notify all board members of any special meetings. If deemed necessary due to an urgent matter(s) and a meeting can not be called the urgent matter(s) may be handled via votes through Email or over the telephone. Any such matter(s) shall then be documented in the next board meeting.

ARTICLE XVII --- AMENDMENTS

Amendments to the stated By-laws must be presented to the Board of Directors of the Association. Proposed amendments shall be circulated among the members of the Board of Directors at the previous meeting before a vote is to be taken. A three-fourths majority of the Board of Directors shall be required to execute any amendments to these By-laws.

All amendments to these By-laws shall replace all previous legislation and must be incorporated in a revised copy of the By-laws to be distributed to all members of the Board of Directors and to all head coaches and managers.