



OAKLEAF SPORTS ASSOCIATION, Inc.

CONSTITUTION AND BY-LAWS

Adopted and approved as of September 2011

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ARTICLE I – ASSOCIATION AND CHARTERS

SECTION 1 – ASSOCIATION

This organization/corporation shall be known as “**Oakleaf Sports Association, Inc.**”, hereinafter referred to as “**Association**”. The principal operations of this Association shall be in and about the City of Orange Park, County of Clay, and State of Florida, but may extend into such areas as provided for by the State, Region and National Headquarters rules and regulations of Chartered Baseball/Softball organization and Chartered Tackle Football/Cheerleading organization. The Association is a self-governing Organization and is bound by its own Articles of Incorporation. The Association reserves the right to prohibit use of its name, trademark and publications without written authorization.

Babe Ruth League, Inc., New Jersey

SECTION 2 – CHARTERS

Baseball/Softball – the Association shall annually apply for a charter from Babe Ruth League, Inc., a New Jersey and shall be known as “**Oakleaf Baseball/Softball**” to provide Baseball and Softball for youth boys and girls, and shall do all things necessary to obtain and maintain such charter. The Association shall devote its entire energies to the activities authorized by such charter and it shall not be affiliated with any other Baseball and Softball program or organization or operate any other Baseball and Softball program. All players that reside in the boundaries approved for Oakleaf Babe Ruth will be eligible to participate in Baseball and Softball. The Association must provide Accidental and General Liability Insurance for all players each year.

Adult Softball – the Association shall provide Adult Men’s Softball and Adult Co-Ed Softball.

Tackle Football/Cheerleading – the Association shall annually apply for a charter from Pop Warner and shall be known as “**Oakleaf Football/Cheer**” to provide Tackle Football and Cheerleading for youth boys and girls, and shall do all things necessary to obtain and maintain such charter. The Association shall devote its entire energies to the activities authorized by such charter and it shall not be affiliated with any other Tackle Football and Cheerleading program or organization or operate any other Tackle Football and Cheerleading program. All players that reside in the boundaries approved for Oakleaf Football/Cheer will be eligible to participate in Tackle Football and Cheerleading. The Association must provide Accidental and General Liability Insurance for all players each year.

ARTICLE II – OBJECTIVES

SECTION 1 – ORGANIZATIONAL OBJECTIVES

Our objective is to provide each player the opportunity to obtain the skills, knowledge, sportsmanship, and the desire to achieve success; and together we can strengthen the foundation of our youth at Oakleaf Community Park.

1. To foster and promote recreational sports within the Oakleaf and surrounding area.
2. To establish, maintain and supervise athletic programs primarily for the youth of the community.
3. To deal with its members --- particularly the youth, individually and team wise --- fairly

- and without discrimination.
4. To observe all Rules and Regulations as set forth by the Chartered Baseball/Softball organization and Chartered Tackle Football/Cheerleading organization.
 5. To provide training for all managers and coaches in the Rules and Regulations as set forth by the Chartered Baseball/Softball organization and Chartered Tackle Football/Cheerleading organization.

In the interest of promoting its objectives, the Association will maintain relationships with certain other organizational bodies as specified below:

1. Double Branch CDD, Middle Village CDD, and Clay County
 - a) The Association may lease real estate and accept services and financial aid from the above organization bodies in the interest of promoting its objectives.
 - b) The Association may participate in recreational policymaking as permitted by the above organization bodies.
 - c) A designated member of the Board of Directors can represent the Association at the CDD meetings and Clay County meetings.
 - d) The Association must provide the above organization bodies copies of the Accidental and General Liability Insurance for all Sports each year.
2. The Association may participate in publicly coordinated or sponsored recreational programs in the interest of promoting its objectives.
 - a) Babe Ruth League, Inc. The Association shall be affiliated with Babe Ruth League, Inc., for the purpose of conducting Baseball and Softball at Oakleaf Babe Ruth League for spring and fall seasons.
 - b) The Association shall be affiliated with Pop Warner for the purpose of conducting Tackle Football and Cheerleading at Oakleaf Football/Cheer.

SECTION 2 – YOUTH/ADULT OBJECTIVES

To achieve this objective, the Association will provide a supervised program under the Rules and Regulations of each Chartered Baseball/Softball organization and Chartered Tackle Football & Cheerleading organization. In accordance with Section 501-(c)-(3) of the Federal Internal Revenue Code, the Association shall operate exclusively as a non-profit educational organization providing a supervised program of competitive sports. No part of the net earnings shall inure to the benefit of any private shareholder or individual; no substantial part of the activities of which is carrying on propaganda, or otherwise attempting to influence legislation, and which does not participate in or intervene in any political campaign on behalf of any candidate for public office.

1. To stress character - building aspects of sports: Sportsmanship, teamwork, team and individual discipline, competition, self-expression, motivation and determination to succeed and respect for others.

2. For all Directors and staff to set personal examples of the attributes that the Association seeks to develop in its youth and adults.
3. To give the above objectives priority over personal motives, desires and feelings in all activities of the Association.

ARTICLE III – MEMBERSHIP

SECTION 1 - CLASSES

Classes. There shall be the following classes of members: Player, Regular, and Voting Members

(a) **Player Members.** Any player candidate meeting the requirements of Chartered Baseball/Softball organization and Chartered Tackle Football & Cheerleading organization Regulations and who resides within the authorized boundaries of the Association shall be eligible to compete for participation but shall have no rights, duties or obligations in the management or in the property of the Association.

(b) **Regular Members.** Any person actively interested in furthering the objectives of the Association may become a regular member upon election or by nomination by the Executive Board as hereinafter provided. These shall include, but are not limited to, the board member, directors, commissioners, coordinators and functional committees.

1. Regular Members shall include the following:
 - a) Participants in athletic programs of the Association who have met registration requirements of that program and remain eligible for the upcoming season.
 - b) Parents or legal guardians of any eligible participant in athletic programs of the Association.
 - c) All Directors of the Association.
 - d) Commissioners, Coordinators or members of any Functional Committees of the Association.
 - e) Volunteer workers in good standing, participating in any official activity of the Association.

(c) **Voting Members.** Any parent/guardian of a player member in good standing at the time of the Annual Meeting and the regular members in good standing at the time of the Annual Meeting are qualified to vote at the Annual Meeting only. Each parent/guardian of a player member is entitled to one vote. Thus, each parent/guardian of multiple player members is entitled to only one vote. The Secretary shall maintain the roll of the membership to qualify voting members.

(d) As used hereinafter, the word “Member” shall mean a Regular Member unless otherwise stated.

SECTION 2 – ELIGIBILITY

Eligibility. Any person sincerely interested in active participation to affect the objective of the Association may apply to become a member.

1. Membership shall exclude persons who have been duly expelled from membership in accordance with the Association Code of Ethics and Disciplinary Action.
2. Members, whether Regular or Player, shall not be required to be affiliated with another organization or group to qualify as members of the Association.
3. Regular members should not be actively engaged in the promotion and/or operation of any other baseball/softball program or tackle football/cheerleading program.

SECTION 3 – DUES

Dues. Dues for Members may be fixed at such amounts as the Board of Directors shall determine prior to the beginning of any membership period. Dues must be paid at the time of advertised registration dates. Any members wishing to apply for late registration will be assessed a late registration fee in addition to the regular registration dues. Any late registrants will be placed on a wait list and will be assigned a team as space allows based on the number of teams the league can accommodate at any given time according to field space, coaching and scheduling limitations placed on the league by the Board of Directors. Members who fail to pay their fixed dues within 30 days from the time the same become due may by majority vote of the Board of Directors present at a Board meeting, be dropped from the rolls and shall forfeit all rights and privileges of membership. Dues will be refunded to those members who request a refund from the Executive Board prior to the date that is printed on the registration form of that specific sport. Any refunds requested after that date will require Executive Board to review. Executive Board reserves the right to approve or deny any refunds requested past the date printed on that specific sports registration form for any reason.

ARTICLE IV – GOVERNING BODY

SECTION 1 – DUTIES AND RESPONSIBILITIES OF THE BOARD

The Board of Directors is to govern the Association. The Board of Directors, hereinafter termed the “**Board**”, shall consist of a minimum of ten directors and a maximum of twenty directors. Ultimate authority for all policy and acts of the Association shall be vested in the Board.

1. The Board is subject to the articles of Incorporation and By-Laws of the Association.
2. Proxy may not delegate the authority of a Director.
3. The Executive Board must approve all contracts entered into by the Association, except for purchases specifically covered elsewhere in the Bylaws.
4. Individual Directors shall abstain from voting on any business or action that may

constitute a conflict of interest.

5. The Board shall confirm all appointments made by the Executive Board.
6. Elected officials of any auxiliary organization of the Association (e.g., the Women's Auxiliary, if created) shall be presented to the Board for confirmation.
7. The Board shall have disciplinary powers per the Association Code of Ethics and Disciplinary Action.
8. Official acts of the Association shall require majority approval of the Board, unless otherwise provided for in the By-Laws.
9. The Board will initiate or approve and oversee all fund raising and building projects of the Association.

SECTION 2 – MEETINGS

Monthly Board Meetings. Regular meetings of the Board will be held monthly on the third Tuesday of each month, time to be determined each month, except where occasionally modified by the Board out of operational necessity. All meetings are open to all members of the Association in good standing as well as invited guests. The monthly meeting is to conduct the month-to-month park operational business.

Election Meeting. The Election Meeting shall be held the first Tuesday of December from 6:00p.m. to 7:00 p.m. The Election Meeting of the members of the Association shall be held each year for the purpose of voting on any open positions on the Executive Board. Any new Executive Boards members will take office as of the December Monthly Board meeting.

Annual Meeting. The Annual Meeting is a general membership meeting and shall be held the Third Tuesday of December at 8:00 p.m.

Notice of Meetings. Notice of Annual Meeting will be posted on the Website at least 7 days in advance of the meeting setting forth the place, time and purpose of the meeting.

Quorum. The presence of one-half of the Board shall constitute a quorum for the transaction of business at monthly board meetings. If a quorum is not present, no business shall be conducted. The presence in person or representation by absentee ballot of one-half of the members, or a number or percentage acceptable to the Association membership in advance of the Annual Meeting, shall be necessary to constitute a quorum for the Annual Meeting.

Special Meetings. The Executive Board shall issue a call for a Special Meeting of the Board, when it is deemed advisable or at the request in writing to the Executive Board by five or more Directors. Such Special Meeting shall be scheduled to take place not less than 10 days after the Executive Board has received the request. The Secretary shall give notice by mail of each meeting at least three days prior to the time appointed

for the meeting to each Director to the last recorded address of each Director, or by telephone, email or personal notice 24 hours preceding the meeting. In the case of special meetings, such notice shall include the purpose of the meeting and no matters not so stated may be acted upon at the meeting.

SECTION 3 – BOARD OF DIRECTORS

The Board of Directors shall be comprised of the following:

Baseball Director
Basketball Director
Scheduling Director
Softball Director
Football Director
Cheerleader Director
Safety Director
Football Uniform / Equipment Director
Baseball Uniform / Equipment Director
Sponsorship / Website Director

Baseball Director:

The Baseball Director shall:

- a) Record all player registrations.
- b) Receive and review applications for player candidate's candidates and age eligibility (birth certificate).
- c) Conduct the player draft with the league Commissioners for each division. d) Prepare the player tryout sheets for each league.
- d) Submit to Babe Ruth League Inc., headquarters team rosters, including players claimed, and the tournament team eligibility affidavit.
- e) Notify Babe Ruth of any subsequent player replacements or trades.
- f) Notify Scheduling Director for scheduling umpires for home games as needed.
- g) Reserves the right to nominate Commissioners for each league division, with the approval of the Executive Board.
- h) Oversight of the Recreational, Advanced and All-Star programs.
- i) Prepare a preliminary budget for upcoming season in cooperation with Treasurer.
- j) Assign all coaches.

Basketball Director:

The Basketball Director shall:

- a) Record all player registrations.
- b) Receive and review applications for player candidate's candidates and age eligibility (birth certificate).
- c) Conduct the player draft with the league Commissioners for each division. Prepare the player tryout sheets for each league.
- d) Reserves the right to nominate Commissioners for each league division, with the approval of the Executive Board.
- e) Oversight of the Recreational program.
- f) Prepare a preliminary budget for upcoming season in cooperation with Treasurer.
- g) Assign all coaches.
- h) Provide to host facility game and practice schedules for approval.
- i) Submit uniform sample to OSA Board for approval and submit uniform order to supplier.
- j) Schedule all officials for basketball games.

Scheduling Director:

The Scheduling Director shall:

- a) Notify Umpire Association for scheduling umpires for home games as needed for baseball and softball rec games and any All-Star tournaments held at the Association.
- b) Schedule officials for all football games as requested.

Softball Director:

The Softball Director shall:

- k) Record all player registrations.
- l) Receive and review applications for player candidate's candidates and age eligibility (birth certificate).
- m) Conduct the player draft with the league Commissioners for each division. d) Prepare the player tryout sheets for each league.
- n) Submit to Babe Ruth League Inc., headquarters team rosters, including players claimed, and the tournament team eligibility affidavit.

- o) Notify Babe Ruth of any subsequent player replacements or trades.
- p) Notify Scheduling Director for scheduling umpires for home games as needed.
- q) Reserves the right to nominate Commissioners for each league division, with the approval of the Executive Board.
- r) Oversight of the Recreational, Advanced and All-Star programs.
- s) Prepare a preliminary budget for upcoming season in cooperation with Treasurer.
- t) Assign all coaches.

Football Director

The Football Director shall:

- a) Record all registrations. .
- b) Receive and review applications for player candidates in checking residence and age eligibility (birth certificate).
- c) Prepare rosters for each individual age group with no more than 25 players per team. Exceeding 25 players on any team requires Executive Board approval.
- d) Prepare a preliminary budget for upcoming season in cooperation with Treasurer.
- e) Submit to Pop Warner team rosters, including players claimed, and the tournament team eligibility affidavit.
- f) Notify Pop Warner of any subsequent player replacements or trades.
- g) Notify Scheduling Director for scheduling umpires for home games as needed.
- h) Reserves the right to assign Commissioners for the sport. .
- i) Responsible for game day set up and cleanup coordination.
- j) Assign all coaches.

Cheerleader Director

The Cheerleader Director shall:

- a) Maintain an accurate and up-to-date record thereof.

- b) Receive and review applications for player candidates.
- d) Prepare the cheer roster sheets for each age group.
- e) Submit to Pop Warner team rosters, including players claimed, and the tournament team eligibility affidavit.
- f) Notify Pop Warner of any subsequent player replacements or trades.
- g) Assign all coaches.

Safety Director:

The Safety Director shall:

- a) Coordinate all safety activities and promote safety in activities through training, equipment, procedures and facilities.
- b) Coordinate prevention of injuries and solicit suggestions for making conditions safer. He/she then reports said suggestions to the Board and implements those changes approved by the Board.
- c) Coordinate reports of any injuries, including but not limited to the filing of the necessary documentation and notification of the appropriate persons and insurance.
- d) Conduct background checks through the Criminal and Sexual Offender Registry on all board members, managers, coaches, assistants, and other volunteers or hired workers who provide regular service to the league and/or who have repetitive access to or contact with players or teams.

Football Uniform/ Equipment Director:

The Uniform / Equipment Director shall:

- a) Be responsible for the ordering of all league uniforms. This will include uniforms for all league players and manager/coaches. (Also includes Parent orders).
- b) Be responsible for maintaining, organizing and distributing league uniforms.
- c) Be responsible for obtaining bids from competitive companies and presenting the options to the board for a vote. All purchases must be within the approved budget.
- d) Be responsible for the ordering of all league players' equipment needed and approved or within budget
- e) Be responsible for maintaining, organizing, distributing and accountability of all OSA football equipment.

Baseball Uniform/ Equipment Director:

The Uniform / Equipment Director shall:

- a) Be responsible for the ordering of all league uniforms. This will include uniforms for all league players and manager/coaches. (Also includes Parent orders).
- b) Be responsible for maintaining, organizing and distributing league uniforms.
- c) Be responsible for obtaining bids from competitive companies and presenting the options to the board for a vote. All purchases must be within the approved budget.
- d) Be responsible for the ordering of all league players' equipment needed as approved by budget.
- e) Be responsible for maintaining, organizing, distributing and accountability of all OSA baseball equipment.

Sponsorship / Website Director:

The Website Director shall:

- a) Be in charge of all events and including registration of players that needs to be placed on website.
- b) Organize and prepare online registration that is approved by the Board.
- c) Provide online database information in team/group formats for league use.
- d) Maintain and update the Association website as requested.
- e) Responsible for updating all registration forms and distributing to all local schools.
- f) Advertise and accomplishments placed in local papers. (i.e. Oakleaf East Living)
- g) Maintain social media sites for the Associations with all events for the organization.
- h) Create a separate Sponsorship program for Baseball/Softball and Football/Cheerleading.
- i) Submit Park Sponsor levels Amounts to Board before each year.
- j) Determine what Team or Park Sponsor will receive and update forms to reflect details and update Website, Team Mom, and Directors for each sport.
- k) Team Sponsor money can ONLY be used for Team activities.
- l) Responsible to ensure all money is collected for sponsorships and deposits are submitted to the Treasurer in a timely manner.
- m) Perform additional duties as defined by the Board.

n) Solicit for park sponsorships.

o) Coordinate for all marketing items for sponsorships to be done.

SECTION 4 – APPOINTMENT OF DIRECTORS

Appointment. The Executive Board may screen and approve all nominees to fill any open Board of Directors positions. The Executive Board will appoint all nominations for any open director position. Board members need to be a regular member for one full season before applying for the Executive Board position.

Voting. To fill open Board of Directors positions the approval requires majority vote by the Executive Board members present.

SECTION 5 – LENGTH OF TERM

Term of Office. The Board of Directors that are non-Executive Board members shall hold office for a term of one year that will extend from the date of the meeting at which they are elected until their successors are appointed at the designated monthly Board meeting to serve for the ensuing year.

Director Appointment Schedule. The different director positions shall expire annually based upon the following schedule:

Football Director, Football Uniform & Equipment Director, Cheer Director, Pop Warner Team Coordinator, Cheer Team Coordinator terms shall expire annually in February of every year until the official appointment at the February regular board meeting. Newly appointed board members or current directors shall be renewed or appointed at the February monthly meeting or at a special meeting if called for by Executive board between January 31st and the regular scheduled meeting held in February.

Baseball Director, Baseball Uniform & Equipment Director, Softball Director, Baseball Team Coordinator, Softball Team Coordinator terms shall expire annually in July every year until the official appointment at the July regular board meeting. Newly appointed board members or current directors shall be renewed or appointed at the July monthly meeting or at a special meeting if called for by Executive board between June 30th and the regular scheduled meeting held in July.

All other director and coordinator positions shall expire annually in October of every year until the official appointment at the October regular board meeting. Newly appointed board members or current directors shall be renewed or appointed at the October monthly meeting or at a special meeting if called for by the Executive board between September 30th and the regular scheduled meeting held in October.

SECTION 6 – REPLACEMENT OF DIRECTORS AND OFFICERS

Disciplinary Action and Removal from Office. Upon notification by any party in a dispute over conduct by any Director or , the Mediation Committee will convene a hearing of the Mediation Committee, as soon as

possible. The Mediation Committee will consist of the Mediation Chairperson (Vice-President), Director (of the sport where the dispute occurred), Secretary and Safety Director. If the Director against whom the charges have been made is part of the Mediation Committee, then the President will take the place of the Director in question. The Mediation Chairperson will notify all parties in the dispute of date and place of hearing, using all methods available. All parties will have equal time to state their side and will agree to maintain proper levels of conduct throughout the proceedings. The Mediation Committee will document all details of the dispute; to include testimony of any 3rd party witnesses presented at the Hearing and prepare a Recommendation of Action for the Board of Directors, which may include removal from office. The Mediation Chairperson will present the Recommendation of Action to the Executive Board of Directors at a special meeting called by the Executive Board for the purpose of resolution of the dispute. One party from each side of the dispute may discuss his/her case before the Board votes. The decision will be a vote of only the Executive Board and is final. In order for a Director to be removed from office, a two-thirds vote of all remaining Executive Board members is required.

Vacancies: If any vacancy occurs in the Executive Board, by death, resignation or otherwise, it may be filled by a two-thirds vote of the remaining Executive Board members at any regular meeting or at any special meeting called for that purpose. Directors who do not meet the required attendance at regular meetings will have created a vacancy. The required attendance is *Unexcused* absence of a Director of the Board from 4 meetings within a 12 (twelve) month period shall result in automatic expulsion from the Board, except that the Board may, by 2/3 vote; grant a leave of absence in extenuating circumstances. The remaining Directors may fill his/her position with a two thirds vote of the remaining Director. If any vacancy occurs in the Board, then the Executive Board will nominate a candidate for the vacant position by two-thirds vote. The candidate will then fill that vacant position for the completion of the previous director's term.

ARTICLE V – EXECUTIVE BOARD

SECTION 1 – DUTIES AND RESPONSIBILITIES OF THE EXECUTIVE BOARD

The Executive Board shall be composed of the following:

President
Vice President
Secretary
Treasurer

1. The Executive Board shall have authority to make decisions for the Board in urgent matters concerning the Association when it would be impractical to assemble the full board, and the business must be conducted prior to the next official monthly board meeting.
2. The Executive Board's monetary authority shall be limited to \$500.00, unless the board has given higher authority for a special project.

Duties and Powers. In addition to those duties described in **Article IV, Section 1**, the Executive Board shall have the power to appoint such standing committees and operations officers as it shall determine appropriate and to delegate such powers to them as the Board shall deem advisable and which it may properly delegate. The Board may adopt such rules and regulations for the conduct of its meetings and management of the Association as it deems appropriate. The Board shall have the power by two-thirds vote of those present at any regular or special meeting to discipline, suspend or remove any Director, Regular Member, or Committee Member of the Association in accordance with the procedure set forth in **Article IV, Section 6**.

SECTION 2 – EXECUTIVE BOARD ROLES

President:

The President shall be responsible for and have authority to:

- a) Conduct the affairs of the Association and execute the By-Laws and Policies established by the Executive Board of Directors.
- b) Preside over all Board meetings at which he/she is present.
- c) Call special Board Meetings.
- d) Chair the Personnel Screening Committee.
- e) Present a report of the condition of the Association at the annual meeting.
- f) Communicate to the Board of Directors, such matters as deemed appropriate, and make such suggestions as may tend to promote the welfare of the Association.
- g) Be responsible for the conduct of the Association in strict conformity to the policies, principles, Rules and Regulations of Chartered Baseball/Softball organization and Chartered Tackle Football/Cheerleading organization as agreed to under the conditions of the charter issued to the Association by that organization.
- h) Designate in writing, other Executive Board members, if necessary, to have power to make and execute for and in the name of the Association, such contracts and leases they may receive which have had prior approval of the Board.
- i) Investigate complaints, irregularities and conditions detrimental to the Association and report thereon to the Board or Executive Board as circumstances warrant.
- j) The President shall be considered an “Agent” for the purposes of obtaining goods and services. He/she shall adhere to all purchasing policies and procedures outlined under Financial Operation.

To appoint, subject to Board confirmation:

- a) A Budget Committee, chaired by the Treasurer, as the second item of new business under a newly elected Board.
- b) Commissioners, Coordinators and Chairpersons of any Functional Committee of the Board.
- c) Directors to fill vacant unexpired terms.
- d) Any ad-hoc Committees and their chairpersons.

Vice President:

The Vice President shall be responsible for and have authority to:

- a) Preside over the Board in the absence of the President.
- b) Act on behalf of the President in matters of urgency if the President is incapacitated or otherwise unavailable to discharge his/her duties.
- c) Chair the Membership/Registration Committee.
- d) Chair the Rules and Regulations Committee.
- e) Chair the Mediation Committee.
- f) The Vice President shall be considered an “Agent” for the purposes of obtaining goods and services. He/she shall adhere to all purchasing policies and procedures outlined under Financial Operation.
- g) Be responsible for the coordination of general operations and orderly administration of all levels of play in the League. These include but are not limited to Equipment, Grounds and Facilities, Website Information, Opening Day, Fundraising, Concession representative, Volunteer Coordination, Umpires, Scheduling, Uniforms, practice scheduling and paperwork, Pictures and Trophies. The appropriate Directors and Coordinators for these activities will assist the Vice-President.

Maintain active communication with all Association Commissioners and Coordinators.

- a) Determine current status of each division through each Player Commissioner and Coordinator.
- b) Inform and advise Commissioner or Coordinators of any Board action, which might affect their division.
- c) Assist and advise Commissioners or Coordinators with any difficulties which might arise in their division.
- d) Advise the President and Board of current status, problems, and any necessary actions, except player replacement.

Treasurer:

The Treasurer shall be responsible for and have authority to

- a) Perform such duties as are herein specifically set forth and such other duties as are customarily incident to the Office of Treasurer or may be assigned by the Board of Directors.
- b) Receive all monies and securities and deposit same in a depository approved by the Board of Directors.
- c) Maintain all financial records of the Association.

- d) Chair the Budget and Finance Committee.
- e) Keep records for the receipt and disbursement of all monies and securities of the Association, approve all payments from allotted funds and draw checks/debits on the Association's account therefore in agreement with the policies established in advance of such actions by the Board of Directors. All disbursements over \$500 not within budget must have approval of Executive Board member.
- f) Prepare an annual financial report, under the direction of the President, for submission to and Board of Directors at the annual meeting.
- g) Prepare, publish and present to the Board a monthly financial report on the status of finances (current v. Year-to-date).
- h) Prepare guidelines for the Association's funds and cash handling procedures.
- i) Advise the Board of impending or immediate financial problems.
- j) The Treasurer shall be considered an "Agent" for the purposes of obtaining goods and services. He/she shall adhere to all purchasing policies and procedures outlined under
- k) The Treasurer shall not be responsible for funds maintained solely for the internal use of various Player Agents, Coordinators, Functional Committees, or individual Teams, e.g. team refreshments, parties, awards, etc.
- l) Prepare and file all monthly and yearly financial forms to the State that is required for a Non-Profit organization.
- m) The Treasurer when deemed necessary reserves the right to nominate an assistant book keeper for each sport, with approval of Executive Board. Each assistant book keeper will report directly to Treasurer.
- n) Prepare annual budget for each sport in January board meeting.

Secretary:

The Secretary shall be responsible for and have authority to:

- a) Perform such duties as are herein specifically set forth, in addition to such other duties as are customarily incident to the office of Secretary or as may be assigned by the Board of Directors.
- b) Be responsible for recording the activities of the Association and maintaining appropriate files, mailing lists and necessary records, including but not limited to filing the appropriate charter and insurance with Chartered organizations.
- c) Be responsible for preparing an agenda for all meetings with the assistance of the President and other board members who will submit items to be included.
- d) Record the minutes of Board Meetings, including all items of official business and verbatim language, before and after, of any changes to the By-Laws.

- e) Present, at each Board Meeting, the minutes of the previous Board Meeting for approval or correction.
- f) Be responsible for the securing of facilities for all monthly and annual meetings as well as for maintaining a list of all Members, Directors, committee members and giving notice of all meetings of the Association, the Board of Directors, or Committees.
- g) Notify all Board Members of regular monthly, annual, and special Board Meetings.
- h) Provide due Public Notice to the general membership of all regular monthly, election, and annual Meetings.
- i) Conduct all correspondence not otherwise specifically delegated in connection with said meetings and shall be responsible for carrying out all orders, votes and resolutions not otherwise committed.
- j) Notify Directors when their absence from the Business Meeting jeopardizes their Director status.
- k) Prepare the ballot of nominees in preparation for the Election Meeting.
- l) Notify all Members, Directors and committee members of their election or appointment.
- m) Chair the By-Laws and Policies Committee.
- n) The Secretary shall be considered an “Agent” for the purposes of obtaining goods and services. He/she shall adhere to all purchasing policies and procedures outlined under Financial Operation.

SECTION 3 – ELECTION OF EXECUTIVE BOARD

Nominations and Annual Election. The Election meeting is to be held on the first Tuesday of December of each year. The Nominating Committee must submit to the Secretary a list of nominees for any vacant positions on the Executive Board. The Executive Board shall consist of the President, Vice President, Secretary, and Treasurer. The Secretary shall then put together a ballot of nominees. Only open or vacant Executive Board positions will be voted on at the Election meeting by voting members and regular members.

November 1st – Nominees must be submitted to the Secretary

November 16th – Election Ballot of the Nominees must be posted on the website for the upcoming election

Eligibility. Any regular member as described in **Article III Section 2** who is sincerely interested in active participation to affect the objective of the Association may apply to become an Executive Board Member. In order to be eligible for a position as an Executive Board member, each person must have served as a Board of Director position for one full year, reside in an Oakleaf community and commit to attending a minimum required attendance of regular monthly board meetings. Any Executive Board member who does not attend the minimally required number of meetings is at risk of losing his/her position.

Second Option: If no Board of Directors is eligible due to tenure, then a Board of Directors with less than one year of service can fill the vacancy and be nominated.

Third Option: If the Executive Board is still vacant, then the nominating committee can nominate a regular member from the general membership. Regular members are eligible as Executive Board members only if they are not actively engaged in the promotion and/or operation of any other sports program.

SECTION 4-LENGTH OF TERM

Term of Office. The Executive Board shall hold office for a term of two years that will extended from the date of the meeting at which they are elected until their successors are elected during the December meeting. Immediately following the Election Meeting, or at a later date at the discretion of the newly Executive Board, the Executive Board shall meet for the purpose of nominating Board of Directors, Coordinators, and Functional Committee for the ensuring year.

ARTICLE VI – COORDINATORS and FUNCTIONAL COMMITTEES

SECTION 1 – COORDINATORS

The Coordinators shall be comprised of the following:

Fields and Facility Coordinator
Baseball Team Coordinator
Softball Team Coordinator
Pop Warner Team Coordinator
Cheer Team Coordinator
Fundraising Coordinator
Basketball Team Coordinator

Fields and Facility Coordinator:

The Fields and Facility Coordinator:

- a) Be responsible for the care and maintenance of the playing fields, buildings, machinery, and grounds.
- b) Undertake building and improvement projects as directed by the Board.
- c) Plan for the future needs of the Association.
- d) Utilize the County and/or CDD allotment to accomplish major improvements and repairs for the Association subject to the approval of the Board.
- e) Be responsible for obtaining necessary goods and services for the position and shall be considered an “Agent” for these purposes. He/she shall adhere to all purchasing policies and procedures outlined under Financial Operation.
- f) Be responsible for all “maintenance workers” and duties of this individual.

Concession Coordinator:

The Concession Coordinator shall be responsible for and have authority to:

1. Responsible for coordinating all concession stands within the Association. Coordinate between both parks concession stand (Oakleaf Community Park and Phase II Park).
2. Negotiate all vendor contracts and must be will review and submit to the Board for approval.
3. Determine cost for product sold and submit to Treasurer for approval.
4. Manage the opening and closing of the Concession stand.
5. Responsible to ensure all monies are accounted for and deposits are submitted to the Treasurer in a timely manner.
6. Responsible for ordering food, drinks, and supplies to stock the Concession stand. Includes picking up, shopping, and meeting vendors for delivery.
7. Maintain and provide an inventory list to the Board on a monthly basis.
8. Submit any issues to the Vice President of the Executive Board.
9. Perform additional duties as defined by the Board.

Team Coordinators:

The Team Coordinators shall be responsible for and have authority to:

1. Coordinate a team mom meeting prior to each season and assisting each team with deadlines set by the Board.
2. Coordinate with the Uniform/Equipment Director distribution of the team uniforms to each individual team mom.
3. Responsible to ensure all money is collected for parent uniforms and fundraisers deposits are submitted to the Treasurer in a timely manner.
4. Coordinate with the Equipment/Uniform Director distribution of all parent's uniforms to each individual team parent.
5. Collecting funds from each individual team parent and distributing merchandise to each individual team parent. Ensure funds are given to Treasurer in timely manner.
6. Distribute the work duty schedule to each individual team parent for concession and/or gate.
7. Submit any issues to the specific Director of their sport.
8. Coordinate picture day for sport.

9. Perform additional duties as defined by the Board.

Fundraising Coordinator:

The Fundraising Coordinators shall be responsible for and have authority to:

1. Coordinate all fundraising activities for the park and each sport.
2. Communicate to team parent for each sport all fundraising activities.
3. Submit to board for approval fundraising activities.
4. Communicate to Sponsorship/Website Director all fundraising activities to be communicated through website and social media.
5. Association teams may not fundraise specifically for their team. All fundraising must go through the association and turned over to the treasurer for accounting. Teams may request funds rose returned to that team at the monthly board meetings for a specific tournament, outing, etc.

SECTION 2 – FUNCTIONAL COMMITTEES

The Functional Committees shall be comprised of the following:

Budget & Finance Committee
Nominating Committee
By-Laws and Policies Committee
Auditing Committee

Functional Committee Overview:

The Chairperson and Committee Members of each Functional Committee shall be appointed by the President with approval of the Executive Board. The Board during the December Board meeting or at the earliest opportunity will confirm and approve all appointments. All policy for Functional Committees will be either directed by the Board or subject to Board approval.

Each Functional Committee shall:

1. Consist of at least 3 (three) members.
2. Organize and maintain its own activities in order to achieve its objectives.
3. Communicate with appropriate Player Agents and Team Representatives as necessary to conduct its function.
4. Determine its monetary needs and submit a proposal to the Budget and Finance (Treasurer) for review and recommendation to the Board for approval.

5. The Chairperson shall represent the committee at Board Meetings. Inform the Board of the current status, plans and objectives for his/her committee.
6. Specific duties and responsibilities for each Functional Committee are outlined herein.

Budget & Finance Committee:

Chairperson: Treasurer

Committee Members: Shall consist of the President, a representative from each Sport, and any additional approved members by the Board.

The Budget & Finance Committee shall be responsible for and have authority to:

1. Conduct monthly meetings to review the previous month expenses and future expenses for the Association as needed.
2. Review all proposals and submit recommendations to the Board for approval if not within budget. All members of the board should send proposal two weeks in advance of the board meeting to be presented at board meeting.
3. Prepare the proposed budget for the upcoming year and submit to the Board for approval at the board Meeting.
4. Prepare all purchasing and cash handling procedures for the Association and submit to the Board for approval.
5. Submit any issues to the Executive Board.
6. Perform additional duties as defined by the Board.

Nominating Committee:

Chairperson: Appointed by the Executive Board and approved by the Board.

Committee Members: to be determined by the Chairperson.

The Nominating Committee shall be responsible for and have authority to:

1. The Committee shall investigate and consider eligible candidates and submit the slate of candidates for the Executive Board to the Secretary by November 1st.
November 16th – Election Ballot of the Nominees must be posted on the website for the upcoming election
2. The Committee shall also submit for consideration by the Executive Board
3. The Committee shall conduct and confirm each potential candidate's willingness to serve as a

committee member.

4. The Committee shall adhere to all policies and procedures outlined under **Article V, Section 3 – Election of Executive Board** as Nominations and Annual Election.
5. Perform additional duties as defined by the Executive Board.

By-Laws and Policies Committee:

Chairperson: Secretary

Committee Members: Shall consist of the Vice President, Director from each Sport, and any additional approved members by the Board.

The By-Laws and Policies Committee shall be responsible for and have authority to:

1. Annual Review and recommend any necessary changes to the existing By-Laws.
2. Review Policies and By-Law amendments presented to the Committee and submit proposed amendments to the Executive Board for approval.
3. All local Playing Rules must be in writing and incorporated in the By-Laws.
4. Must submit proposed amendments to the Local Rules for all athletic programs to the Executive Board for approval.
5. Maintain an up-to-date copy of the Association By-Laws. Provide an up-to-date copy of the Association By-Laws to the Board in October of each year as needed.
6. Perform additional duties as defined by the Executive Board.

Auditing Committee:

Chairperson: Appointed by the Executive Board and approved by the Board

Committee Members: Shall consist of a representative from each Sport, and any additional approved members by the Board.

NOTE: The President, Treasurer or signers of checks are not eligible to serve on the Auditing Committee.

The committee will review the ledgers and records annually prior to the December Annual Meeting and attach a statement of their findings to the annual financial statement of the President and Treasurer or may, if directed by the Board of Directors, secure the services of a Certified Public Accountant to accomplish such review. The Association will have a Certified Public Accountant review the ledgers, records, and annual financial statement every two years in December starting in December 2010.

ARTICLE VII – FINANCIAL/ACCOUNTING

SECTION 1 – FISCAL MATTERS

The Association's Fiscal Year begins first day of January and shall end on the last day of December. The calendar year is the budgeted year.

1. Budget
 - a) The annual budget for all programs for the upcoming calendar year will be presented and approved at the January Board Meeting.
2. The financial records shall be examined and inspected by the Auditing Committee or a CPA at the conclusion of the fiscal year, presented in the December Board Meeting.

SECTION 2 – MAINTENANCE OF FUNDS

1. All funds of the Association shall be maintained in commercial bank and/or saving accounts, include money market accounts.
2. The Treasurer shall direct or handle all transactions involving receipt and disbursement of the Association's funds.
3. The Association shall charge a \$30.00 fee on checks returned from the bank as non- collectible for any reason.
4. The Board shall not permit the solicitation of funds in the name of Oakleaf Sports Association, Inc., For the Chartered Baseball/Softball organization and Chartered Football/Cheerleading organization unless all of the funds so raised are placed in the Association treasury.

SECTION 3 – DISBURSEMENT OF FUNDS

1. Check or check/debit card must be used for all disbursements of funds.
2. The Treasurer, President, or Vice-President, will be authorized to sign checks or make purchases that require the use of the check/debit card
3. The Treasurer, President, or Vice-President, will be authorized to sign checks or make purchases that require the use of the check/debit card.
4. The Board shall not permit the disbursement of Association funds for other than to conducting of Chartered Baseball/Softball organization and Chartered Football/ Cheerleading organization activities in accordance with the rules, regulations and policies of Chartered Baseball/Softball organization and Chartered Football/Cheerleading organization.
5. All Board of Directors, Executive Board, Team Mom Coordinator, and Fundraising Coordinator shall receive one player at no charge for each sport once you have served on the board for one full season.

SECTION 4 – PURCHASING PROCEDURE

1. Only members hereinafter termed "Agents" may make purchasing or other financial obligations of the Association.

- a) An Agent may purchase budgeted items up to the limits of his/her budget. Budgeted items are those falling within categories defined and approved by the Board with specific spending limits applied.
 - b) An Agent may make individual purchases up to \$50.00 for unbudgeted items within his/her area of responsibility.
 - c) An Agent must obtain approval of the Executive Board for all unbudgeted purchases.
2. Purchase Orders shall be used for all purchases.
- a) Agents must notify the Treasurer of all purchases and must provide the Treasurer with information required to maintain adequate and up-to- date financial records (such as receipts).
 - b) Purchase Orders by the Treasurer or the President indicating proper approval shall be issued for all purchases exceeding \$500.00.

Distribution of Property upon Dissolution. Upon dissolution of the Association, and after all outstanding debts and claims have been satisfied, the Members shall direct the remaining property of the Association to another Federally Incorporated entity which maintains the same objectives as set forth herein, which are or may be entitled to exemption under Section 501(c)(3) of the Internal Revenue Code or any future corresponding provision.

ARTICLE VIII – POWERS

This league shall have the following powers in addition to the powers expressly or implicitly conferred on it by law.

- a. To make and enforce rules and regulations to govern itself on a local basis, but consistent with and not contrary to any rules and regulations of Chartered Baseball/Softball Organization and Chartered Football/Cheerleading organization to which this league is affiliated.
- b. To dissolve its charter with Chartered Baseball/Softball organization and Chartered Football/Cheerleading organization with a two-thirds vote of the Board of Directors.

ARTICLE IX – PARLIAMENTARY AUTHORITY

Rules of Order. Robert’s Rules of Order Second Edition shall govern the proceedings of all meetings, except where same conflicts with the constitution or bylaws of the Association.

ARTICLE X – BY-LAWS AND POLICIES

SECTION 1 – LIMITATIONS AND REQUIREMENTS

1. The By-Laws of this Association shall be subservient to the Articles of Incorporation.
2. The By-Laws shall be established and maintained by the Executive Board.
3. In circumstances where it is not feasible to assemble the by-laws committee, the Executive Board reserves the right to amend, repeal or alter in whole or part the by-laws by a majority vote of the Executive Board.

SECTION 2 – AMENDMENTS

Amendments. This constitution and by-laws may be amended, repealed or altered in whole or in part by a majority vote at any organized meeting of the Executive Board and then published on the website and provided as a reference to all board members.

1. Any proposed amendment of the By-Laws shall be made in the form of an official motion at an Executive Board Meeting and shall be recorded and published, verbatim, in the minutes of the meeting.
2. A copy of proposed amendments shall be provided to each Director for review prior to the next meeting.
3. The revised By-Laws must be published in and read from the minutes of an Executive Board meeting.

ARTICLE XI – CODE OF ETHICS AND DISCIPLINARY

ACTION SECTION 1 – CODE OF ETHICS

1. Directors and staff of the Association shall be expected to maintain and exemplify the high standards of personal conduct necessary to accomplish the Objectives of the Association.
2. Members, guest and participants shall be expected to adhere to all Rules and Regulations regarding Conduct as set forth by the Chartered Organizations for each sport and the Association.
3. Practices specifically prohibited on Association Grounds during sports activities include:
 - a) Consumption or possession of alcoholic beverages or illegal drugs.
 - b) Conduct causing physical harm to any member.
 - c) Possession of firearms or weapons, except by Law Officials.

SECTION 2 – RIGHT OF ADMINISTRATION

1. Directors shall have the power to act pro tem, on matters of conduct or discipline, which threaten the well being of the Association or its members.
2. Commissioners, Coordinators and Functional Committee members shall have the authority to initiate disciplinary action in cooperation with the Executive Board.
3. The Rules and Regulations Committee shall review all violations of Official Playing Rules. The Committee shall have the authority to take appropriate action except where Board action is required. Appeals of disciplinary action may be made to the Board in request of a hearing.
4. The power of Temporary Suspension shall be vested in the Executive Board of the Association. Suspension shall be presented to the Board for review and approval of disciplinary action at the earliest opportunity.
5. Game Umpires/Officials shall have the authority to initiate disciplinary actions as necessary to maintain Code of Ethics during games.

SECTION 3 – DISCIPLINARY ACTION OF THE BOARD

1. The following Disciplinary Actions shall require Executive Board decision:
 - a) Probation – previous record of misconduct, return from suspension, 1st violation of official rules set forth by Chartered Organization or Association for a specified time as directed by the Board of Directors and/or the Executive Board.

Member or Director shall continue in present capacity for a specified length of time under supervision of an individual or committee.

- b) Suspension – 2nd violation of playing rules, Consumption or possession of Alcohol, Illegal Drugs, Firearms, or Weapons, causing physical harm to any member.

Member, Director or Board member shall be prohibited from participation in activities for a specified length of time and shall be placed on Probationary Status for an additional specified period of time.

- c) Removal of Directors and Board members– Absenteeism, Violation of the Board. All responsibilities and authority shall be revoked.
 - d) Expulsion – Repeated offense of any conduct for which member was previously suspended.

Member, Director, or Board member shall be excluded from Association membership for a period of no less than one year or otherwise specified.

1. A motion for disciplinary action, for due cause, may be made by any Director. Normally, the President will be aware of the need for and will initiate such a motion. Motions, when seconded, will be voted upon.

- a) Probation or suspension of any general member or Director requires a majority approval of the Executive Board. Probation or suspension of an Executive Board member shall require a 2/3 approval of Executive Board members present. All probations and suspensions shall specify length of time, supervising bodies and other restrictions.
- b) Removals of Directors require a 2/3 vote of Executive Board present except for absenteeism.
- c) Expulsion of any general member or Director requires a 2/3 vote of Executive Board members present. Reinstatement of any general member or Director requires a 2/3 vote of Executive Board members present.

SECTION 4 – SUSPENSION OR TERMINATION

Suspension or Termination. Resignation or action of the Board of Directors may terminate membership. In the event that a dispute arises concerning rules interpretation or conduct of player, manager, coach or parent, such action will be based on the recommendation of the Mediation Committee, following a Mediation Hearing.

a) The Board of Directors, by two-thirds vote of those present at any duly constituted meeting, shall have the authority to discipline or suspend or terminate the membership of any Member when the conduct of such person is considered detrimental to the best interests of the Association and/or Babe Ruth League Inc., Pop Warner, and/or United Youth Football/Cheer. 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 to answer such charges.

b) In the event that a dispute arises concerning rules interpretation or conduct of a player, manager, coach or parent, any action will be based on the recommendation of the Mediation Committee, following a Mediation Hearing.

c) Membership shall exclude persons who have been duly expelled from membership in accordance with the Association Code of Ethics and Disciplinary Action.

SECTION 5 - DISPUTES

Disputes. Upon notification by any party in a dispute over rules interpretation or conduct by any member, the Mediation Chairperson will convene a hearing of the Mediation Committee; as soon as possible The Mediation Chairperson will notify all parties in the dispute of date and place of hearing, using all methods available. All parties will have equal time to state their side and will agree to maintain proper levels of conduct throughout the proceedings. The Mediation Committee will document all details of the dispute, to include testimony of any 3rd party witnesses presented at the Hearing and prepare a Recommendation of Action for the Board of Directors. The Mediation Chairperson will present the Recommendation of Action to the Board of Directors at the next monthly meeting or at a Special Meeting called by the Board for the purpose of resolution of the dispute. One party from each side of the dispute may discuss his/her case before the Board votes. The decision will be a vote of only the Board of Directors and is final.

SECTION 6 – NEGLECT OF DUTIES

Neglect of Duties. Each Board member shall perform the duties of a Board member, including the duties as a member of any committee of the Board upon which the Board member may serve, in good faith, and in a manner that such Board member believes to be in the best interests of the Board, and with such care, including reasonable inquiry, as an ordinarily prudent person in a like position would use under similar circumstances. A Board member may be removed from office for gross neglect of duties by a majority vote of the Board present at monthly business meeting. The term “gross neglect of duties” shall mean a willful or unintentional failure by any Board member to fulfill the duties outlined per Board position in these Bylaws.

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