

By-Laws of the Chartiers Houston Youth Baseball Assoc.

Revised 12-19-2024

Article 1: NAME

This organization shall be known as the Chartiers Houston Youth Baseball Assoc., and shall be conducted as a non-profit organization with a 501(c)(3) established March 13, 2024; located at PO Box #23 Houston, PA 15342.

Article 2: OBJECTIVES

2.1. To promote good sportsmanship, character, honesty, courage, good health, and reverence to others, their community and sports by providing supervised competitive baseball games in a recreational baseball league.

Article 3: GOVERNMENT

3.1 The government of the CHYBA shall be directed by the organization and shall be composed of the officers, appointed position members, and members in good standing.

3.2 A new member is a person who has never been active in CHYBA or has not attended enough meetings to be a member in good standing.

3.3 A member in good standing is a person who has attended any three of the past six regularly scheduled meetings of the CHYBA or 6 of the past 12 meetings.

3.4 At the end of season meeting CHYBA shall elect from the members in good standing the following officers (Executive Board):

President
Vice President
Treasurer
Secretary

3.5 No two immediate family members (or any other individuals that are related or in a situation that could present a "conflict of interest") may serve in a position that allows them to sign checks for CHYBA. Any potential conflicts should be addressed prior to election and any voting matters should be free from conflicts and parties shall abstain in accordance with said policy.

3.6 The incoming President may appoint nominees for league representatives to be approved by vote at the spring meeting. Appointed representatives will be considered members of the executive board.

3.7 The elected officers shall hold office for one year and are then eligible for re-election. The maximum term will be three consecutive years.

3.8 The annual year shall be from November 1 through October 31 with the following events:

A. Nominations and elections for officers take place at the "fall/end of season" meeting and candidates must be from members in good standing unless there are no other nominations for that office. Meetings will take place on the 2nd Sunday of each month.

B. New officers take office after the fall meeting. Typically, the 2nd Sunday in October.

C. League representatives will be approved and go into effect in the spring meeting. Typically, the 2nd Sunday of February.

Article 4 DUTIES OF THE OFFICERS:

4.0 Any officer can be impeached and removed from office with a 75% vote by the members in good standing. (New bylaw passed 12/15/02)

4.1 PRESIDENT

The President shall preside at the meetings of the association and the Executive Board and shall be responsible for:

A. The agenda for each meeting.

B. Takes no part in any discussion while presiding over the meeting. The President refrains from expressing a personal bias when giving information to the organization.

C. The President calls on the Vice President to preside over the meeting if he/she wishes to speak to a motion or leave the chair. He/she then has all of the privileges of a member and addresses the presiding officer in the same manner as any other member.

D. The President may vote when voting is by ballot. In other cases, may only cast a vote to break a tie.

E. The President serves as ex-officio member on all committees and leagues.

4.2 Vice President

The Vice President shall act as an aide to the president and shall perform the duties of the President in the absence or disability of that officer to act. In addition, the vice president:

A. The VP shall be an ex-officio member of all league committees.

4.3 Secretary

The secretary shall:

A. Take minutes of all meetings of the association. and provide the meeting minutes via email to members in good standing for review at least 2 weeks prior to the following month(s) meeting.

B. Records all business transacted at each meeting of the Executive Board.

C. Calls the meeting to order in absence of the President and Vice President

D. Has on hand for reference at each meeting: a copy of the by-laws, the standing rules, the accepted order of business, minutes of the previous meeting, policy handbooks, and a list of all committees.

E. Maintain attendance lists for each meeting and keep these records and keep these records for a period of two years.

F. Maintain a list of members in good standing and verifies that only members in good standing vote on motions or issues before the association.

4.4 Treasurer

The Treasurer is the authorized custodian of the funds of the association. As such, this person:

A. Keeps an accurate and detailed account in the treasurer's permanent book of all moneys received and paid out. Provide treasurers report at each meeting whether by email or physical copy.

B. Deposits all moneys in a local bank approved by the Executive Board in the name of Chartiers Houston Youth Baseball Association. Funds shall not be deposited in any personal account

C. Pays by check all authorized and verified bills.

D. Preserves all vouchers, receipts, bank statements, and cancelled checks.

E. Delivers to the successor all books, papers, and correspondence pertaining to the office of Treasurer. These records shall be preserved for seven years:

1) Checkbook

2) Bank Statements

3) Treasurers book

4) Itemized statements of bills paid

5) Receipts

F. The treasurer shall be an ex-officio member of any fund-raising committee or activities.

4.5 LEAGUE Representatives

League representatives may be appointed for the following levels:

1. Pony-Colt

2. Bronco

3. Mustang

4. Pinto-Shetland

League Representatives will be nominated by the Executive Board and voted into office by the members in good standing.

B. Presides at the league meetings when deemed necessary. Meetings may be called by the league representative to discuss issues of the league concern, to organize information for presentation at the association meetings and attempts to resolve disputes within the league.

Article 5: DUTIES OF THE EXECUTIVE BOARD

5.1 To transact necessary business in the intervals between organization meetings and such other business as may be referred to it by the association.

5.2 To suspend or remove players, coaches, and/or spectators whose actions or misconduct are not in keeping with the association's bylaws, policies, procedures, and code of conduct. Any player, coach, or manager accused of misconduct has the right to a meeting with the executive board before suspension.

5.3 Chartiers Houston Youth Baseball Code of Conduct was approved 6/12/2022. Document will be made available to all parents and coaches at the beginning of every season or as necessary.

ARTICLE 6 DUTIES OF THE OFFICERS

6.1 TEAM MANAGERS (OR HEAD COACHES)

A. Team manager candidates must submit their names in writing to the Executive Board. Team Managers (also known as Head Coaches) of competitive teams shall be selected and approved annually at the regularly schedule spring meeting. Nominees will be approved by a majority vote of the members in good standing. Coaches interested in coaching must be members in good standing.

B. The appointed managers will then, according to the draft procedure, be responsible for the selection of their team. All efforts to evenly divide players by age and skill level must be made. Stacking of teams is forbidden.

C. The method of selecting team player rosters shall promote an equal draft of talent. First, order of picks will be determined by random drawing. Coaches may select assistant coach(es) with a maximum of two (2) assistant coaches selected. Each coach will pick one player from available roster in the order picks were determined. The process will continue until all players have been selected.

Player evaluations will be completed by each head coach at the conclusion of the season rating each player (1-Beginner, 2- Intermediate, 3 Advanced) in determined skill categories. This will include all-star selections from the previous year

D. All Team Managers must have child safety clearances turned into the league before practices begin and by April 15. Head Coaches are responsible for collecting clearances for all assistant coaches they allow to assist with the team.

E. Failure of the managers to adhere to the following rules risk having their managerial rights removed for that season and all subsequent seasons.

F. Managers will prepare practice routines for their team, that promote skill development, and good sportsmanship.

G. Managers will maintain proper conduct of their coaches, players, and spectators.

H. Managers will maintain control and proper care of equipment and uniforms. They will return equipment and uniforms when their managerial duties are concluded for a particular league upon request of the association.

I. Managers shall make every effort to have his/her team play all scheduled games, including rescheduled games.

J Managers must contact the umpire supervisor if canceling a game for any reason, not less than one hour before game time.

Equipment

Coaches will be provided the following equipment: Catcher's gear, game balls, face shields (if applicable,) and heart guards (If applicable.)

6.2 Assistant Coaches

A. Assist the Team Manager (Head Coach) at practices and games.

B. In the absence of the manager will coach or take over supervision of the team and be responsible for the team's equipment and team conduct.

Assistant coach is also required to follow same rules as the Team manager

C. Must be reported to the league director and secretary to be approved by a majority vote of the executive Board. Coaches must adhere to bylaws, policies and procedures of CHYBA.

D. Must have state clearances turned in before the first practice or April 15, whichever comes first. Any coach without proper child safety clearances will be removed from coaching.

(Bylaw added and approved 11-12-16) Must enforce this.

ARTICLE 7: PLAYERS

7.1. Players must participate in the division determined by their age as of April 30 of the calendar year (Age determination approved by PONY Baseball on October 9, 2022). The age breakdown of the divisions are as follows:

- Shetland – 5 & 6 year olds
- Pinto – 7 & 8 year olds
- Mustang – 9 & 10 year olds
- Bronco – 11 & 12 year olds
- Pony – 13 & 14 year olds

A Team Manager may provide a motion to request a player to move up in age division and provide justification on how this move benefits the development of the player while accounting for the safety and integrity of the association. The motion must be seconded by a voting member and approved by majority vote of members in good standing that are present for the motion to pass.

ARTICLE 8: MEETINGS

8.1 Five members present which includes 3 members of the Executive Board shall constitute a quorum. A majority of those present, in good standing, shall govern all meetings. All matters concerning the business of the organization shall be decided by a majority vote of the member present in good standing

8.2 All members of the Executive Board must be contacted to attend any Executive Board meeting. Four members must be present to constitute a quorum.

8.3 An executive board meeting, or general meeting, may be called by the President, or in his absence, the Vice President, or upon written request by two voting members.

8.4 Roberts Rules of order shall govern proceedings of all meetings.

8.5 At least four meetings will be held during the calendar year.

ARTICLE 9: INSURANCE

9.1 For all participating players and coaches, their own private insurance shall constitute primary insurance coverage. The CHYBA will provide secondary coverage in all cases.

ARTICLE 10: FINANCIAL POLICIES

10.1 It will be permanent policy to place all income in the Association treasury.

10.2 All funds shall be deposited in a checking and or savings account with a bank institution, and disbursements from these accounts shall be made only upon approval of the CHYBA.

10.3 Bank accounts shall be titled Chartiers Houston Youth Baseball Assoc.

10.4 The Executive Board may authorize emergency expenditures of up to \$1000 only with a majority approval of the Executive Board (revised bylaw - passed 12/15/03)

10.5 The purchase by sponsors and or businesses, or all special items such as jackets, travel bags, special trophies, medals, etc.. Must be approved by the Executive Board. This is not to include after game treats or end of the year parties.

10.6 The treasurer may keep up to fifty dollars as petty cash.

10.7 The treasurer's books may be audited prior to and submitted at the fall regular meeting. Three members in good standing one of which may be from the Executive Board will complete the audit. Under no circumstances will the Treasurer be part of the audit.

10.8 Withdrawals from the bank accounts can only be made when signed by two of the following Executive board members: President, Vice president, Secretary, and/or Treasurer. Debit cards included.

10.9 The League director or the Treasurer must approve all equipment purchases.

10.10 The association will maintain its status as a non-profit status.

ARTICLE 11: BYLAWS AND POLICIES

11.1 Proposed changes of the CHYBA Bylaws or Policies shall be read at one meeting and voted on at the second meeting. This vote will require a majority vote of members in good standing that are present to pass.

11.2 The CHYBA Policies and Bylaws will be available at all meetings.

11.3 Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of IRC Section 501(c)(3), or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

Liability, Indemnification, and Insurance

Nonliability of Directors: The directors will not be personally liable for the debts, liabilities, or other obligations of the Chapter.

Indemnification by Chapter of Directors And Officers: The directors and officers of the Chapter will be indemnified by the Chapter to the fullest extent permissible under the laws of the State of Pennsylvania.

Except as may be otherwise provided under provisions of law, CHYBA will provide the Chapter Board of Directors and Officers with director and officer liability insurance against liabilities asserted against or incurred by such persons in such capacity or arising out of such person's status

REVISIONS

11-10-24

- Changed names from CHAA to CHYBA
- Added 501c3 Status to Article 1

12-19-24

- Added Dissolution Provision/Clause to Article 11