

BYLAWS: Beaver Area Teeball Softball Baseball Association (BATSBA)

Version 1.0 March 2025

Article I Name and Purpose

Section 1.01. Name. The name of this organization shall be Beaver Area Teeball Softball Baseball Association (BATSBA).

Section 1.02. Purpose. The Beaver Area Teeball Softball Baseball Association (BATSBA) is being established to provide an environment where local youth can learn about the sport of baseball and softball, stay physically active throughout the calendar year, and create a connection to our community.

Article II Executive Board

Section 2.01. Membership. The Executive Board shall consist of the elected officers of the organization.

Section 2.02. Authority. The affairs, activities and operation of the organization shall be managed by the Executive Board. The Executive Board shall transact necessary business during the intervals between the meetings of the membership and such other business as may be referred to it by the membership or these bylaws. It may create standing and special committees, approve the plans and work of standing and special committees, prepare and submit a budget to the board for approval, and, in general, conduct the business and activities of the organization.

Section 2.03 Status. The Executive Board is expected to maintain the good standing of the organization in the eyes of the state and federal government. The Executive Board shall take all necessary actions to obtain and maintain the organizations tax-exempt status under Section 501(c)3 of the Internal Revenue Code, or the corresponding section of any future federal tax code. The board shall ensure timely filings of all required federal and state tax returns, reports, and other documentation necessary to maintain tax-exempt status, including but not limited to the annual Form 990 series returns. The treasurer, in conjunction with the Board, shall oversee compliance with all federal, state, and local reporting requirements and maintain appropriate records demonstrating such compliance. The Board shall promptly review and respond to any correspondence from the taxing authorities regarding the organization's exempt status and take appropriate corrective action if necessary. Any potential threat to the organization's tax-exempt status shall be reporting to the entire Board immediately for review and action.

Section 2.03. Meetings. The Executive Board is expected to hold public meetings at a frequency suitable for the general operating environment. Meetings can be held monthly or at least four times per year depending on business environment or time of year.

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Section 2.04. Quorum. A quorum of the Executive Board for the conduct of business shall consist of at least six (6) officers in attendance.

Section 2.05. Action Without a Meeting. Any action required or permitted to be taken at a meeting of the Board of Directors (including amendment of these bylaws) or of any committee may be taken without a meeting if all the members of the Board or committee consent to taking the action without a meeting and to approving the specific action. Such consents shall have the same force and effect as a unanimous vote of the Board or of the committee.

Section 2.06. Participation in Meeting by Video or Audio Conference Call. Members of the Executive Board may participate in a meeting through use of video or audio software/applications or similar communications equipment, so long as members participating in such meeting can hear one another.

Section 2.07. Reimbursement. Executive Board members shall serve without compensation with the exception that expenses incurred in the furtherance of the organization's business are allowed to be reimbursed with documentation in accordance with the organization's financial policies, and prior approval.

Section 2.08 Transition. All officers, directors and commissioners will relinquish all records pertaining to said office or committee to the newly elected President, or as directed, not later than two (2) weeks after the annual election.

Section 2.09 Absenteeism. Any board member who misses four (4) meetings, either Board or General Membership meetings, during a calendar year, would go on probation, and if that person would miss another meeting, he/she would remove himself/herself from the Board of Directors. Any board member who cannot attend a scheduled meeting should notify the Secretary in advance.

Section 2.10 Resignation / Vacancies. Any vacancies occurring on the Board shall be filled by appointment of the Board of Directors by a two-third (2/3's) majority vote of the Board. Appointees to vacancies shall serve out the un-expired term of that position to September's membership meeting.

Section 2.11 Non-Voluntary Vacancy. Any member of the Board of Directors may be removed from office and relieved of all duties by majority vote of the membership present at any general or special meetings of BATSBA, provided that notice of the proposed removal is given to the President in order that notice may be given in the call of the meeting.

Article III Officers and Their Elections

Section 3.01. Officers. The officers of this organization shall include one President, one or more Vice Presidents, a Secretary, a Treasurer, T-ball commissioner, Baseball

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commissioner, and Softball commissioner, and such additional officer(s) as may be elected or appointed by the Executive Board from time to time.

Section 3.02. Election. Elections will be held during the October meeting. Immediately following nominations, the president or vice president will conduct a verbal vote. The secretary will record the totals. In the case of multiple candidates, the candidate with the most votes wins. Ties will be broken by the president, or if the president is involved, the vice president will break ties. Any member of the committee who is running for a board position is not permitted to be involved in the election activities.

Section 3.03. Term. Officers shall serve a two-year term. Officers may be elected for up to two consecutive terms in the same office.

Section 3.04. Vacancies. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the Executive Board.

Article IV Membership

Section 4.01. Purpose. A general member is anyone who is interested in the purpose of the organization and is willing to subscribe to its guidelines and Little League and Softball Official Regulations.

Section 4.02. Voting. A voting member is any general member that is the parent or legal guardian of any child officially registered and participating in the current season. In the event of an off-season vote, a member who had a child registered and participating during the previous season, and/or is an officer or a board approved coach are eligible to vote.

Section 4.03. Eligibility. Each family is entitled to have one vote in voting matters.

Section 4.04. Participation. The acceptance of membership obligates the member to comply with the provisions of these Articles and Bylaws and any Rules and Regulations of the BATSBA as they shall be promulgated.

Article V Duties of Officers

Section 5.01. President. The President shall be the principal executive officer of the organization and, subject to the control of the Executive Board shall in general supervise and control all the activities of the organization. The President shall be a member of the Executive Board and, when present, shall preside at all meetings of the Executive Board and all meetings of the membership. The President shall be an ex-officio member of all committees of the organization.

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Section 5.02. Vice-President(s). The Vice-President shall be a member of the Executive Board and, in the absence of the President, shall perform the duties of the President. The Vice-President shall perform such other duties as are assigned by the President or the Executive Board.

Section 5.03. Secretary. The Secretary shall be a member of the Executive Board. The Secretary shall keep the minutes of the proceedings of the membership and the Executive Board, shall see that all notices are duly given in accordance with these Bylaws, shall be responsible for the publishing of meeting minutes, shall manage and keep an accurate tally of the volunteer records and, in general, perform all duties incident to the office of Secretary and such other duties as may be assigned by the President or the Executive Board.

Section 5.04. Treasurer. The Treasurer shall be a member of the Executive Board. The Treasurer is the authorized custodian to have oversight of all funds of the organization in accordance with the organization's financial policies. The Treasurer will organize, document, and record all financial activities. The Treasurer will be diligent and conscientious in ensuring all funds are received and spent in accordance with the organization's tax-exempt purpose, bylaws and budget. The financial records belong to the organization and must be available to the other officers and members upon request.

The Treasurer shall:

- Prepare an annual budget for review and approval by the Executive Board.
- Ensure that numbered receipts are provided for cash received by the organization.
- Ensure that all funds are timely deposited in the organization's authorized bank account(s).
- Present a written financial report (including income and expenditures and comparing budgeted amounts to actual year-to-date amounts), at least once every three months at a meeting of the Executive Board and at other times as requested by the Executive Board.
- See that an annual financial review or audit, as appropriate based on budget size, is conducted and presented to the Executive Board, and other stakeholders.

Section 5.05 League Directors. League Directors shall be a member of the Executive Board. Commissioners are responsible for overseeing specific age divisions and sports programs within the organization. Each Director shall be appointed by the Board of Directors and shall serve as the primary administrator for their respective division (Teeball, Softball, Baseball).

Section 5.06 Fundraising Director. The Fundraising Director shall be a member of the Executive Board. The Fundraising Director serves as the chief fundraising strategist and coordinator for the organization, responsible for developing and implementing comprehensive fundraising initiatives to support league operations, maintain affordable participation fees, and enhance program quality. This position works closely with the

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Treasurer, President, and other Board members to establish fundraising goals, manage sponsor relationships, and ensure the organization's financial sustainability.

Section 5.07 Volunteer Director. The Volunteer Director shall be a member of the Executive Board. The Volunteer Director serves as the primary coordinator for all volunteer recruitment, management, and recognition efforts across the organization. This position is crucial for ensuring adequate volunteer staffing for games, tournaments, concessions, field maintenance, and special events. The Volunteer Director works closely with League Commissioners, the Board, and community to maintain an engaged volunteer group that supports the organization's daily operations and long-term success.

Section 5.08 Field Maintenance Director. The Volunteer Director shall be a member of the Executive Board. The Field Maintenance Director is responsible for overseeing the safety, playability, and maintenance of all playing fields and related facilities. This position ensures that all fields meet safety standards and league specifications while coordinating both routine and long-term maintenance needs. The Field Maintenance Director works in conjunction with the community, Commissioners, the Volunteer Director, and local facility partners to maintain high-quality playing surfaces and facilities throughout the season.

These duties and responsibilities of the BATSBA officers are subject to change or modification by action of the Board of Directors.

Article VI Finances

Section 6.01. Budget. The Executive Board shall prepare and approve an annual budget. This budget shall be used to guide the activities of the organization during the year, including serving as approval for anticipated expenditures. Any substantial deviation from the budget must be approved in advance by the Executive Board.

Section 6.02. Obligations. The Executive Board may authorize any officer or officers to enter into contracts or agreements for the purchase of materials or services on behalf of the organization.

Section 6.03. Loans. No loans shall be made by the organization to its officers.

Section 6.04. Checks. All checks, drafts, or other orders for the payment of money on behalf of the organization shall be signed by the Treasurer or by any other person as authorized by the board and the custodian financial institution.

Section 6.05. Banking. The Treasurer shall ensure that all funds of the organization are timely deposited to the credit of the organization in such banks or other depositories as determined by the Executive Board. All deposits and disbursements shall be documented by a receipt, an invoice, or other written documentation. Sequentially numbered receipts shall be provided, with a copy kept, whenever cash is turned over or collected. All deposits and/or disbursements shall be made as soon as practicable upon receipt of the funds. If debit or

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credit cards are established in the name of the organization, a policy approved by the Executive Board shall be developed and used that includes a list of the authorized users, daily/monthly/annual spending limits, and review and oversight provisions. No personal charging on the card by the authorized users shall be allowed.

Section 6.06. Financial Controls. The organization shall adopt appropriate financial controls to ensure the integrity of its funds. Specifically, without limitation, the organization shall maintain separation of financial controls so that, minimally:

- All expenses greater than \$2,500 must be approved by the Executive Board,
- An officer or other person without check signing authority designated by the Executive Board shall review and reconcile all bank statements monthly; and,
- A committee of at least two (2) persons without check signing authority shall annually audit all corporate finances or hire and supervise an outside accountant or auditing firm to conduct a review of corporate financial records.

Section 6.07. Financial Report. The Treasurer shall present a financial report at each Executive Board meeting of the organization and prepare a final report at the close of the year in accordance with the organization's financial policies. The Executive Board shall have the report, and the accounts examined annually.

Section 6.08. Fiscal Year. The fiscal year of the organization shall be from January 1 to December 31 but may be changed by resolution of the Executive Board.

Article VII Conflicts of Interest

Section 7.01. Existence of Conflict, Disclosure. Directors, officers, employees and contractors of Organization should refrain from any actions or activities that impair, or appear to impair, their objectivity in the performance of their duties on behalf of the organization. A conflict of interest may exist when the direct, personal, financial or other interest(s) of any director, officer, staff member or contractor competes or appears to compete with the interests of the Organization.

Section 7.02. Nonparticipation in Vote. The person having a conflict shall not participate in the final deliberation or decision regarding the matter under consideration and shall retire from the room in which the Board is meeting.

However, the person may be permitted to provide the Board with all relevant information.

Section 7.03. Minutes of Meeting. The minutes of the meeting of the Board shall reflect that the conflict was disclosed, and the interested person was not present during the final discussion or vote and did not vote on the matter.

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Article VIII Coaches

Section 8.01 Minimum Expectations. All coaches must inherently agree with the following:

- **Code of Conduct:** All coaches within the organization shall uphold the highest standards of conduct and professionalism. This includes using respectful language and positive coaching techniques in all interactions, while treating all participants, officials, and families with respect. The primary responsibility of each coach is to prioritize participant development while balancing competitiveness. This commitment includes development opportunities for all participants, maintaining all required certifications and safety training, and establishing effective communication channels with participants and parents. Any safety concerns or misconduct must be reported to organizational leadership immediately.
- **Background Check Requirement:** Agree to and provide supporting documentation that all background check and clearances are valid and up to date.
- **Commitment to Safety & Fairplay:** The organization maintains an unwavering commitment to participant safety and fair play through comprehensive safety requirements. These requirements include mandatory background checks for all coaches and volunteers, regular equipment and facility safety inspections, documented emergency protocols, and maintenance of appropriate coach-to-participant ratios. Fair play standards are fundamental to our organization's mission. The organization ensures implementation in age-appropriate divisions and competition structures, recognizes and rewards good sportsmanship, and strictly prohibits dangerous or aggressive play in all activities.

Section 8.01. In-house. All in-house coaches will be selected by the commissioners of their respective leagues, with the consultation and consent of the board. The commissioners will bring any coaching problems to the board, and a solution to the problem must be passed by a majority vote.

Section 8.02. County / All Stars. All County League coaches will be voted on by the board members at a previously announced spring meeting. Anyone interested in coaching the baseball, Teeball or softball teams must submit a letter of intent at the time of league registration. This process will be done each year.

Section 8.03. Tournament. All tournament or travelling team coaches must also be approved by a majority of the entire board. Anyone interested in coaching one of these teams must also submit a letter of intent at or prior to the June meeting. Tournament coaches will be elected at or prior to the June meeting. A special vote will be scheduled in the case of a travelling team.

Article IX League Rules

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Section 9.01 County Rules. For Legion, Colt, Pony and Fastpitch Softball, County League rules apply.

Section 9.02 In-house Rules. For all in-house leagues, head coaches and commissioners will decide on any rules that are different from the standard Little League or Fastpitch Rules. The commissioners are responsible for printing these modifications and delivering them to the coaches and umpires.

Article X Player Draft

Section 10.01 Procedure. All draft procedures are held in conformance with rules set forth by the applicable league. For instance, softball draft rules will follow rules set forth by Beaver County Fast Pitch Softball League. For Coach Pitch, Minor and Little Leagues, our in-house rules apply. Those rules are to always be posted on website.

Section 10.02 Assistants. A Head Coach may choose 1 (one) Assistant Coach prior to the draft. The remaining Assistant coaches should not be chosen until after the draft. The relatives of any assistant coaches chosen before the draft are not necessarily on their team.

Section 10.03 Exceptions. It is not necessary for T-Ball to hold a try-out or player draft.

Article XI Conflict Resolution

Section 11.01 Resolution Process. Disputes between members, players, coaches, or officials shall be resolved as follows:

1. Parties shall first attempt to resolve disputes through direct communication.
2. If unresolved after 7 days, the matter shall be referred to the League Commissioner, who shall meet with all parties and attempt to mediate a solution.
3. If Commissioner mediation fails, the Executive Board shall:
 - a. Review the dispute
 - b. Hold a hearing where all parties may present their case
 - c. Issue a written decision within 7 days

Section 11.02. Emergency Actions. The President may take immediate temporary action in cases involving safety concerns or serious misconduct, pending Board review.

Section 11.03. Appeals. Parties may appeal Board decisions within 14 days. Appeals require a majority vote at a membership meeting to overturn the Board's decision.

Article XI Indemnification

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Every member of the Executive Board, officer or employee of the Organization may be indemnified by the Organization against all expenses and liabilities, including counsel fees, reasonably incurred or imposed upon such members of the Board, officer or employee in connection with any threatened, pending, or completed action, suit or proceeding to which she/he may become involved by reason of her/his being or having been a member of the Board, officer, or employee of the Organization, or any settlement thereof, unless adjudged therein to be liable for negligence or misconduct in the performance of her/his duties. Provided, however, that in the event of a settlement the indemnification herein shall apply only when the Board approves such settlement and reimbursement as being in the best interest of the Organization. The foregoing right of indemnification shall be in addition and not exclusive of all other rights which such member of the Board, officer or employee is entitled.


Article XII Amendments

These Bylaws may be amended at any regular or special meetings of the membership by a majority vote of the members present, provided that at least thirty (30) days' notice of the proposed amendments has been made to the membership, or alternatively the membership waives the required notice.

Article XIII Repealer

All prior By-Laws and/or Articles of BATSBA are hereby repealed and replaced in their entirety by these Articles of Organization and By-Laws.

The undersigned officers of the Brighton Township Baseball/Softball Club do hereby adopt approve and certify these Articles of Organization and By-Laws on February [DD], [YYYY].



Joe Espey, President

Date: 3-11-25



Wes Briggs, Secretary

Date: 3-11-25

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Tim Cienkowski, Treasurer

Date: 3/10/2025