

CRANBERRY TOWNSHIP ATHLETIC ASSOCIATION

BY LAWS

October 12, 2008

Article 1. Name

The name of the organization shall be the CRANBERRY TOWNSHIP ATHLETIC ASSOCIATION (CTAA).

Article 2. Objective

- a. The objective of the CTAA shall be to implant firmly in the boys and girls of the community, the ideals of good sportsmanship, honesty, loyalty, courage, and reverence, so that they may be finer, stronger and happier children, and will grow to good, healthy men and women.
- b. This objective will be achieved by providing competitive sports. The CTAA shall bear in mind that the attainment of exceptional athletic skills, or the winning of the games, is secondary to the primary goal of molding men and women.

Article 3. Government

a. Executive Board

1. The overall government of the CTAA shall be under the supervision of the Executive Board. This board shall consist of the elected positions of:

President
Vice President, Coordinator of Boys' Baseball
Vice President, Coordinator of Girls' Softball
Vice President, Operations
Vice President, Administration
Vice President, Finance
Secretary

2. The Executive Board is subject to approval of criminal history clearances.

3. Duties of Officers

a. Duties of the President

1. To preside at all Board of Directors and General meetings of the CTAA.
2. To convene Review Board, if deemed necessary.
3. To appoint all special committees as deemed necessary to carry out the work of the CTAA.
4. To be a member, ex-officio, of all committees, except Nominating Committee.
5. To be the spokesperson of the organization.

b. Duties of the Vice President, Baseball

1. To assist the President.
2. To conduct the business of running the boys baseball leagues of the CTAA.
3. To submit names of candidates for positions of coordinators to the Executive Board for approval.
4. To communicate activities to the President.

5. The Vice President shall also hold a minimum of one meeting each fall open to all current members of the organization. The purpose of which is to review and discuss the policies and procedures relevant to Baseball league organizational structure. This open rules review committee may by a simple majority consensus bring proposals for changes to the Baseball policy and procedures. If a majority of the Executive Board approves and agrees with their proposed changes, the proposal will be brought before the membership at the next general CTAA meeting for a vote.

c. Duties of the Vice President, Softball

1. To assist the President.
2. To conduct the business of running the girls softball leagues of the CTAA
3. To submit names of candidates for positions of coordinators to the Executive Board for approval.
4. To communicate activities to the president.
5. The Vice President shall also hold a minimum of one annual meeting each fall open to all current members of the organization. The purpose of which is to review and discuss the policies and procedures relevant to Softball league organizational structure. This open rules review committee may by a simple majority consensus bring proposals for changes to the Softball policy and procedures. If a majority of the Executive Board approves and agrees with their proposed changes, the proposal will be brought before the membership at the next general CTAA meeting for a vote.

d. Duties of the Vice President, Communications.

- 1. To assist the president.**
2. To record the proceedings of the Board of Directors and General meetings.
3. To be responsible for maintaining membership attendance records of the General meetings.
4. To conduct the general correspondence activities of the CTAA (*i.e.* letters, newspaper articles)
5. To conduct all internal correspondence activities of the CTAA
6. To keep a complete file containing all letters and correspondence to the CTAA.

e. Duties of the Vice President, Finance

- 1. To assist the president.**
2. To collect all moneys of the CTAA and deposit them into the appropriate CTAA bank account.
3. To pay all bills approved for payment by the membership. Checks are to be cosigned by two of the following President, Vice President-Baseball, Vice President-Softball, and Treasurer.
4. To keep the accounts of the CTAA and present a financial report at each meeting.
5. Identify and submit the names of candidates for positions on the Board of Directors

in financial areas, such as Fund Raising, Signs & Sponsors, Capital Improvements, etc.

f. Duties of the Vice President, Operations

1. To assist the president.
2. Identify and submit the names of candidates for the Board of Directors in areas that are responsible for the “on the field” activities of the association, such as Equipment, Field Maintenance, Umpires, etc.
3. Act as the primary contact and resource for the positions identified above.

g. Duties of the Vice President, Administration

1. To assist the president.
2. Identify and submit the names of candidates for positions on the Board of Directors in areas that are responsible for the administrative activities of the association, such as Registration, etc.
3. Act as the primary contact and resource for the positions identified above.

4. Board of Directors

- a. The Board of Directors will consist of the Executive Board and appointed positions:
Assistant Vice President, Baseball
Assistant Vice President, Softball
Capital Improvements
Concession Stand
Equipment
Field Maintenance
Fund Raising
League Coordinators
Miracle League Coordinator
Registration
Signs & Sponsors
Tournaments
Travel League Coordinator, Baseball
Travel League Coordinator, Softball
Umpires
Uniforms
- b. Persons appointed to the Board of Directors will be subject to approval by a majority vote of the Executive Board.
- c. Depending on circumstance concerning any of the above positions as determined by the Executive Board, a position may or may not be appointed in any given year.

- d. The Executive Board will identify by description each Directors' responsibility and duties.
 - e. Once appointed, members of the Board of Directors will begin a one year term beginning the first Board Meeting in November, or thereafter when appointed, until the following years November Board meeting.
5. **Board Voting Eligibility** – in order to be eligible to vote on board issues, members of the Board of Directors, including the Executive Board, must meet the following requirements.
- a. Members of the Board of Directors are eligible to vote immediately upon either their election for Executive Board members, or immediately upon their approval by the Executive Board for all other members.
 - b. If a voting member misses two (2) consecutive meetings they will become a non-voting member until such time that they attend two (2) consecutive meetings. The association secretary shall keep attendance records for all such meetings.
 - c. For the purpose of meeting this requirement the attendance at either the Board **or** General Meeting in any given month shall qualify.
 - 1. attending the January Board Meeting and the January General meeting shall **not** count as two meetings.
 - 2. attending the January Board Meeting and the February General meeting shall count as two meetings.

6. Elections

- a. Election of officers shall take place at the October general meeting.
- b. Nominations
 - 1. A nominating committee shall be appointed at the August general meeting.
 - 2. Nominations will close on October 1st.
 - 3. Nominations must be accepted or declined at least one (1) week prior to the election. Nominations from the floor may be taken in the event that there are no candidates for a position.
 - 4. In order to be nominated a candidate must be eligible to vote at the close of nominations. In the event that no eligible candidates are nominated the Board of Directors may vote to approve the nomination of a member who does not meet this requirement.
- c. Newly elected officers will begin their one-year terms as of the November board meeting.

Article 4. Meetings

- a. The CTAA will hold a monthly general membership meeting at a time and place set by the Executive Board. The monthly meeting may be canceled by a simple majority vote of the members present at the preceding meeting, or by decision of the Executive Board.
- b. The Board of Directors shall meet monthly prior to the membership meeting, in a public place,

as announced at the previous membership meeting. A majority of the Board shall constitute a quorum, and a majority of those present shall govern, except as otherwise specifically provided.

- c. Special meetings may be called at any time by the President or upon written request by at least three (3) members of the Board of Directors.
- d. Robert's Rules of Order shall govern all meetings except where it conflicts with the by-laws of the CTAA

Article 5. Review Boards

a. Manager Selection

- 1. A Review Board consisting of the Board of Directors will be established to approve all appointments to the positions of manager. They will meet in a closed session for this purpose. League coordinators will bring managerial candidates forward. A minimum of five (5) shall constitute a quorum for this Board. A league manager application must be completed and submitted to the Executive board for approval. Any manager not receiving enough votes for approval will be contacted and given the opportunity to attend a second meeting where he may request a second vote. At this second meeting, the President will inform the candidate of the Board's concern and also give the candidate an opportunity to speak on his behalf. Board members may ask questions of the candidate. Once the candidate and Board are satisfied with their discussion, the President will dismiss the candidate from the meeting prior to asking for a second vote. No further discussion shall be held after the departure of the candidate from the meeting and before voting.
- 2. All candidates for managers for the CTAA shall be subjects to criminal history review in accordance with the guidelines.
 - a. each manager will submit the appropriate criminal history report application to the Association
 - b. the Association Security/Clearance officer will review this forms and report any findings to the President and the Vice President of the appropriate league.

b. Grievance Boards

- 1. The Board of Directors shall also meet as a Review Board in the event of grievances regarding individual managers, coaches, or league coordinators. A majority of the Board shall constitute a quorum. The following procedure will be followed:
 - a. A written grievance will be filed with the CTAA President.
 - b. The individual will be informed of the complaint.
 - c. All interested parties will be invited to present their grievances, and discuss the complaint before the Executive Board, and respective coordinator. This will be done in a closed meeting where only the parties concerned shall be present. The Executive Board will rule on the complaint and decide an outcome, as well as suggest changes in the individual's behavior. The individual, as recommended in private by the Executive Board, may voluntarily accept any suspensions, demotions or other disciplinary actions. If the individual then disagrees with the Executive Board's decision an open hearing including the Board of Directors will be held.
 - d. At this extended hearing, the grievance is read and each party has an opportunity to

present its explanation of the circumstance. The Board of Directors will rule on the validity of the complaint with respect to the CTAA policy and procedures as well as By-Laws. Based on all the information received a decision whether disciplinary action is relevant, and the nature of such action will be decided by a majority vote of attending Board members. If the offending individual after given one (1) opportunity to conform to the decision of the Review Board, is found not to conform per the Board's decision, the individual will then be removed from his/her CTAA position, and or the CTAA at large. Decisions by the entire Board of Directors will be binding.

- c. The Board of Directors, by a two thirds (2/3) vote at any duly constituted meeting, shall have the authority to suspend or expel any member whose conduct is considered detrimental to the organization.
- d. The Board of Directors shall, upon evidence of the misconduct of any boy or girl, notify the child's parents within 24 hours of such misconduct. The parents shall appear before the Board with the boy/girl to discuss the misconduct charges.

Article 6. Membership

a. Resident Policy

1. Residents of Cranberry Township or Seven Fields - Any boy or girl residing within Cranberry Township, Seven Fields, or participated in the 1999 spring season shall be permitted to participate within the CTAA.
 - a. The parents/guardian of all boys and girls participating in the spring programs offered by the CTAA are considered members and may attend all meetings. Voting members:
 1. In order to become a voting member a person must attend three (3) consecutive General meetings, and will be eligible to vote at this third meeting.
 2. If a voting member misses three (3) consecutive General meetings, he/she shall become a non-voting member until such time as they attend the required three (3) consecutive General meetings. The Recording Secretary shall keep attendance records of all meetings.
 3. In the case of a sitting member of the Board of Directors attendance of the monthly board meeting will be counted towards the attendance requirement. Attendance at a board meeting will be used in place of, not in addition to, the general meeting.
 4. The term of membership is from the time the member registers until the close of registration the following spring season.

b. Non-Resident Policy

1. Any boy or girl not residing within Cranberry Township or Seven Fields will be subject to board approval prior to being eligible to participate in the CTAA.
 - a. Non-resident players are subject to approval each year.
 - b. Non-resident players participating in leagues that have in-house programs are NOT eligible to participate on travel teams during their first year of participation in the CTAA.
 1. If there is a shortage of eligible players for a travel team during any given year this rule may be waved.

2. Parents/guardian of non-resident players are not eligible to become voting members.

Article 7. Financial Policy

- a. January 1 through December 31 will be the CTAA fiscal year.
- b. The voting membership shall decide all matters that pertain to the finances of the association, with the exception of normal everyday expenditures. All income shall be placed in a common treasury, and will be dispensed in such a way that no individual or team shall gain an advantage over another.
- c. A separate account shall be kept for capital expenditures funding purposes.
- d. All purchases (excluding routine purchases for the operation of the concession stand) that are to be made, or requested to be made, in excess of \$100.00 must have a minimum of two (2) bids and be submitted to the Executive Board. The most reasonable bid will be accepted. The CTAA will try to deal with local businesses whenever possible.
- e. Any donation request above one hundred (\$100.00) dollars must first be submitted to the Executive Board. The donation and the amount will then be presented at two (2) consecutive general meetings, with a vote taken at the second meeting. A majority of the voting members in attendance will determine the outcome.

Article 8. Game Rules

- a. Leagues shall follow the rules of the association that they are participating in, such as PONY Baseball, ASA Softball, or Little League. Each League may make local exceptions and rules, but the Board of Directors must approve such changes. Any request for a rule exception must be made early enough that the Board can make a decision before the first game of the season.

Article 9. Policy Manual

- a. CTAA Policy Manual will have Guidelines for League Structures, Trophies Awards, Traveling Tournament Team Selection Process, Manager Responsibilities, Concession Stand Procedures and any other relevant policies followed by the leagues.
- b. Board of Directors will enforce the Policy Manual. Changes can be made by a vote of the CTAA general membership at the general session with 2/3 of eligible voters constituting a majority.

Article 10. Dissolution

- a. The CTAA prohibits the use of any surplus funds for private inurnment to any person(s) in the event of sale or dissolution of the institution.