

# **Pennsbury Athletic Association**

## **By – Laws**

### **PREAMBLE**

The Pennsbury Athletic Association is an independent volunteer organization which derives its support from contributions, membership fees, and receipts from activities related to its function.

The goals of the Association are to instill in the youth of the area ideals of sportsmanship, honesty, loyalty, courage, and competitive spirit through active participation in baseball and softball activities. The aim of the Association is to assist these youth in developing mentally, physically, and morally so that they will become better citizens of the community and the country.

**ARTICLE I**

**NAME AND ADDRESS:**

SECTION 1.01                      Name

This association shall be know as the PENNSBURY ATHLETIC ASSOCIATION (the "PAA").

SECTION 1.02                      Address

The office of the PAA shall be at a place to be designated by the Board of Directors, which may change from time to time at the Board's discretion.

Currently the mailing address for PAA is:  
PO Box 297  
Yardley, PA 19067

**ARTICLE II**

**GEOGRAPHIC APPLICABILITY**

SECTION 2.01                      Geographic Applicability

The PAA shall provide organized and supervised baseball and softball activities for youth residing in Yardley Borough, the Township of Lower Makefield, and certain areas of Falls Township and Morrisville Borough, as described by the governing organizations (such as Babe Ruth, ASA, etc).

**ARTICLE III**

**MEMBERSHIP**

SECTION 3.01

Each member of the PAA shall become a member at the time of registration of a participant in any baseball or softball activity and shall continue to be a member until the next year's registration of such activity. There shall be two classes of membership, senior and junior members. Senior members shall include parents and/or guardians of junior members, officers of the Board of Directors of the PAA, managers, coaches and team sponsors. Junior members shall include those individuals under the age of 19 who are registered in an activity sponsored by the PAA. Junior members shall be entitled to address a general membership or Board of Directors meeting.

**ARTICLE IV**

**THE EXECUTIVE BOARD & BOARD OF DIRECTORS**

**SECTION 4.01                      The Executive Board**

The governing body of PAA shall consist of the following officers:

- Commissioner
- Vice Commissioner of Administration
- Vice Commissioner of Softball
- Vice Commissioner of Baseball
- Secretary

**SECTION 4.02                      The Board of Directors**

The Board of Directors made up of the following officers:

- Commissioner
- Vice Commissioner of Administration
- Vice Commissioner of Softball
- Vice Commissioner of Baseball
- Secretary
- Director of Officials
- Director of Tournaments/Travel – Baseball
- Director of Tournaments/Travel – Softball
- Director of Finance
- Legal Counsel
- Facilities Director
- Uniform and Equipment Director
- Registration Director
- Sponsor Director
- Treasurer
- Boys Instructional Director
- Minor Boys Director
- Major Boys Director
- Senior Boys Director
- Girls Instructional Director
- Minor Girls Director
- Major Girls Director
- Senior Girls Director

**SECTION 4.03                      Elected and Appointed Officers**

All of the officers of the Board of Directors are elected positions except Legal Counsel, which is an appointed position.

SECTION 4.04 Nomination of Officers

Nominations for all officers serving on the Board of Directors shall be presented at the September General Membership meeting. Additional nominations will not be accepted after the September meeting. Any senior member present at the annual organizational meeting may nominate one or more persons for any individual office. Each such nomination must be seconded by a senior member in attendance at such meeting.

SECTION 4.05 Election of Officers

Election of officers shall take place at the Annual Organizational Meeting to be held each October.

ARTICLE IV THE BOARD OF DIRECTORS

SECTION 4.05 Duties of the Officers of the Board of Directors

The Commissioner: The Commissioner shall be the Chief Executive Officer of the PAA and shall preside at all general membership, Board of Directors and special meetings of the PAA. S/he shall be empowered to appoint permanent or special committees, and shall settle all disputes. S/he will be an alternate signer on all checks issued by the PAA.

Vice Commissioner of Administration: The V.C. of Administration shall be responsible for the coordination responsible for the management of equipment and uniforms for the PAA. S/he shall also be responsible for purchasing all uniforms, equipment and supplies to maintain the facilities used for all activities sponsored by the PAA. The following officers of the Board of Directors will work with this officer to accomplish the above responsibilities:

Facilities Director  
Uniform and Equipment Director

Director of Finance: The Director of Finance will be responsible for management of financial aspects of the PAA. This shall include management of the registration process, the acquisition of all sponsors and the payment of all expenses incurred by the PAA. S/he shall also be responsible for preparing the annual budget and all financial statements. The following officers of the Board of Directors will work with this officer to accomplish the above responsibilities:

Registration Director  
Sponsor Director  
Treasurer

Vice Commissioner of Softball: The V.C. of Softball is responsible for coordinating all activities related to the Girls Softball Program. The following officers of the Board of Directors will work with this officer to accomplish the above responsibilities:

Instructional Director  
Minor Girls Director  
Major Girls Director  
Senior Girls Director  
Director of Girls Travel & Tournaments

Vice Commissioner of Baseball: The V.C. of Baseball is responsible for coordinating all activities related to the Boys Baseball Program. The following officers of the Board of Directors will work with this officer to accomplish the above responsibilities:

Instructional Director  
Minor Boys Director  
Major Boys Director  
Senior Boys Director  
Director of Boys Travel & Tournaments

Director of Officials: The Director of Officials is responsible for management of all activities related to the game officials. These activities include procurement, training and scheduling of all officials used in PAA activities. S/he will be the final arbitrator in all protests.

Secretary: The Secretary shall record the minutes of each PAA meeting and shall take care of all correspondence on behalf of the PAA. The Secretary shall also be responsible for all activities related to public relations for the PAA. The following officer of the Board of Directors will work with this officer to accomplish the above responsibilities:

#### **ARTICLE IV**

#### **THE EXECUTIVE BOARD & BOARD OF DIRECTORS**

##### SECTION 4.06                      Voting

The Executive Board will be responsible for rendering and implementing policy. In the event, the Board of Directors disagrees with a decision made by the Executive Board, the Board of Directors can overrule the Executive Board. In order to overrule a decision, 2/3 of the Board of Directors must agree.

##### SECTION 4.07                      Succession of Officers

In the absence or vacancy of the Office of Commissioner the following succession will be used:

Vice Commissioner of Administration  
Director of Finance  
Secretary

#### **ARTICLE V**

#### **MEETINGS**

##### SECTION 5.01                      Annual Organizational Meeting

There shall be an annual meeting of the general membership of the PAA to be held on the second Thursday of September of each year, or at such other time as the Board of Directors shall designate.

##### SECTION 5.02                      Board of Directors Meeting

The Board of Directors shall meet regularly on the second Thursday of each month, or at such other time as it may designate.

**SECTION 5.03                      Special Meetings**

The Board of Directors or the Commissioner may, from time to time, call a special meeting of the Board of Directors or General Membership.

**SECTION 5.04                      Notice of Regular or Special Meetings**

Notice of any regular meeting of the General Membership or the Board of Directors or a special meeting of the General Membership shall be published at least one week before such meeting in a newspaper of local circulation. Special meetings of the Board of Directors do not require such notice unless matters will be discussed that adversely affect the General Membership. The Secretary will be responsible for contacting each Board member for such special meetings.

**ARTICLE V                      MEETINGS**

**SECTION 5.06                      Calling of Special Meetings**

Ten (10) senior members of the PAA may petition the Board of Directors at a regular or special meeting for a designated purpose. If such purpose constitutes business within the general purposes of the PAA, the Board of Directors shall set a time and place to hold such special meeting.

**ARTICLE VI                      TERM OF OFFICERS AND VACANCIES**

**SECTION 6.01                      Term of Officers**

Each officer shall serve for a period of one year from the date of his/her election or until a successor is elected and qualified. No officer of the Board of Directors shall serve in the same position for more than four (4) consecutive years.

**SECTION 6.02                      Vacancies**

If an office is vacant for any reason, the Commissioner, with the advice and consent of the Board of Directors, shall appoint a replacement who shall be vested with the same power of the office to which s/he is being entrusted. Such replacement shall serve until his/her successor is elected and qualified. The Commissioner shall be obligated to replace all officers.

**SECTION 6.03                      Forfeiture of Office**

Any officer who fails to attend two (2) consecutive meetings of the PAA, shall, by a vote of the Board of Directors, be asked to resign his/her office. Any officer who acts in such a manner as to bring discredit to the PAA or is an officer of an organization whose aims and objectives are not in concert with those of the PAA may, by a vote of the Board of Directors, be asked to resign his/her office.

**ARTICLE VII**                      **PERMANENT COMMITTEES**

SECTION 7.01                      Appointment of Committees

The Commissioner shall appoint members of all permanent committees, who shall be senior members of the PAAA.

**ARTICLE VII**                      **PERMANENT COMMITTEES**

SECTION 7.02                      Permanent Committees

- A.     The Executive Committee: The Executive Committee shall consist of the following officers: Commissioner, Vice Commissioner of Baseball, Vice Commissioner of Softball, Vice Commissioner of Administration and Secretary. The Commissioner shall act as Chairperson of this Committee. The Executive Committee will be responsible for formulating policies and procedures for the organization. This committee shall meet on a monthly basis prior to the regularly scheduled meeting of the Board of Directors.
  
- B.     Audit Committee: The Audit Committee shall consist of three (3) senior members of the PAA, with an officer serving as Chairperson. The Commissioner, Vice Commissioner of Finance and the Treasurer shall not serve on this committee. It shall be the function of this committee to audit the financial records of the PAA and present its report and recommendation to the Board of Directors at its regular October meeting.
  
- C.     By-Laws and Rules Committee: The By-Laws and Rules Committee shall consist of two (2) senior members of the PAA and Legal Counsel and shall be chaired by the Secretary. It shall meet from time to time to discuss and report to the Board of Directors on any matters that may impact the PAA. It shall also issue written interpretations of the By-Laws of the PAA.
  
- D.     Budget Committee: The Budget Committee shall consist of two (2) senior members of the PAA, Vice Commissioner of Finance and Treasurer. It shall be the function of this committee to review all of the prepared budgets and present its report and recommendations to the Board of Directors at its regular October meeting.
  
- E.     Liaison Committee: The Liaison Committee shall consist of two (2) senior members of the PAA with the Public Relations Director serving as Chairperson. It shall be the function of this committee to present the interest of the PAA to the local government agencies.

**ARTICLE VIII**                      **FINANCIAL TRANSACTIONS AND BUDGETING**

SECTION 8.01                      Accounting System

The Director Finance of Finance and Treasurer shall set up an accounting system with the approval of the Board of Directors.

SECTION 8.02                      Annual Budget

Each Vice Commissioner shall cause an operating budget forecast to be prepared and submitted to the Vice Commissioner of Finance not later than the August meeting of the Board of Directors each year, or such other time as the Board of Directors shall designate. The operation budget forecast shall include such expense items as uniforms, equipment, officials and general expenses necessary to run such programs for the oncoming year.

**ARTICLE VIII                      FINANCIAL TRANSACTIONS AND BUDGETING**

SECTION 8.03                      Capital Budget

By October 1 of each year, the Director of Finance and Treasurer shall prepare a capital budget forecast which shall include major capital expenses, insurance and the like.

SECTION 8.04                      Approval of Forecasts

The Executive Board shall discuss and approve the operating budget and the capital budget forecasts at its regular October meeting.

SECTION 8.05                      Approval of Financial Budget

Upon approval, no Vice Commissioner may incur an expense item in excess of ten percent (10%) of the approved line item for such expenditure without the prior approval of the Board of Directors.

SECTION 8.06                      Fundraising

All fundraising must be approved by Commissioner prior to its initiation.

**ARTICLE IX                      AMENDMENTS TO BY-LAWS**

SECTION 9.01                      Amendments

Amendments to the By-Laws may be proposed on motion duly made and seconded by any senior member of the PAA, must be read at two (2) consecutive meetings of the PAA, and must be passed by a 2/3 vote of all present and entitled to vote at said meeting.