

**PALMDALE PONY LEAGUE, INC.  
P.O. BOX 901945  
PALMDALE, CA. 93590**

**OFFICIAL CONSTITUTION OF THE PALMDALE PONY YOUTH BASEBALL LEAGUE**

**ARTICLE I**

**Name**

This organization shall be known as the Palmdale Pony League, Inc. a member of Pony Baseball Incorporated of Washington, Pennsylvania.

**ARTICLE II**

**STATEMENT OF POLICY**

Section 1 - It shall be the policy of the League to conduct its activities so that the physical and moral welfare of the young people for whose benefit it is organized shall remain paramount and all matters of policy shall be determined on that basis.

Section 2 - No person who is a member of, or who is employed by, or who is in any way connected with the League shall receive any personal financial benefit beyond the reasonable value of his or her services in carrying out the purpose for which the League has been organized. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.

Section 3 - In order to secure suitable and adequate financial backing to carry out the purpose of the League, it shall be the policy of the League to permit only such sponsorship as is consistent with the purpose for which the League is organized and to select sponsors who are interested in the League solely or principally as a means of contributing to the welfare of young people.

Section 4 - It shall be the policy of the League to prohibit any direct advertising of alcoholic beverages or tobacco products in connection with the League or any of its programs.

**ARTICLE III**

**PURPOSE**

Section 1- Youth baseball seeks to implant in the youth of the community, the ideals of sportsmanship, honesty, loyalty, courage and reverence so that they may be finer, stronger and happier youths who grow to be good, clean, healthy adults. This objective is strived for through the provision of supervised, competitive athletic games. The supervisors shall bear in mind at all times, that the attainment of exceptional athletic skills or the winning is secondary and that the molding of future citizens is of prime importance.

Section 2 - The purpose of the League shall be to organize and supervise the playing of baseball and girls softball under specialized rules and regulations, to secure suitable and adequate financial backing for these purposes, and to own, lease or otherwise provide suitable playing facilities and equipment for these purposes.

Section 3 - The corporation is organized and operated exclusively for charitable, religious, educational and scientific purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code of 1986, as amended.

Section 4- Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code of 1986, as amended, or shall be distributed to the federal government, or to a state or local government, for public purpose. Any such assets not so disposed of shall be disposed by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

## **ARTICLE IV**

### **MEMBERSHIP**

Section 1 - Volunteer adult leaders, parents or guardians of players, team sponsors and other financial contributors, managers, coaches and other interested adults shall be eligible for membership.

Section 2 - Membership may include parents of any child registered in the League, managers and coaches of teams in the League, all elected officers and members of the Board Of Directors, Committee people, and others.

Section 3 - Any youth meeting age and residence requirements as set forth in the official rules and regulations of Pony Baseball, Inc. shall be eligible for participation.

Section 4 - Members who are currently under suspension or serving any other disciplinary measures, are not eligible to vote.

## **ARTICLE V**

### **BOARD OF DIRECTORS**

Section 1 - An annual election will be held from the General Membership and a Board Of Directors shall be elected. The term of office for the Board Of Directors shall commence on August 1st. of each year and conclude on July 31st. of the following year.

Section 2 - At no time may the Board Of Directors have the team Managers or Coaches holding the majority of elective office on the Leagues Board. The President shall be allowed to manage. Division Vice Presidents or Player Agents shall not be allowed to manage in their respective divisions. In the event a conflict arises, the next succeeding officer with no conflict of interest, will assume presidential responsibilities for that division.

Section 3 - Palmdale Pony Youth Baseball Board Members shall not hold Board positions at other youth baseball leagues simultaneously.

Section 4 - Rank and Responsibility:

**PRESIDENT:** The president shall preside over all meetings of the Board Of Directors and will chair meetings of the Executive Board. Shall be Chief Executive Officer of the league and shall have general supervision, direction and control of the business and affairs of the league. Shall have at least one year prior Board experience.

The President of the League shall act as a liaison between the Palmdale Pony Board Of Directors, the City Of

Palmdale Department Of Parks and Recreation, and the Antelope Valley Union High School District for any information and decisions regarding Palmdale Pony League, Inc.

**VICE PRESIDENT:** In the absence of the President, shall perform all the duties of the President and when so doing, shall have all the powers and be subject to all restrictions placed upon the President. While the President is performing his/her official duties, the Vice President shall observe all rules and regulations as set forth by the President. Shall also chair the All-star Committee.

**VICE PRESIDENTS:** Each Vice President in coordination with the manager selection committee, shall be responsible for the selection of Managers and Coaches for all divisions. Vice Presidents shall act as liaison between Managers and the Board.

1. **Pony Vice President:** For all intents and purposes, is Commissioner of the Pony division and is charged with the daily functions and supervision of that division.

2. **Bronco Vice President:** For all intents and purposes, is Commissioner of the Bronco division and is charged with the daily functions and supervision of that division.

3. **Mustang Vice President:** For all intents and purposes, is Commissioner of the Mustang division and is charged with the daily functions and supervision of that division.

4. **Pinto Vice President:** For all intents and purposes, is Commissioner of the Pinto division and is charged with the daily functions and supervision of that division.

5. **Shetland Vice President:** For all intents and purposes, is Commissioner of the Shetland division and is charged with the daily functions and supervision of that division.

**SECRETARY:** Records the minutes and handles league correspondence. Shall notify all Board members of the time and place of all meetings. Shall be custodian of the Constitution, The By-Laws, and all agreements. Also handles the league's insurance and administration.

**TREASURER:** Charged with the collection and disbursement of all league funds. Keeps financial records and prepares written monthly reports on the same for review at the meetings by the board. Shall be responsible for the filing of all reporting requirements, annual Certificate of Membership and taxes as applicable. Acts as chairperson for Budget & Finance Committee and is required to submit an annual League budget to the Board by Nov. 15th of each year.

**PLAYER AGENTS:** This league shall have five (5) player agents. Player Agents shall conduct the annual registration, try-outs and player selection system with the approval of the Board. Will also check birth dates, player eligibility, maintain candidate's application records, assign replacement players from the player's pool, act as a liaison between players, management and the President and has final approval of all trades. Order of rank will be in the order as Divisional Vice Presidents.

**EQUIPMENT MANAGER:** Will chair the Equipment Committee. The Equipment Committee shall be charged with the responsibility of ordering and purchasing uniforms and playing equipment for the League, the distribution of equipment among the League teams, the collection, inventory and storage of equipment during off-season and preparation of such reports and suggestions as needed by the Finance Committee for budgetary action.

**CHIEF UMPIRE:** Shall provide interpretation of the rules and regulations of Pony Baseball, Inc. to the Board when there are any questions concerning those rules. Shall act as a liaison between the Umpire's Association and the Board. Shall be responsible for recruiting, training, evaluating and scheduling of the Junior Umpires. Must negotiate the annual contract between the Umpires Association and the Board along with another Board Member in good standing. Final approval of said contract must be approved by the Board.

**FACILITIES MANAGER:** Shall act as chairperson of Field & Facilities Committee. The Field & Facilities Committee shall be charged with the general preparation, maintenance, development and improvement of all playing facilities owned, leased or used by the League and shall make recommendations to the Finance Committee for suggested or needed expenditures in this area of operation.

**FIELD MAINTENANCE PERSONNEL:** Shall sit on Field & Facilities Committee and be responsible for the general condition and maintenance of their respective field and its equipment.

**CHIEF SCOREKEEPER:** The official league scorekeeper shall be responsible for all procedures and training governing team scorekeepers. This official shall also provide and distribute the official scorebook for the league and its official standings. Shall be responsible for posting weekly standings at the field and on the Palmdale Pony website. Additionally, the league scorekeeper will select and schedule all tournament scorekeepers. Shall also provide the Tournament Team Committee with statistical data for all eligible players.

**CONCESSION DIRECTOR:** Chairs the Concession Committee. Charged with procurement of all products necessary to maintain the concession stand and for the preparation of disbursement to the umpires their per-game compensation. Daily work sheets, financial records and receipts shall be turned over to the Treasurer. These work sheets shall be provided by the League's Treasurer.

**FUNDRAISING CHAIRPERSON:** Chairs the Committee which organizes and administrates fundraising activities for the league. This chairperson shall act as liaison between fundraising companies and the league. All prospective fundraising activities shall be presented to the Board Of Directors by the committee. All funds shall be turned over to the league Treasurer within (5) days from date of collection.

**SPONSORSHIP / PUBLICITY CHAIRPERSON:** Shall chair the committee and implement the programs to promote sponsorship and advertising for the League. Shall be responsible for news media relations and the general publicizing of league activities and special events. All funds collected shall be turned over to the league treasurer within (5) days from date of collection.

**TEAM PARENT COORDINATOR:** Shall act as the liaison between the Board and Team Parents. Shall coordinate all Team snack bar shifts and shall be responsible for distribution of information and collection of funds from team fundraising activities. Must also sit on those committees that represent that Team Parent position; Fundraising, Concession and Meetings & Events.

**Section 5 - A Board Member in Good Standing must meet the minimum criteria's:**

- \* Performs job duties as described in Article V, Board Of Directors, Section 4 - Rank and Responsibilities.
- \* Attends meetings regularly unless otherwise excused by the President or Vice President of the League.
- \* Absences are limited to (2) consecutive meetings and may jeopardize Good Standing status.
- \* Must perform a minimum of (2) "Officer Of The Day" shifts per month, excluding the monthly O.D. scheduler and concessions.
- \* Must adhere to all rules of the League.

**Section 6 - After notification by certified letter, a Director may be removed from office by affirmative vote of 2/3 of the directors in good standing.**

**In the case of a vacancy on the Board Of Directors, a majority of the remaining directors shall elect a member in good standing to fill the vacancy for the remainder of the term.**

**Once resignation from the board has been acknowledged by the Board Of Directors, the position will be open to league members.**

## **ARTICLE VI**

### **EXECUTIVE BOARD**

An Executive Board will consist of top nine (9) directors, with five (5) of those directors needed for a quorum. The Executive Board will assemble at the discretion of the President of the League in the event of urgent League business, and has the authority to make decisions on behalf of the Board.

## **ARTICLE VII**

### **MEETINGS AND VOTING**

Section 1 - Meetings of the Board Of Directors shall be held at such a time and place as may be provided by notice to each director at least (7) days in advance of such a meeting. Meetings are to be conducted as recommended by Roberts Rules Of Order guidelines.

Section 2 - Any interested league member may present their view to the Board at any duly constituted Board meeting, upon prior submission on the agenda.

Section 3 - A majority of the Directors shall constitute a quorum for the transaction of official business at any meeting of the Board Of Directors. A Director must be present and in good standing to vote at a Board Of Directors meeting. Votes by proxy will be permitted when subject matter has been predetermined and vote is submitted in writing and signed by said absent Director in good standing.

Section 4 - The membership of the League shall hold an annual meeting at such place and time as shall be determined by the Board Of Directors. Notice of time and place of such annual meeting shall be made known to the membership of the League through publication and/or individual mailings not less than (10) days prior to the date of the meeting.

Section 5 - Special meetings of the League membership may be called by the President, or by majority vote of the Board Of Directors, or upon written request to the Secretary by not less than ten percent of the General Membership of the League. Notice of time and place of special meetings of the League membership shall be made known to the membership of the League not less than (5) days prior to the date of the meeting.

Section 6 - At each special meeting of the League every eligible member present shall be entitled to vote. There shall be no proxy voting. A majority of those present and eligible to vote shall be required for elections and questions brought to a vote.

Section 7- The presence of not less than ten percent of the General Membership eligible to vote shall be required to constitute a quorum for the transaction of business at any special meeting of the league.

Section 8 - An annual election will be held during closing ceremonies to select the Board Of Directors for the following year commencing August 1st. Nominations will come from the General Membership and candidates name must appear on the ballot. No write-in names on the ballot will be accepted. In the event of an unopposed candidate, that candidate must receive the majority of affirmative votes to be elected. Candidates should only run for one position.

## **ARTICLE VIII**

### **FINANCIAL POLICY**

Section 1 - For League operations, the President shall have a spending authority of up to two hundred dollars (\$200.00), the Facilities Director shall have up to one hundred dollars (\$100.00), and all others shall have up to fifty dollars (\$50.00) with the approval of the League Treasurer. Exceptions will be in the case of emergencies and the operation of the concession stand. There may be a separate account for concession stand funds only. This account is to be managed by the Concession Director and League Treasurer on a monthly basis in order that such funds may be included in the monthly treasury reports to the Board.

Section 2 - Palmdale Pony League, Inc. prohibits the direct contribution of funds to individuals or teams, unless specifically stated by the contributor and shall solicit any and all funds for the common treasury of the League. This regulation is an endeavor to equalize the benefits of the League among all who participate.

Section 3 - In order for final approval of an expenditure that is three hundred dollars (\$300.00) or more, there must be at least three (3) bids from three separate vendors from which to choose from.

## ARTICLE IX

### STANDING COMMITTEES

Section 1 - Standing Committees listed and described below, must have majority of Board approval to act on its recommendations. The Committee Chairperson shall report all recommendations of the committee to the Board Of Directors before any action is taken.

Section 2 - Committee Chairperson, with the approval of the President, may remove a committee member from a committee if the Chair person determines that the committee member is uninformed on the issues of the committee due to lack of participation.

Section 3 - When Committee / Board discussions involve a person whose spouse resides on the Committee / Board, the spouse on the Committee / Board will leave the room where discussions are taking place and will refuse themselves from the issue.

**TOURNAMENT COMMITTEE:** This committee will be responsible for the planning & implementation of all tournaments for the season, as well as coordinate the contracting of the facilities for non-league tournaments. For each tournament, the committee may elect a new Tournament Director. The tournaments each season have traditionally been: \*October - Ghouls & Goblins \*May - Memorial Day Tournament \*June - All-Stars

**MEETINGS & EVENTS COMMITTEE:** This committee will be responsible for the planning & implementation of all gatherings and special events for the General Membership and Board Of Directors. These events are as follows:

- \*February Annual General Membership Meeting
- \*March Picture Day & Opening Ceremonies
- \*June Closing Day Ceremonies

This committee will be responsible for ordering trophies and pins for all events as per the Budget that is determined through the Budget & Finance Committee.

**FUNDRAISING COMMITTEE:** This committee will be responsible for the planning & implementation of all fundraising activities. This committee will gather the support from the General Membership and work one to one with all team parents the Head Team Parent Coordinator. The fundraising activities have traditionally been:

- \*Candy Sales
- \*50/50 drawings
- \*Bat-a-Thon
- \*Jet Hawks
- \*Fireworks Booth

**BUDGET & FINANCE COMMITTEE:** This committee will work one to one with the Treasurer of the league. They will help to support all areas of financial concern for the league and perform such functions as periodic audits, budget forecasting and help to fulfill reporting requirements to the Board Members and General Membership.

**REGISTRATION COMMITTEE:** This committee will be responsible for recommending registration fees as well as the planning and implementation of early registration, regular season registration, try-outs and player selections. As per Article V, Board Of Directors, Section 3, Rank and Responsibilities, this committee shall be primarily made up of all five Division Player agents. This committee will perform the requirements as stated in Article V, Board Of Directors, Official Constitution and will be responsible to work with Sponsorship/Publicity Committee for advertisement of registration dates in the local newspaper.

**RULES & ETHICS COMMITTEE:** This committee will be comprised of up to five (5) General Members and will be chaired by the President or Vice President in the absence of the President. This committee will serve as an on call basis due to circumstances of disciplinary actions for Board Members.

**FACILITIES MAINTENANCE COMMITTEE:** This committee will be responsible for the maintenance and upkeep of all fields and grounds. This committee will be comprised of all Field Board Members and chaired by the Facilities Manager. The committee will enroll the support of the General Membership for each division and be responsible for implementing the schedule of all clean up days for each team. The committee will conduct periodic meetings to put together a monthly maintenance schedule and budget that will be consistent for each divisions field. The chairperson will be responsible for reporting the monthly schedule and budget to the Board.

**MANAGERS SELECTION COMMITTEE:** This committee will be comprised of all Divisional Vice Presidents and any other interested Board Members. The committee must notify all prospective managers of interview dates in each of their divisions, must be present during those interview dates, be responsible for the completion of Manager applications as well as the fingerprinting process. The committee must notify the managers as to the schedule of try outs and must be present during those times. The committee will implement and be present for the date set for Coach's interviews and approval. The committee will also implement and be present at the Managers and Coach's meeting as per the date set on the League's Master Calendar.

**SPONSORSHIP / PUBLICITY COMMITTEE:** This committee will be responsible for actively gaining sponsorship funds from the local community and businesses. They will work with Budget & Finance Committee to set sponsorship revenue goals. This committee will also actively promote the league to the community through local media and other appropriate methods, and will serve as the liaison with local media and newspaper during tournaments and other league activities. Will be responsible for developing Palmdale Pony Promotional wear.

**ALL-STAR COMMITTEE:** This committee will coordinate All-Star player drafts with each Divisional Vice President, the manager and coach's selection process, communicate All-Star information to the league, recommend All-Star uniforms for Board approval and make certain that all information on All-Star locations is communicated to teams as soon as possible.

**EQUIPMENT COMMITTEE:** This committee will coordinate, manage and maintain inventory of equipment and uniforms. They will communicate the purchase needs to Budget & Finance Committee and make recommendations to the Board on uniform purchases. Upon approval, the committee will make the necessary purchases of uniforms and be accountable for distribution. The committee will be responsible for keeping accurate records of all inventory and will be dutiful in the collection of equipment at the end of the season.

## **ARTICLE X**

### **SPECIAL COMMITTEES**

All recommendations of Special Committees must be presented to the Board Of Directors for approval.

**Special Committees do not have authority to act on recommendations before approval from the Board. Special Committees have no spending authority.**

**ARTICLE XI**

**AMENDMENTS**

**Section 1 - This Constitution or any part thereof can only be changed by an affirmative vote of two-thirds of the Board Of Directors. This change must be in the form of an amendment only.**