



NORTH AURORA BASEBALL ASSOCIATION BYLAWS



North Aurora Baseball Association

BYLAWS

Revised December 2016



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Section 1: Meetings and Voting

A 15-day public notice will be given for any meetings wherein the membership is invited to attend. The rules contained in the most recent version of "Robert's Rules of Order" shall govern Association meetings and meetings of the Board of Directors in all cases where they are applicable and not inconsistent with these Bylaws. The President may vote on questions only where his/her vote will change the outcome. The annual membership meeting shall be held between August 15 and October 15. At the annual membership meeting the President shall report on the state of the Association. The Executive Vice-President (Commissioner) presides over all meetings in the President's absence.

Section 2: Elections

The newly elected Board of Directors will assume their duties immediately, or on October 1, whichever is later. Election voting shall take place by a closed ballot if more than one nomination for a single position on the Board of Directors is received. If only nomination has been made, voting shall be by show of hands. The outgoing Secretary, or other appointed outgoing Officer, shall determine the eligibility of member's casting votes and record the election results.

Section 3: Financial Policy

The North Aurora Baseball Association fiscal year will begin on October 1.

Donations from individuals, businesses, player registration fees and other income shall be placed in the Association general fund. Payments should be made by check whenever possible. Fund raising projects shall be held each year and run by the Promotions Director to fulfill financial needs of the Association.

The outgoing Treasurer shall submit an annual financial report to the Board of Directors. This report shall include a Balance Sheet, an Income and Expense Statement, and a Statement of Cash Flows. It shall be presented to the Board of Directors no later than October 15. The Association Audit Committee shall review and certify the annual report.

The Treasurer shall submit a detailed budget for the upcoming season to the Board of Directors by February 15. The budget shall be approved by a majority vote of the Board of Directors. The Treasurer shall not make payments in excess of approved budget items without approval of the Executive Committee.

The Treasurer, President and Executive Vice-President/Commissioner shall have check signing authority. A voucher shall be kept for reimbursements of expenses incurred on the behalf of the Association. The President (or Executive Vice-President/Commissioner) and Treasurer must jointly approve all payments in excess of \$500.

The Board of Directors shall determine the cost of placing a youth on the various teams and designate sponsor and registration fees. Registration fees are not mandatory as a prerequisite to play in the Association. The Executive Committee may review any specific case and waive the fee in part, or full.

Registration fee refunds shall be made in full if the program is cancelled, if a player is cut from a team or for players who notify the Board of Directors of withdrawal prior to tryouts. For players on in-house teams, one-half of the registration fees shall be refunded if notice of withdrawal is provided to the Board of Directors prior to the second scheduled practice. For players on travel teams, full-time or part-time, no refund of registration fees will be given without approval of the Executive Committee. Fees for unused/unsold Booster Tickets for players who withdraw, or are cut, may be returned for full refund prior to tryouts.

Section 4: Executive Board

The Officers shall consist of the President, Executive Vice-President/Commissioner, Vice-President of Operations, Director of Communications, Treasurer, and Travel Director.

Section 4: Duties of the Board



NORTH AURORA BASEBALL ASSOCIATION BYLAWS

The President shall preside at all meetings of the Association membership and at all meetings of the Board of Directors; shall be the chief liaison with the Fox Valley Park District; shall serve as Chief Executive Officer of the Association in legal affairs, insurance acquisition and claims; shall appoint committees as deemed necessary and perform such other duties as are normally associated with the Office of the President. The President serves on all committees.

The Executive Vice-President/Commissioner shall oversee and coordinate baseball operations including tryouts, draft and scheduling. The Commissioner will be responsible for recording the managers, coaches, and roster of each team prior to the start of play. The Executive Vice-President/Commissioner serves on the Rules and Protest Committees.

The Director of Communications shall have custody of the Constitution and Bylaws, and all other records of the Association; shall keep an accurate record of all meetings of the Association membership and at all meetings of the Board of Directors. The Director of Communications shall be responsible for all publications and correspondence on behalf of the Association and shall transmit all records and correspondence to any person elected to succeed him/her in that office. The Director of Communications shall oversee and coordinate player registration, which includes updating and ordering all materials (e.g., registration announcements, registration forms, release forms, tryout announcements, etc.) required for registration. The Director of Communications shall be responsible for mailing registration announcements to all members of the Association and for publicizing registration (e.g., local media, schools, Association website, etc.) The Director of Communications serves on the Promotions Committee.

The Treasurer shall receive and distribute all funds with the approval of the Board of Directors; shall keep an accurate account of all funds received and disbursed for the Association; shall submit a financial report at all regular meetings and at other such times as may be requested by the President; shall compile an annual report of Association finances; shall provide the books of the Association and other such documentation as requested for the annual audit and shall transmit all financial records to any person elected to succeed him/her in that office. The Treasurer serves on the Committee for Special Events.

The Vice-President of Operations shall be responsible for maintaining the playing rules and policies of the Association. This includes maintenance and distribution of manager's handbooks, background checks, accident reports, and release forms. The Vice President of Operations will oversee the Umpire Committee and overall training of umpires and league rules and regulations. The Vice President of Operations serves as Chairman of the Rules and Protest Committees. The Vice President of Operations shall improve and maintain facilities owned by the association. The Vice President of Operations oversees and assists with all Standing Committees as it relates to Operations.

Shetland, Pinto, Mustang, Bronco, Pony/Colt League Directors shall be responsible for their respective league communication of important information to teams and families within their respective league (unless a Wide Association notification is needed by the Director of Communications); Shall assist in maintenance of the Association website as it pertains to their league, which includes suggested league scheduling, games, posting standings, special notices; shall assume the lead role in rain-out notification and rescheduling in coordination with the Scheduling Committee. Shall work with the Non-Baseball Services Committee on coordination of Picture Day, Kane County Cougar Day, Concessions, and Association Services, which includes distribution of picture and Cougar packets to respective team managers along with rescheduling of any pictures, Cougar days, or Association Services, if requested. Shall also coordinate delivery of any Sponsor Appreciation Gifts.

The Pinto, Mustang, Bronco, Pony/Colt Directors shall assure umpire coverage of regularly scheduled games and shall take the lead in organizing All-Star Game(s) and Events, which include team rosters development, team coaches, coordination of uniforms/shirts with Uniform committee, dates and field availability, lights, and prep, event rules, participants, announcers, scorekeepers, umpires, award ordering and distribution, concession assurance, and scheduled volunteers. Coordinate Communications with Director of Communications to notify



NORTH AURORA BASEBALL ASSOCIATION BYLAWS

appropriate families and to publicize All-Star Game(s) and Events.

The League Directors shall determine seeding of a post-season Tournament.

The Travel Director shall assist in identifying possible travel team managers for each age group; shall monitor practices and games for adherence to the principles and rules of the Association; shall work with travel team managers to schedule league games, outside games/tournaments, and tournaments hosted by the Association. The Travel Director shall work with the Umpire Committee to schedule umpires for all home travel events. The Travel Director shall head the selection and work with the Director of Communications, IT Director, and Promotions Committee to communicate all travel team tryouts.

Standing Committees

The Chair of the Scheduling Committee shall be an elected board position. The Scheduling Chair shall be charged with scheduling of all games and practices; shall be responsible for communicating such schedules with the Fox Valley Park District, Non-Baseball Services committee, league directors, and the Umpire Committee. They shall also communicate with the Park District in regards to preparation, improvement, and maintaining of playing fields; shall schedule any needed lighting needs with the Fox Valley Park District. The Scheduling Committee shall work jointly with the League Directors on rescheduling of any games; shall manage and adjust the Association website schedules and notify the Fox Valley Park District, Non-Baseball Services committee, League Directors, and the Umpire Committee as well as affected teams.

The Equipment Committee shall be charged with the responsibility of ordering and purchasing playing equipment for the Association; the distribution of equipment among teams; the collection, inventory and storage of equipment during the off-season. The Chair of the Equipment Committee shall be an elected board position.

The Uniform Committee shall be charged with the responsibility of ordering and purchasing uniforms for the Association; the distribution of uniforms among teams; the collection, inventory and storage of uniforms during the off-season. The Chair of the Uniform Committee shall be an elected board position.

The Non-Baseball Chair shall be an elected board position. The Non-Baseball Services Committee will consist of the Non-Baseball Chair, The Executive Board, and the Promotions Chair. The Non-Baseball Chair shall oversee all Association Non-Baseball services and events, which shall include but not be limited to; organizing and carrying out pictures, including sourcing and hiring picture company and picture location(s); distribute picture forms and information to League Directors, and coordinate form and payment collection; distribute Kane County Cougars forms and information to League Directors, and coordinate form and payment collection; Coordinate in conjunction with the Promotions Committee all School and Fundraising events. The Non-Baseball Chair shall be responsible for Association Concessions, including maintaining concession buildings and equipment, stocking concessions, monies, coordinating staff to work concessions, securing any permits and/or licenses (where needed). The Non-Baseball Chair shall be responsible for all Association Awards (e.g. engraving/printing, purchase, and distribution).

The Promotions Chair is an Elected Board position. The Promotions Committee will consist of the Chair of Promotions, President, Director of Communications, Treasurer, IT Director, and Non-Baseball Services Chair. The Promotions Chair will report to the Executive Board. The Promotions Chair shall oversee and work with the Promotions Committee for organizing Association fundraisers, soliciting and securing sponsors, working

with local schools and businesses to develop partnerships with NABA, coordinating booster card (fundraiser initiatives) production and distribution, Develop plans to promote the NABA Brand, and communicate with the Executive Board for Public and Sponsor Promotion. The Promotions Committee will also assist in promoting and communicating Registration and Tryout Information. The Promotions Committee will assist in maintaining the Association Website for Sponsors and Promotional information in accordance with the approval of the



NORTH AURORA BASEBALL ASSOCIATION BYLAWS

President and help of the IT Director and Director of Communications. The Promotions Chair will maintain contact with current and past Sponsors for continued relationship with the Association.

The IT Director shall be an elected board position. The IT Director is responsible for managing Association IT resources, including the association website. This includes preparing the website for registration and assisting in the registration process; assisting with tryouts; assisting in the assignment of rosters on the website, assist in the scheduling committee with publishing the schedule via the website, and managing access for coaches and board members access to IT resources; shall assist Director of Communications and Promotions Chair with Association Wide and Public communications, NABA branding, and sponsor promotion as it relates to the association and association website. Assist in maintaining communication mediums (emails, passwords, storage, social media support, promotional information, logos, schedule information, etc.) for the Board of Directors and Association. Annually evaluate Association website functionality, ease of use, costs, and security. Assist Executive Board with Electronic Surveys as assigned/needed. Assist Vice President of Operations with Background checks. Assist the Association Board on efforts to conveniently and fully utilize IT resources and Association website. The IT director serves on the Promotions Committee.

Special Committees

An Audit Committee shall consist of two individuals appointed by the President for the purpose of reviewing the financial records of the Association. The Audit Committee may retain an outside auditor to review the financial records of the Association. Any individual who has check signing authority with the Association may not serve on the Audit Committee.

The Rules Committee shall be charged with reviewing, modifying and publishing all playing rules. The Executive Vice-President/Commissioner, Vice President of Operations, Shetland, Pinto, Mustang and Bronco League Directors shall serve on the Rules Committee. The Rules Committee shall be chaired by the Vice-President of Operations.

A Protest Committee shall be charged with ruling on official appeals and protests that are lodged by any member of the Association. The Protest Committee consists of the President, Executive Vice-President/Commissioner, Vice-President of Operations, Secretary and the League Director representing the division from where the appeal or protest was originated. The Vice-President of Operations shall Chair the Protest Committee.

The President shall appoint a Constitution and Bylaws Committee and/or a Nominating Committee, as needed.

Section 5: Basic Policies

All members of the Association shall bear in mind that stressing exceptional athletic skills and winning at all costs is secondary. Encouraging leadership, respect and the fun of baseball, and sports, is of prime importance.

It is the goal of the Board of Directors to allow as many children as practical the opportunity to participate in the N.A.B.A. program. However, the Board of Directors reserves the right to eliminate children from participation to insure the safety, integrity, and overall well being of all people involved in the N.A.B.A.

Managers and coaches of all teams in the N.A.B.A. shall be selected and approved by the Board of Directors.

The Board of Directors shall have the authority through the Protest Committee to suspend, discharge, or otherwise discipline any manager, coach, umpire, player, or member of the Association whose conduct is considered detrimental to the best interest of the NABA. Persons receiving disciplinary action shall be notified of the committee's decision in writing. These persons are entitled to a fair hearing before the Protest Committee. Such a hearing must be requested of the committee by the persons receiving disciplinary actions within 48 hours of their written notification.



NORTH AURORA BASEBALL ASSOCIATION BYLAWS

All players must have a signed permission form, which includes:

- A parent's consent to allow their child to participate in the N.A.B.A. program.
- Emergency medical treatment permission.
- Permission to transport the player.

Players shall not be allowed to participate in N.A.B.A. without a signed permission form. A coach or manager shall not transport a player unless the permission form has been signed. The permission form grants permission to N.A.B.A. agents to seek necessary emergency medical treatment for players in the event of an injury if the parent is not available or present to be consulted. Each manager or coach shall have the permission form with him/her at each N.A.B.A. sponsored practice, game, tournament, and function.

The Association shall cover all players, managers, coaches, scorekeepers and umpires with supplemental accidental injury insurance. In case of an injury, notification must be made within 24 hours of the accident to the Association President or Executive Vice-President/Commissioner.

Each player must present acceptable proof of age (copy of Birth Certificate) at the time of his or her initial registration.

The Board of Directors shall select sponsors viewed to be consistent with the objectives of the Association.

Any member of the Association in good standing may be appointed and serve on standing or special committees. However, the chair of all committees shall be a member of the Board of Directors.

Section 6: Amendments

These Bylaws may be amended, repealed, or altered in whole, or in part, by a two-thirds majority vote at any meeting of the Board of Directors.



N.A.B.A. Participant's Name _____

PERMISSION TO PARTICIPATE IN N.A.B.A BASEBALL

I grant permission for my son/daughter to participate in North Aurora Baseball Association (N.A.B.A) games, practices, tournaments and other baseball functions that are organized, managed and regulated by the N.A.B.A.

PERMISSION TO TRANSPORT

I grant permission to the N.A.B.A. and its agents to transport my son/daughter to, or from, any N.A.B.A. practices, games or functions, when necessary.

PERMISSION TO PROVIDE EMERGENCY MEDICAL TREATMENT

I grant permission to the N.A.B.A. to seek all necessary emergency medical treatment for my son/daughter in the event of an injury suffered while participating in a N.A.B.A. function if I am not available or present to be consulted for emergency medical treatment. (Note: The N.A.B.A. will make every effort to contact you in the event of an emergency.)

Special medical problems, allergies or allergic reactions to medication the N.A.B.A. should be aware of in case emergency medical treatment is necessary:

I have read each of the above permission statements and agree to abide by their content.

Parent or Legal Guardian Signature

Date