

Pioneer Baseball League

By-Laws

Updated February 2012

Article I. Name of Organization

The name of the organization is Pioneer Baseball/Softball, Inc, does business as Pioneer Baseball League. The organization was incorporated on 1 January 1998.

Article II. Mission Statement

The basic purpose of Pioneer League is to develop and operate organized baseball leagues for youth ages 4 through 18. The basic objective is to teach all players fundamentals of baseball. In conjunction with such purpose and objective, Pioneer Leagues may affiliate with other organizations of a similar purpose.

Article III. Place of Operation

The principal operations of Pioneer League are in and around the Lee Magisterial District of Fairfax County, Virginia, but may extend throughout Fairfax County and in the City of Alexandria, Virginia. When applicable, Babe Ruth rules relative to jurisdictions will apply.

Article IV. Powers of League

Pioneer Leagues shall have the following powers in addition to the powers expressly or implicitly conferred on it by law

1. to make and enforce rules and regulations to govern itself on a local basis
2. to solicit contributions to support league programs
3. to collect registration fees from participants
4. to enter into contract, and to borrow money on a short term basis
5. to own and hold property and equipment

Article V. Participation

Participation in Pioneer Leagues is open to all prospective players within the allowable ages and residing within the Pioneer Leagues' geographical boundaries. Players may participate in exchange for payment of registration fees.

Article VI. General Membership

The General Membership shall consist of families of the players of Pioneer Leagues. Each family shall have a single vote. A member is defined as a family of a player.

The General Membership is responsible for electing the following officials:

1. President
2. Executive Vice President
3. Administrative Vice President
4. Secretary
5. Treasurer

6. Registrar

7. Baseball Equipment Manager

Elected officers and appointed officers shall serve a term of one year running from August 1 to July 31 with the exception of the President and Executive Vice President who may serve an unlimited number consecutive of terms without reelection. The elected and appointed officers may serve multiple years within their positions but they must be re-elected or reappointed on an annual basis.

At the May meeting of the Board of Directors (herewith call the Board), the President shall appoint a nominating committee consisting of the Executive Vice President, who will serve as Chair of the Nominating Committee, and at least two and not more than five members of the General Membership. No other current members of the Board of Directors may sit on the Nominating Committee. It will be the responsibility of the Nominating Committee to present a slate of candidates for each elected office at the June meeting of the Board. The President at the June meeting of the Board may accept nominations from the floor for other candidates for each elected office. Upon closing the nominations the Board of Directors will then accept the slate of Candidates for the election of officers. No further nominations will be accepted for that year.

The Executive Vice President shall act as the electioneer and oversee all aspects of the general election. No member may cast more then one vote and no proxies will be accepted. Only members in good standing shall be eligible to vote as defined in Article VI (a).

Article VII. Election Officers and General Membership Meeting

The General Membership shall convene a meeting in July of each year for the election of officers. Officers will take office on August 1. The month of July will be a transition period during which time newly elected and current officers shall together formulate the next season.

A simple majority of General Membership present and voting shall constitute a valid election or vote. Election shall occur at the July Board meeting. No games will be scheduled at the time of General Membership meetings.

Article VII. Duties of Board of Directors

The Board of Directors is responsible for directing activities undertaken by Pioneer League for approving and assuring that all league rules; regulations and policies are adhered to; ratifies all appointed positions, managers, and coaches; call and set special General Membership meetings that are not otherwise set forth in the By-Laws.

The Board of Directors consists of:

1. All elected league officers
2. Commissioners of each division The divisions shall be Cal Ripken Divisions of Tee Ball, Rookie, Minor, Major and Babe Ruth 13-15 Divisions
3. Immediate past President
4. All appointed positions

Regular Board meetings will be held at least once month in the first week of each month. A

simple majority of Board members present and voting shall constitute a valid vote. Regular Board meetings are open to the public.

Other Board meetings may be called by the President or set by Board of Directors.

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Article VIII. Duties of Officers

President – The President is a member of the Board of Directors and serves as its Chairman, voting only to break ties. The President is responsible for the complete day-to-day administration and operation of the League and is assigned the following duties:

1. Administers all activities of the league in accordance with these by-laws and established League policy
2. Makes all decisions on matters where no established league policy exists, presenting the matters to the Board of Directors at its next regular meeting to determine if a league policy should be established for such matters in the future
3. Appoints a Scheduling Committee each year to develop division schedules and field assignments
4. Designates all appointed and vacant officers and is responsible for the effective performance of their assigned duties and conduct in office. These appointments are subject to ratification by the Board of Directors at its next scheduled meeting
5. Seeks and promotes suitable activities to assure the success of league objectives
6. Represents the League at all dealings with area sport, government, and commercial activities
7. Restricts League activities and expenditures of resources to those approved in the annual budget or by the direction of Board of Directors, when and only when adequate resources are available to support the activity or expenditure
8. Establishes any position deemed necessary by himself for the operation of the League and designates an individual to serve in that subject to ratification by the Board of Directors
9. Disciplines any elected official for cause, subject to removal by the Board of Directors
10. Implements the decision of both the Ethics and Protest Committees, as necessary
11. May declare vacant an Office when the Officer misses three consecutive Board meetings

Executive Vice President – Reports to the President. The Executive Vice President is a member of the Board of Directors and is the official of the Pioneer Baseball League with responsibility for assisting the President. The Executive Vice President performs the following duties:

1. Coordinates the activities of the Commissioners, Managers, and Coaches
2. Assists the President in the performance of all of his duties
3. Acts as President in his absence
4. Serves as Chairman of the Protest Committee
5. Holds regular meetings during the season with the Commissioners. Acts as a liaison between the League and the umpires. Appoints, prior to the start of the season, a Tournament Director to oversee tournaments in accordance with League Policy
6. Acts as disciplinarian whose authority extends but is not limited to enforce player removal, suspension, suspension of coaches and managers

7. Serves as the Chairman of the Ethics Committee
8. Succeeds the current President at the end of his or her elected term or in the event the President cannot complete his or her term for any reason

Administrative Vice President – Reports to the President. The Administrative Vice President is a member of the Board of Directors and is the official with responsibility for all administrative areas of the League. The Administrative Vice President performs the following duties:

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1. Coordinates the activities of the Registrar, Secretary, [and] Equipment Manager
2. Acts as Executive Vice President in his absence
3. Acts as President in the absence of the President and the Executive Vice President; and
4. Coordinates all League fund-raising activities

Secretary – Reports to the President. The Secretary is a member of the Board of Directors and is the official of the Pioneer Baseball League with responsibility for recording the proceedings, meeting records, and preparing and distributing documents and communications. The Secretary, as the custodian of all League records, keeps a file of all minutes, correspondence, and other official documents. The Secretary will normally give custody of financial and registration records to the Treasurer and Registrar respectively, and, upon election of a new Secretary, transfers custody to the succeeding Secretary. The Secretary, with the President, obtains use permits for all ball fields, prepares correspondence, obtains printing and reproduction services, and performs such other duties as the President may deem necessary. For each meeting of the Board of Directors and Board of Governors, the Secretary performs the following duties:

1. Secures a location for all board meetings and Notifies each member of the Board of the time and place of each meeting
2. Prepares a written agenda for each meeting, as directed by the President
3. Records the minutes of each meeting for future reference

Treasurer – Reports to the President. The Treasurer is a member of the Board of Directors and is the official with responsibility for fiscal and financial management matters throughout the entire year. The Treasurer is the only person, authorized by the president, to make official statements and interpretations of League fiscal and financial management policies and activities. Written inquiries concerning these matters must be made to the President of the Pioneer Baseball League and the Treasurer, who will present the inquiry to the Board of Directors at its first meeting after receipt for disposition. The Treasurer will prepare an appropriate response and maintain official documentation of the inquiry and response. The Treasurer manages the League fiscal matters by performing the following duties:

1. Prepares an annual operating budget for presentation to the Board of Directors for approval
2. Monitors the execution of the budget during the season, making adjustments as required, and identifies significant variations; for presentation to the Board of Directors
3. Prepares monthly financial reports and a final report at the conclusion of the season for presentation to the Board of Directors
4. The Treasurer manages the financial affairs of the League by performing the following

duties

5. Maintains control over League assets through a system of records to account for all cash and non-cash assets in accordance with generally accepted accounting principles, as appropriate to not-for-profit organizations
6. Authorizes all expenditures of League funds, issues checks in payment of appropriate bills, and obtains appropriate receipts for funds expended
7. Receives and deposits all receipts from fees, donations, and special fund-raising events on behalf of the League
8. Prepares a pro forma statement of financial position, a statement of operations, and flow of funds statement prior to the beginning of each season and an official set of statements

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at the conclusion of the League fiscal year for submission to the Board of Directors 9. Prepares all financial reports for submission to appropriate governmental authorities 10. Arranges for a bi-annual financial review of League records by a qualified independent auditor

Registrar – Reports to the President. The Registrar is a member of the Board of Directors and is the official of the League with responsibility for the management of player registration, eligibility, and area and division assignment throughout the entire year. The Registrar is the only person authorized, by the President, to make interpretations of League policy on player registration, area and division assignments. Written appeals of League policy and interpretations on these matters must be made to the President of Pioneer Baseball League. The Registrar will present the appeal to the Board of Directors at its first meeting after receipt of the appeal for disposition. The Registrar will inform the appellant of the final decision on the appeal and maintain the documentation of the appeal and the decision for reference in similar situations in the future. The Registrar manages the League registration, primarily before the season begins, by performing the following duties:

1. Obtaining use permits for the registration facilities
2. Coordinating the staffing of each registration point
3. Receiving all registrations and fees
4. Accounting for all fees before turning them over to the Treasurer, and informing the Board of Directors of unpaid registrations
5. Preparing all player personnel reports for submission to appropriate governmental authorities

The Registrar determines player eligibility in accordance with established League policy and rules by performing the following duties:

1. Obtaining the appropriate certification of all players ages
2. Assigning players to the appropriate age division and area
3. Recording all requests for exceptions and presenting same to the League President. The President will review these requests with the affected Commissioners before taking action
4. Informing the appropriate Commissioners of late registrations and their eligibility
5. Maintaining all individual player records

Baseball Equipment Manager – Reports to the Administrative Vice President. The Baseball Equipment Manager is a member of the Board of Directors and is the official with responsibility for all baseball equipment and baseball uniforms belonging to the League. This responsibility is discharged by performing the following duties:

1. Maintains an inventory of all equipment and uniforms
 2. Inspects all equipment and uniforms for serviceability and proper marking
 3. Notifies the Treasurer of the estimated cost of equipment and uniform requirements for the year
 4. Orders equipment and uniforms, as needed, after obtaining approval for the expenditure from the Treasurer
 5. Schedules orders in a timely manner to assure availability for use and to take advantage of special terms and conditions to keep expenses to a minimum
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6. Issues equipment and uniforms to the appropriate team managers at the beginning of the season
 7. Collects all equipment and uniforms at the conclusion of the season

Immediate Past President – The Immediate Past President serves as a voting member of the Board of Directors for a period not to exceed one year after the completion of his or her term as President and may serve as a special assistant as appointed by the President.

Appointed League Officers and Duties:

1. Fund Raising Director – Reports to the Administrative Vice President and oversees and administers any direct sale programs, such as candy sales, that the League approves as a fundraiser.
2. Sponsorship Director – reports to the Administrative Vice President and coordinates all activities designed to recruit businesses into the League sponsorship program.
3. Publicity Director – Reports to the President and is responsible for publicizing all League activities including:
 - A. Registration (Roadside signs, community flyers, press releases, distribution of registration forms to schools, etc)
 - B. Newsletter (At least two a season, makes and distributes a newsletter to all managers summarizing League activities)
 - C. Miscellaneous activities as directed by the President
 - D. [[Reserved]]
4. Commissioners – Report to the Executive Vice President and are appointed by the President and serve as a member of the Board of Directors within the Pioneer Baseball League. Commissioners oversee all activities of assigned divisions during the current season. Commissioner duties include:
 - A. Oversee and coordinate the formation of divisional teams

- B. May select the President of Managers (Assistant Commissioners) within their divisions to assist the Commissioner with his/her duties
- C. Select and assign managers and coaches within their respective division and to be ratified by the Board of Directors
- D. Coordinate the activities of the Presidents of Managers (Assistant Commissioners) in assigned divisions
- E. Coordinate trophies and patches, fields and umpires for All-Star games within their assigned divisions
- F. Commissioners will report any and all instances of misconduct by players, coaches, managers, or spectators within 24 hours of the occurrence to the Ethic Committee
- G. Maintains win-loss records of each team and posting same on league Web Site
- H. Approves temporary re-assignment of players to or from another division, in accordance with League rules
- I. Coordinates trophies, fields, umpires game times and teams as necessary
- J. Provides a communication channel between the team managers and the

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appropriate League officials

5. Tournament Director – Reports to the Executive Vice President and is the official responsible for the conduct of post-season tournaments for all divisions. The Tournament Director performs the following duties:
 - A. Coordinates with the commissioner of District 13 and all external league participants on post season select tournaments to include district, regional, and states for all the Cal Ripken and Babe Ruth divisions
 - B. Assists the league in the selection and proper training of all select baseball coaches
 - C. Works with the select baseball coaches, secretary, and Executive Vice President to ensure all divisions have all required paperwork filed and available to participate in end of year select baseball tournaments
 - D. Ensures all select baseball coaches meet minimum requirements as defined by Cal Ripken and Babe Ruth tournament rules
 - E. Works with other Pioneer Baseball officials to ensure all internally hosted tournaments are properly setup in accordance with Cal Ripken and Babe Ruth tournament rules

6. Scheduler – Reports to the President and is responsible for compiling the playing schedule for all Divisions. The Scheduler shall work with a Scheduling Committee (appointed by the President) to ensure all factors are taken into consideration. The scheduler also is responsible for scheduling any rained out games, postponements, etc., as early as possible. Games will be rescheduled in order of their original schedule.

7. Umpire Director – The President shall appoint an Umpire Director. Duties shall include:
 - A. Assigning umpires for all games played in the League

- B. Training for all umpires
- C. Making sure all umpires are paid for games umpired

8. Fields Director – The president shall appoint a Fields Director. Duties shall include:

- A. To make sure that all fields are in playing condition and properly equipped
- B. To make, contract, and/or contact the proper Park Authority for repairs to all fields
- C. May close a field because of unsafe playing conditions

Appointed Committees:

1. Rules Committee – The Chairman of Rules Committee shall be appointed by the President and, shortly upon completion of the playing season, shall review League “Rules and Regulations” and recommend changes thereto to the Board of Directors. The Rules Committee shall be composed of at least each Commissioner from each of the League’s divisions of team play and the Umpire Director.
2. Protest Committee – The Protest Committee shall meet as required to vote on protests as required in these rules.

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- A. Standing members of the Protest Committee are the Executive Vice President, Umpire Director and three other members appointed by the President
- B. At least three members must be present to vote on protests
- C. No person may serve in the capacity of a Protest Committee member if that person has been actively involved in the events which have led to the protest submission or if that person represents a team that can benefit from the Protest Committee decision

3. Ethics Committee – The Ethics Committee shall be appointed by the President of the Pioneer Baseball League as a means of assuring development and maintenance of standards of conduct for all participants.
 - A. The membership shall consist of five individuals appointed by the President and chaired by Executive Vice President. They shall be representative of a cross section of the various League age levels and geographic areas and shall be individuals with several years experience, demonstrated integrity, and concern for the overall baseball program.
 - B. The Ethics Committee shall investigate all reported incidents of misconduct which may be considered detrimental to the League to determine extent, probable cause, underlying circumstances, and results. Where individuals are found to have conducted themselves in a detrimental manner, the recommended disciplinary action may range from verbal reprimand to expulsion from the League. All expulsions from the League must be approved by the Board of Directors.
 - C. At least three members must be present to vote. No one involved in the event

may serve on the Committee. Decisions shall be made within 24 hours of the report of an incident, where practicable, and given to the League President for action.

- D. All ejections of managers and coaches from games must be brought to the attention by the respected division's Commissioner to the Ethics Committee Chairman for review.
 - E. May review people for appointed positions and managers.
4. Player Review Committee – A Player Review Committee, chaired by a member of the Board of Directors as appointed by the President, will review and authorize all requests for permanent player transfers and movement between divisions. The Committee decisions will be final.
5. Training Committee – The President shall appoint a Training Committee Chairman, who shall recruit committee members as needed. Duties shall include but not be limited to the following:
- A. Establishing a relationship with all new managers to determine what help or guidance might be desired or appropriate
 - B. Assignment of experienced managers to work with the new managers to provide the desired help and guidance
 - C. Coordinate league-wide training activities
 - D. Identifies outside sources of training for both coaches and players and ensure these activities are publicized

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Article IX. Roberts Rules of Order

In the event of an absence of direction or authority of these Bylaws, the Roberts Rules of Order shall be observed.

Article X. Amending the By-Laws.

All changes or amendments to the By-Laws must be submitted, in writing to the Secretary, before or during a scheduled February's Board of Directors meeting. All changes and amendments must be seconded by a Board member. The Board of Directors may debate the proposed changes or amendments when the said proposed changes or amendments are submitted. Said proposed changes or amendments and a single statement for and against (if any) shall be posted on the League's web site and/or e-mailed to each member of the League and/or postal mail to each member of the League, as soon as possible. The Board shall set a General Membership meeting no more than two months after February's Board meeting to vote on the said changes or amendments.

The Board may change or amend the By-Laws, except Article X, by a three-fourth vote present at a Board meeting. Said changes or amendments shall be posted on the League's web site and/or e-mailed to each member of the League and/or postal mail to each member of the League, as soon as possible. At the next General Membership meeting said changes or amendments must be ratified by the members. If said changes or amendments are not ratified, the said changes or amendments expire immediately.

