



# CONSTITUTION AND BYLAWS OF THE FLEETWOOD AREA BASEBALL ASSOCIATION

Last amended February 15<sup>th</sup>, 2017

## 1. THE ASSOCIATION

- 1.1. This ASSOCIATION having been granted a charter, on Dec. 22, 1967, by the State of Pennsylvania, County of Berks, as a non-profit corporation, shall be known as the FLEETWOOD AREA BASEBALL ASSOCIATION, hereafter referred to as the ASSOCIATION.
- 1.2. The boundaries of the ASSOCIATION shall be that of the Fleetwood Area School District tax paying area.
- 1.3. This is a non-profit corporation and therefore no part of the net earnings shall benefit, or be distributed to members, officers or other persons, except that money may be used to pay reasonable compensation for services rendered.
- 1.4. Any person, other than the Elected Officers, who makes financial or other contributions to the ASSOCIATION, shall have no rights, duties or obligations in the management or the property of the ASSOCIATION.

## 2. THE OBJECTIVE

- 2.1. The objective of the ASSOCIATION shall be to implant firmly in the children of the area the ideals of good sportsmanship, honesty, courage, and respect for authority, so that they may live to be stronger and happier children and will grow to be good, clean, healthy adults.
- 2.2. To achieve this objective the ASSOCIATION shall provide a supervised program of competitive baseball games under the rules and policies adopted by the membership.

## 3. THE OFFICERS

### 3.1. THE PRESIDENT

- 3.1.1. shall govern as director of the ASSOCIATION.
- 3.1.2. shall have the power to make a final decision when a majority vote cannot be achieved.
- 3.1.3. shall schedule a membership meeting each month and preside over it.
- 3.1.4. shall, with the assistance of the Coaches Committees, certify the age and residence eligibility of each player candidate before player selection.
- 3.1.5. shall appoint an Election Judge and assistant, who is not a candidate for Office, to conduct Election of Officers.
- 3.1.6. shall *not* have the power of veto.

### 3.2. THE VICE PRESIDENT

- 3.2.1. shall assist the President in all of the President's duties.

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- 3.2.2. shall perform all of the duties of President in the event of absence or disability.
- 3.2.3. shall be the coordinator of spirit wear and pictures.
- 3.3. THE SECRETARY
  - 3.3.1. shall record the minutes of all monthly meetings.
  - 3.3.2. shall make available a transcript of the minutes for review at all monthly meetings.
  - 3.3.3. shall be responsible for all correspondence necessary to run a smooth organization.
  - 3.3.4. shall maintain a complete file of all registered players.
  - 3.3.5. shall maintain a file of ASSOCIATION members.
  - 3.3.6. shall keep a record of members attending each monthly meeting for the purpose of voting and Office eligibility.
  - 3.3.7. shall give notice of all monthly meetings.
  - 3.3.8. shall review and keep a record of all current criminal background checks for all coaching personnel. Using the background checks shall create a master list of all coaches and the dates they submitted their background checks.
- 3.4. THE TREASURER
  - 3.4.1. shall maintain all financial accounts of the ASSOCIATION.
  - 3.4.2. shall pay all bills.
  - 3.4.3. shall make all deposits or be the director of them.
  - 3.4.4. shall not spend ASSOCIATION money without approval. (except as provided in 3.5.1)
  - 3.4.5. or Vice President shall be the first of two (2) Officers endorsement on each check written.
  - 3.4.6. shall give an updated financial report at each monthly meeting.
  - 3.4.7. shall, with the assistance of the President, prepare a budget for approval at the January meeting.
  - 3.4.8. shall have any individual(s) requesting a check fill out a "Check Request Form" before issuing any check to any individual of the ASSOCIATION. This does not apply to corporations that have submitted bills for payment for supplies or services rendered.
- 3.5. A MAJORITY VOTE OF OFFICERS
  - 3.5.1. shall have the power to spend up to \$500 if an ASSOCIATION vote is not possible.
  - 3.5.2. shall decide on all games played under protest.
  - 3.5.3. shall have the final decision on coach selection and discipline of coaches.
  - 3.5.4. in the event of a split vote between the board (2-yay & 2-nay), a fifth and tie-breaking vote shall be cast by the chairman of the Coaches Committee. Said vote must be a group decision with input from the Committee.
- 3.6. PAST PRESIDENT POSITION
  - 3.6.1. shall serve as a consultant to the current board



- 3.6.2. Position is not mandatory, but shall be filled by the immediate post president, or successor
- 3.6.3. shall not have a vote during executive board sessions
- 3.6.4. Any past president (s) may be used to meet the requirement of at least two officers in order to conclude business.

#### **4. ELECTION OF OFFICERS**

- 4.1. Nomination for the offices of President, Vice President, Secretary and Treasurer shall be held at the September monthly meeting and again at the October monthly meeting before the election voting begins.
- 4.2. Only ASSOCIATION members shall be eligible to vote for, or nominate, another member. (see vote eligibility 5.4)
- 4.3. To be eligible for nomination to the office of President or Vice President, a member must first have attended at least six (6) of the past twelve (12) ASSOCIATION monthly meetings.
- 4.4. To be eligible for nomination to the office of Treasurer or Secretary, a member must first have attended at least four (4) of the past twelve (12) ASSOCIATION monthly meetings.
- 4.5. Election of Officers shall be held at the October meeting.
- 4.6. The elected Officers shall hold office for one year and be eligible for re-election.
- 4.7. Any Officer who shall neglect or fail to perform their duties, that office shall be declared vacant by a majority vote of the ASSOCIATION and an appointment shall be made to fill out that term. The appointment will be proposed and confirmed by a vote of the sitting Officers. If no one is available from the pool of eligible nominees (those who have fulfilled the attendance requirement detailed in sections 4.3 and 4.4) the board may appoint someone who has not met those requirements.
- 4.8. The outgoing Board cannot make any executive decisions that will affect the newly elected board (i.e. coach selections, budget, spending) with the exception of setting registration fees for the upcoming spring season so that it may be correctly promoted during the late summer and early fall.
- 4.9. There will be a limit of one board member from any one family household, to be on the board at any given time.
- 4.10. If, when elections are completed, there are one or more Officer positions vacant, those vacancies will be filled by appointment as described in section 4.7.

#### **5. MEMBERSHIP**

- 5.1. Membership shall be from November 1- October 31 of each year.
- 5.2. Membership dues of five (5) dollars are included with registration.
- 5.3. ASSOCIATION members shall be a minimum 18 years of age.

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- 5.4. To be eligible to vote on any issue, a member must attend at least four (4) of the past twelve (12) monthly meetings as recorded by the Secretary.
- 5.5. Officers, candidates for Office, Coaches, Assistant Coaches, Committee Chair persons and persons wishing to vote must be a member of the ASSOCIATION.
- 5.6. To become a member of the ASSOCIATION, a person must reside in the Fleetwood Area School District's tax paying area, have a child playing for the ASSOCIATION, or be an individual interested in voluntarily committing their time or resources in the interests of the ASSOCIATION.
- 5.7. Attendance tracking for the purposes of voting for Board Officers shall run from October to October for a total of thirteen (13) meetings.

## 6. MEETINGS

- 6.1. shall be held once each month
- 6.2. Two (2) Officers and five (5) regular members shall represent a quorum at the monthly meeting.
- 6.3. The suggested order of business is:
  - 6.3.1. Call to order
  - 6.3.2. Reading of minutes from last meeting
  - 6.3.3. Financial Report
  - 6.3.4. Unfinished Business
  - 6.3.5. New Business
  - 6.3.6. Committee Reports
  - 6.3.7. Adjournment

## 7. THE COACHES

- 7.1. The Coaches, including assistant coaches, for the Fleetwood Area Baseball Association shall be a registered member of the ASSOCIATION and recommended to their position by the Coaches Committee and referred to the FAB board for their final approval. The Coaches Committee will strictly adhere to the adapted criteria for Coaching Assignments, developed by the Coaches Committee and voted into rule by the general membership voting population. Should there be arbitration in the matter, the elected Officers will have the ultimate authority in coach selection.
- 7.2. All volunteer coaches, regardless of age level, must provide and maintain current background check clearances with the ASSOCIATION. As of July 1<sup>st</sup>, 2015, Pennsylvania law requires all volunteers who have direct contact with children to obtain the following three (3) clearances;
  - Report of Criminal History from the Pennsylvania State Police (PSP).
  - Child Abuse History Clearance from the Department of Human Service.
  - A Fingerprint Based Federal Criminal History (FBI) submitted through the Pennsylvania State Police or its authorized agent UNLESS applicant has been a



continuous resident of Pennsylvania for the past 10 years in which case a signed, notarized affidavit of such must be kept on file.

Completion of these clearances permits a volunteer to serve as a head coach or assistant coach for the ASSOCIATION. Completed forms will be kept on file by the current Secretary of the Board. Coaches may be required to re-submit for clearances at any time, as requested by the board. Those who refuse to submit these clearances, regardless of age level coached, will not be permitted to coach for the ASSOCIATION. All coaches must submit clearances within 30 days of being named as a head or assistant coach, UNLESS they obtain written confirmation from the current Secretary of the Board that their clearances are already on file and current.

- 7.3. The Coaches, once assigned will follow the Coaches Code of Conduct to the letter. This Code of Conduct shall be voted into rule by the general membership voting population.
- 7.4. The Coaches shall attend player selection (tryouts), and select their teams with parity in mind.
- 7.5. The Coaches must realize that the umpire has the final say in any and all calls. Regardless of the umpire's competence he/she shall be treated with respect. Any complaint about an umpire shall be taken to the Coaches Committee after the game is over.
- 7.6. A team will consist of one (1) Head Coach (manager) and one (2) Assistant Coaches. Any other help will be considered a team mother or team father. A Head Coach does not have to select his assistant before he picks his team. The Coach and the Assistant Coach shall be a registered member of the ASSOCIATION.
- 7.7. No Coach shall be the Head Coach of more than one team. This does not apply to tournament teams.
- 7.8. A Head Coach may stay within a Division as long as he/she is showing excellent competence. A Head Coach does not have to have a child in the program. No Head Coach or Assistant Coach shall be under 18 years old.
- 7.9. Practice sessions may be held at the managers' discretion any time after player selection.
- 7.10. Coaches shall not use lighting at Smith Field for practice without approval of the Officers.
- 7.11. Home team shall be responsible for raising and lowering flags, marking foul lines, placing and removing bases, raking field after last game and emptying the trash cans.
- 7.12. Steel spikes shall be prohibited on playing field for Senior Division and younger.
- 7.13. Tournament Coaches shall be selected by the Coaches Committee and referred to the FABA Board for final approval.

## **8. THE COMMITTEES**

- 8.1. The President shall form all committees.



- 8.2. This Committee shall be voted into being by a majority vote of the membership of the ASSOCIATION.
- 8.3. Each Committee shall have its own chairperson, appointed by the Board of Directors, who shall take charge and direct the Committee's activities.
- 8.4. The Committee Chairperson shall be responsible to report, or have reported, that Committees activities at each monthly ASSOCIATION meeting.
- 8.5. The Committee shall be formed of at least three (3) but limited to seven (7) members to avoid lengthy impeded discussion on topics pertinent to their committee.
- 8.6. Their recommendations must be approved by a majority vote of Officers or a majority vote of the ASSOCIATION.
- 8.7. The following Committees are suggested, but not mandatory:
  - 8.7.1. Fundraising Committee shall suggest ideas for raising money for the ASSOCIATION and with ASSOCIATION approval, shall organize their plan.
  - 8.7.2. Concession Stand Committee shall operate the food stand at Smith Field and work with the elected Treasurer to ensure that proceeds are deposited properly.
  - 8.7.3. Building & Grounds Committee shall be responsible for maintaining and winterizing all existing structures and land at all FABA Fields.
  - 8.7.4. Umpire Committee shall assemble, schedule and instruct volunteer umpires.
  - 8.7.5. Sponsorship Committee shall solicit donations for sign display and delegate responsibility for these materials appropriately.
  - 8.7.6. Uniforms and Equipment Committee shall purchase and maintain safe equipment and uniforms for Jr. and Sr. Division and distribute, collect and store them. Only the FABA President shall purchase or authorize the purchase of all supplies, uniforms, and equipment after the approval of the FABA Board.
  - 8.7.7. Game Scheduling Committee shall schedule all non-tournament games played by the ASSOCIATION players age six (6) through twelve (12).
  - 8.7.8. The Coaches' Committee shall submit all coaches names to the Board of Directors for final approval, be responsible for keeping Coaches Packet current for all divisions, keep the Coaches', Player's and Parent Code Of Conduct current, submit proposed changes to the playing rules, investigate all coaching complaints for all FABA teams and present recommendations and/or sanctions to the board for their approval. All coaching complaints must come to the Committee immediately and confidentially. As the investigation progresses discreetly, all details of such shall remain confidential within the Committee, the Board and any members that are part of the investigation, until such time as the investigation is complete and the summary facts are presented to the Board along with a recommendation for action. This committee shall hold a monthly meeting prior to the general meeting of the ASSOCIATION. Members of the Coaches' Committee are required to attend a minimum of six (6) meetings per year.



## 9. PLAYERS AGE

- 9.1. **T-Ball** - Any child, who does not reach their 7<sup>th</sup> birthday before May 1<sup>st</sup> of the current year and will attain their 5<sup>th</sup> birthday before May 1<sup>st</sup> of the current year, is eligible to play in the T-Ball division.
- 9.2. **American League** - Any child, who does not reach their 9<sup>th</sup> birthday before May 1<sup>st</sup> of the current year and will attain their 7<sup>th</sup> birthday before May 1<sup>st</sup> of the current year, is eligible to play in the American League division.
- 9.3. **National League** - Any child, who does not reach their 11<sup>th</sup> birthday before May 1<sup>st</sup> of the current year and will attain their 9<sup>th</sup> birthday before May 1<sup>st</sup> of the current year, is eligible to play in the National League division.
- 9.4. **Senior League** - Any child, who does not reach their 13<sup>th</sup> birthday before May 1<sup>st</sup> of the current year and will attain their 11<sup>th</sup> birthday before May 1<sup>st</sup> of the current year, is eligible to play in the Senior League division.
- 9.5. **Jr. Babe Ruth** - Any child, who does not reach their 16<sup>th</sup> birthday before May 1<sup>st</sup> of the current year and will attain their 13<sup>th</sup> birthday before May 1<sup>st</sup> of the current year, is eligible to play in the Jr. Babe Ruth division.
- 9.6. **Sr. Babe Ruth** - Any child, who does not reach their 18<sup>th</sup> birthday before May 1<sup>st</sup> of the current year and will attain their 13<sup>th</sup> birthday before May 1<sup>st</sup> of the current year, is eligible to play in the Sr. Babe Ruth Division.
- 9.7. **15 year old players and the Sr. Babe Ruth Division** – Sr. Babe Ruth teams will be selected as follows:
  - 9.7.1. Sr. Babe Ruth team coaches will draft from the available 16 and 17 year old players until all have been placed on a team.
  - 9.7.2. If roster spots remain, Sr. Babe Ruth coaches will fill them by drafting from the remaining pool of players ages 13-15 selecting the best players, by ability, to fill the roster spots.
  - 9.7.3. If any 15 year old players remain after the Sr. Babe Ruth team rosters have been filled, they will be part of the player pool for the Jr. Babe Ruth draft and selected to play on a team in that division.
- 9.8. Exceptions to player age can be made ONLY with unanimous vote of the FABA board. All such requests must be submitted in writing to the ASSOCIATION during the registration period. All requests will be reviewed by the Coaches Committee and the FABA board.

## 10. PLAYER REGISTRATION

- 10.1. At the time of registration, a *non-refundable* donation shall be requested.
- 10.2. A late fee of fifteen (15) dollars will be required when registering a player after the posted registration period has closed. Registrations may not be accepted after uniforms have been ordered unless approved by a majority vote of Officers.
- 10.3. Player registration may be denied, pending an ASSOCIATION vote.





- 10.4. Each player candidate must present acceptable proof of age to the league President or Coaches Committee representative, before player selection, if requested.
- 10.5. Financial hardship cases shall be reviewed by the Board on a case-by-case basis. This shall apply to both registration and fundraising.
- 10.6. There may be additional fees and premium payments due for players participating on tournament teams. These payments are due prior to the first game of the season.
- 10.7. All code of conduct forms (Player & Parent), registration, and fundraising **MUST** be turned in **BEFORE** uniforms are distributed. This applies to all FABA teams.

## **11. PLAYERS AND SELECTION**

- 11.1. Evaluations shall be held each spring, for the purpose of team selection. Each team may reserve the (1) Head Coach's and (2) Assistant Coach's child(ren) or stepchild(ren). The team will forfeit a draft choice in a designated round for each player reserved. The majority of the Head Coaches will decide the designated round(s) at the time of the draft with consideration given to average player ratings by the evaluators. *All reserved players must attend the evaluations.* Team selection for travel teams and Diamond League teams is at the discretion of the coaching staff, however an evaluation staff consisting of independent outside observers (individuals with no direct ties to any prospective players in the tryout) will be present to provide additional evaluation for the selection process. Players trying out for Diamond League and travel teams will be informed of the tryout results, either by direct contact, email, or roster posting on the FABA website. The timing and availability of these tryout results will be discussed by the head coach at the time of the tryout.
- 11.2. Every player playing must be in regulation uniform. Uniforms shall be worn for ASSOCIATION playing only.
- 11.3. Steel spikes shall be prohibited on playing field for Senior Division and younger.
- 11.4. No jewelry shall be worn by any player.
- 11.5. A player must play six (6) defensive outs. Any child not attending practice sessions shall be exempt from this rule at the discretion of the Head Coach. Travel teams and Diamond League, are exempt from the rule.

## **12. THE RULES**

- 12.1. The rules shall be that of the Official Cal Ripken/Babe Ruth League, Inc. Rule Book unless superseded by an ASSOCIATION rule that has been voted into being before player selection.
- 12.2. Once a rule has been adopted an appeal must be made in writing within thirty (30) days to the appropriate committee. After 30 days without appeal the newly adopted rule will remain in effect for that season.



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- 12.3. All rule changes must be voted on and approved by the ASSOCIATION before player selection of the current season, so that all Coaches and Umpires may be well informed.

### 13.AMENDMENTS

- 13.1. This document is to supersede previously agreed to constitutions and bylaws.
- 13.2. Amendments must be presented in writing.
- 13.3. Amendments must be read at two (2) monthly meetings before a vote to accept.
- 13.4. Amendments to this document can be made with a majority vote of vote eligible members in attendance after these requirements are met.

Approved: 2/15/2017