Original Adopted: 11/12/2000 by Milwaukie Junior Baseball Association Board of Directors
Revisions Adopted: 10/8/2006; 10/10/2010

MILWAUKIE JUNIOR BASEBALL ASSOCIATION

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ASSOCIATION OBJECTIVES

1) To provide recreational and competitive baseball, rookie ball (pitching machine) and T-ball opportunities for youth under age 19, residing within or near the Milwaukie (Oregon) High School attendance area;

2) To organize, oversee and support participation of teams from MJBA in in-house, district, state, and national leagues and tournaments;

3) To promote good sportsmanship and fair play;

4) To promote baseball skills and encourage physical fitness;

5) To develop baseball skills and encourage physical fitness;

6) To carry out the above objective, the Association may:
   a.) buy, sell, lease, borrow and improve property and acquire, manage and improve baseball fields and other facilities needed to operate the organization;

   b.) carry on fund raising activities, solicit sponsorships, receive donations of money or property, and take, hold and use property obtained by gift, devise or bequest;

   c.) solicit volunteer services of parents, coaches and other baseball supporters, and when necessary, contract or hire needed services;

   d.) do all other things necessary and proper to carry out the above general objectives.

BYLAWS

ARTICLE 1

Membership and Officers

SECTION 1. MEMBERSHIP

Any reputable adult, dedicated to providing a quality baseball experience for the youth under age 19 residing within or near the Milwaukie High School attendance area is eligible for membership. The Executive Board may require completion of a membership application listing character references.

SECTION 2. RIGHTS AND PRIVILEGES

Members in good standing qualify to hold offices, serve on committees, vote at election meetings and participate in programs and activities of MJBA

SECTION 3. ELECTION OF OFFICES

All members and officers in attendance at an annual election meeting held the ***second Sunday in November*** may vote for officers.

Nominations shall be made at the election meeting or they may be made to a board member prior to the elections.

Election is by majority vote. In the absence of a majority, a runoff election between the two candidates with the most votes will be held.

Officers must be reelected each year. However, they may serve multiple terms.

SECTION 4. DURATION OF OFFICE

Officers will serve a full year. Newly elected officers will take office on December 1st and outgoing officers will serve through November 30th.

SECTION 5. OFFICER VACANCY

Should an officer fail to serve out their term of office, the president will appoint a replacement to complete the term. Should the president fail to serve out a full term of office, the board of directors will elect a new president. All appointments to vacant offices and committees shall be made by the president.

SECTION 6. DISCIPLINE OF MEMBERS AND OFFICERS

See Art. V, Sec.4.

A suspended or expelled member may not hold office.

ARTICLE II

Government

SECTION 1. BOARD OF DIRECTORS

General management and control of affairs, funds and assets of MJBA shall be vested in the board of directors and the elected or appointed officers of MJBA. The board of directors shall set and adopt policies and guidelines.

The board of directors shall consist of the following officers:

Association President	Vice President of Baseball
Vice President of Rookie ball	Vice President of T-ball
Secretary	Treasurer
Registrar	Equipment Manager
Uniform Manager	Sponsorship Coordinator
Fund Raiser Chairperson	Field Maintenance Manager
Field Maintenance Assistant	Field Scheduler
Umpire Coordinator	Picture Coordinator
Tournament Coordinator	Publicity/Public Relations Officer
Coaches' Coordinator	

SECTION 2. EXECUTIVE BOARD

The executive board shall rule on disciplinary concerns and all other matters directed to it by the board of directors.

The executive board shall consist of the association president and two MJBA officers elected by the board of directors.

SECTION 3. BUDGET COMMITTEE

The budget committee shall be a standing committee. It shall make and submit an annual budget at the end of each fiscal year, for acceptance by the board of directors. This budget will be revised and resubmitted following registration to reflect needs adjusted for number of players and teams, and the amount of income derived from registration and anticipated fundraising. The committee shall monitor adherence to the budget.

The Budget committee shall consist of the president, treasurer and other officers or members selected by the board.

The budget committee shall ensure that a qualified audit committee appointed by the board of directors examines the treasurer's books each year. The audit will be conducted in accordance with the current document entitled "Annual Audit Committee Procedures". The audit committee will consist of at least one qualified person who is not an officer.

SECTION 4. FUNDRAISING COMMITTEE

The fundraising committee will work with the fundraiser chairperson to conduct association fundraising and complete duties of the chairperson.

SECTION 5. SPONSORSHIP COMMITTEE

The sponsorship committee will work with the sponsorship chairperson to procure team sponsors and complete the duties of the chairperson.

SECTION 6. OTHER COMMITTEES

Other committees may be formed and disbanded as needed, at the discretion of the president or board of directors.

ARTICLE III

Meetings

SECTION 1. ORDER OF BUSINESS

The order of business at all meetings of the MJBA shall be determined by the president or other presiding officer. Procedure at all meetings shall be governed by the Roberts Rules of Order.

SECTION 2. BOARD OF DIRECTORS MEETINGS

Regular board of directors meetings shall be held on the second Sunday of each month, September through June. Notice of regular board meetings shall be made by the secretary at least five (5) days prior to the meeting.

The president shall preside over board meetings. In the absence of the president, the vice-president of baseball will preside. In the absence of the president and the vice-president of baseball, the secretary will preside.

A quorum of seven board members shall be present to conduct business.

All decisions by the board of directors shall be decided by majority vote of board members in attendance. The presiding officer only votes to break ties.

Failure of any board member to attend three consecutive regular board meetings may be grounds for replacement of that board member, as determined by the board of directors. The president shall appoint a successor.

SECTION 3. EXECUTIVE BOARD MEETINGS

Executive board meetings shall be held as needed, whenever called by the president. To conduct business, all three members shall be present.

Executive board decisions shall require a 2/3 majority.

SECTION 4. COACHES MEETINGS

Coaches meetings shall be held as needed, when called by the president, a vice-president or the board of directors. Notice of coaches meetings shall be made by the MJBA secretary at least four (4) days prior to the meeting.

At coaches meetings, each team represented will have one vote. The team representative at the meeting may be a coach, an assistant coach or a team parent. Decisions shall be made by a majority vote of team representatives in attendance. The presiding officer may vote only to break ties.

SECTION 5. ANNUAL ELECTION MEETING

The annual association election meeting will be held on the ***second Sunday in November.***

Notice of the annual election meeting shall be made by the secretary to all members and parents at least five (5) days prior to the meeting.

See Article I, section 3. Election of Officers.

ARTICLE IV

Duties of Officers

SECTION 1. ASSOCIATION PRESIDENT

It shall be the duty of the MJBA president to preside at board meetings, to appoint chairmen of committees, and to perform duties that the board of directors may direct. The president shall support other officers' and coaches' efforts to meet the association objectives. The president shall file reports to government entities and supervise selection of association insurance. When needed, the president shall assist the vice-presidents' handling of problems. The president shall be a member of the budget committee, and may be a co-signer of association checks.

SECTION 2. VICE PRESIDENT OF BASEBALL

It shall be the duty of the vice president of baseball to oversee recruitment of coaches, conduct baseball coaches meetings, oversee tryouts and drafts, attend district meetings, submit district schedules to the field scheduler, and handle problems in the baseball program as they occur.

SECTION 3. VICE PRESIDENT OF ROOKIE BALL

It shall be the duty of the vice president of rookie ball to oversee recruitment of coaches, conduct rookie ball coaches meetings, create a game schedule with the field scheduler, order T-shirts and hats, coordinate use of pitching machines, and handle problems in the rookie ball program as they occur.

SECTION 4. VICE PRESIDENT OF T-BALL

It shall be the duty of the vice president of T-ball to oversee recruitment of coaches, conduct T-ball coaches meetings, create a game schedule with the field scheduler, order T-shirts and hats, and handle problems in the T-ball program as they occur.

SECTION 5. SECRETARY

It shall be the duty of the secretary to keep and submit the minutes of all board of directors meetings, to bring these Bylaws to all board of directors meetings, and to make notification of meetings as specified in Article III. It shall also be the duty of the secretary to assist the registrar with coordination of registrations, sign-ups, tryouts, draft, etc.

SECTION 6. TREASURER

It shall be the duty of the treasurer to supervise all money belonging to MJBA, to make deposits in a reliable bank, to supervise payment of funds, to keep accurate and current accounting of financial activity, and to report financial status at each board of directors meeting. The treasurer shall be a member of the budget committee and shall sign association checks.

SECTION 7. EQUIPMENT MANAGER

It shall be the duty of the equipment manager to budget for and purchase new equipment as needed, and to maintain storage for, distribute, collect and inventory all association equipment including field liners, drags and pitching machines. The equipment manager shall provide a complete inventory at the September board meeting.

SECTION 8. UNIFORM MANAGER

It shall be the duty of the uniform manager to budget for and purchase new uniforms as needed, to supervise ordering of hats for MJBA and to maintain storage for, distribute, collect and inventory all

association uniforms. The uniform manager shall provide a complete inventory at the September board meeting.

SECTION 9. FUNDRAISER CHAIRPERSON

It shall be the duty of the fundraiser chairperson to oversee the organization of an association fundraiser to its conclusion. The fundraiser chairperson shall keep record of the amount of money raised by each team in the association, shall report to the board any delinquent payments of funds and shall work with the treasurer to deposit funds in a timely manner.

SECTION 10. SPONSORSHIP CHAIRPERSON

It shall be the duty of the sponsorship chairperson to oversee the procurement of sponsors for all association teams, to coordinate solicitation and collection of sponsorship fees, and to send letters of thanks to sponsors, when money is received. The sponsorship chair shall be responsible for coordinating banners for each team sponsor.

SECTION 11. REGISTRAR

It shall be the duty of the registrar to coordinate registration; procuring a site and registration workers, working with the publicity officer to notify the public, creating a registration form, working with the treasurer to provide receipts and deposit funds in a timely manner. The registrar shall coordinate entry of players into a database, provide lists of players for tryouts and drafts, and provide team rosters to coaches, to the board of directors and to the vice president of baseball for submission to district and state officials.

SECTION 12 (A). FIELD MAINTENANCE MANAGER

It shall be the duty of the field maintenance manager to organize and coordinate fieldwork, to budget for and authorize all field maintenance expenses, to order portable toilets and to organize training of coaches in field maintenance and chalking.

SECTION 12 (B). FIELD MAINTENANCE ASSISTANT

It shall be the duty of the field maintenance assistant to provide support to field maintenance manager with respect to organizing and coordinating fieldwork, to budget for and authorize all field maintenance expenses, to order portable toilets and to organize training of coaches in field maintenance and chalking.

SECTION 13. FIELD SCHEDULER

It shall be the duty of the field scheduler to secure usage of baseball fields by contacting providers, to schedule practice fields, to schedule fields for games when schedules are made available by each vice president, and to act as liaison with North Clackamas School District Facilities department regarding use of school property.

SECTION 14. UMPIRE COORDINATOR

It shall be the duty of the umpire coordinator to procure and organize umpires for training and to coordinate or monitor their assignments within our area.

SECTION 15. PUBLIC RELATIONS AND PUBLICITY OFFICER

It shall be the duty of the public relations and publicity (PR) officer to communicate registration information via schools and press, and to assist other officers' communications. The PR officer shall coordinate a MJBA presence with North Clackamas Schools' advisory board and school board, with

North Clackamas Parks and Recreation advisory board and with other entities that impact the quality and conditions of baseball in this area.

SECTION 16. PICTURE COORDINATOR

It shall be the duty of the picture coordinator to procure a site for pictures to be taken, to coordinate team pictures sessions and distribution.

SECTION 17. TOURNAMENT COORDINATOR

It shall be the duty of the tournament coordinator to coordinate or delegate management of any invitational, district or state tournaments hosted by MJBA.

SECTION 18. COACHES' COORDINATOR

It shall be duty of the coaches' coordinator to ensure that league coaches are adhering to all league coaching procedures in regards to draft, practices and games. The coaches' coordinator will coordinate instruction for coaches and kids, including but not limited to creating and maintaining a resource library and organizing coaches' clinics.

ARTICLE V

Rules and Discipline

SECTION 1. BYLAWS AND AFFILIATE RULES

Members, coaches, players, parents and officers of MJBA shall abide by these Bylaws and by the rules and regulations of organizations with which MJBA is affiliated. State and county rules supersede MJBA rules.

SECTION 2. BYLAWS AVAILABILITY

A copy of these Bylaws, as most recently amended, will be kept by the secretary and made available at all meetings of the board of directors. Copies of these Bylaws will be distributed to officers at the September meeting, and will be made available on request to members.

SECTION 3. PROTOCOL FOR DISCIPLINE

The executive board shall use the following protocol for discipline, to deal with disciplinary concerns:

1) a verbal warning will be given by an executive board member. If necessary, it will be followed by or given simultaneous to,
2) a written warning issued by at least two executive board members. If necessary, these will be followed by,
3) a hearing before the executive board, to investigate alleged infractions or misconduct, and to allow the member, officer or coach to defend themselves. Involved parties will be asked to attend or submit evidence.
4) Executive board decisions will be binding.

SECTION 4. DISCIPLINE OF MEMBERS AND OFFICERS

The executive board may suspend and expel members for any willful infraction of these Bylaws, or for actions or conduct that the executive board deems injurious or hostile to the interests of MJBA, its players or its affiliates.

SECTION 5. SELECTION AND DISCIPLINE OF COACHES

Coaches must submit an application to, and be selected by, the executive board prior to fielding a team.

Coaches may be dismissed or replaced by the executive board, with cause, for actions or conduct that the executive board deems injurious or hostile to the interests of MJBA, its players or its affiliates.

Coaches may be temporarily suspended by the executive board, pending outcome of the hearing.

SECTION 6. TEAM DISCIPLINE

Coaches are responsible for promoting association objectives and maintaining discipline on their teams. Abusive discipline will not be tolerated.

If a coach is unable to resolve a disciplinary problem with a player, he is encouraged to speak with the player's parent(s). If the problem persists, or if the parent obstructs discipline or association objectives, the coach is encouraged to notify an executive board member immediately.

Player dismissal must be approved by the executive board. Vice presidents shall follow up on all players leaving the program

ARTICLE VI

Amendments to Bylaws

Amendments to these bylaws must be proposed at a meeting of the board of directors, and adopted at the following meeting by a 2/3 vote of a quorum of at least seven (7) members of the board.

ARTICLE VII

Dissolution

In the event of dissolution or final liquidation of MJBA, all of its remaining assets shall be donated to a non-profit youth baseball program serving youth in the Milwaukie High School attendance area, as directed by the board of directors. Should no such youth baseball program exist in the area, remaining assets shall be donated to Milwaukie High School athletic department and its baseball program.